

SEQUOIA UNION HIGH SCHOOL DISTRICT  
Redwood City, California 94062

TO: Board of Trustees

DATE: May 25, 2016

FROM: James Lianides,  
SuperintendentSUBJECT: Personnel Recommendations  
for May 25, 2016

## Board Meeting

Employment – Certificated

Bansal	Shweta	M	Teacher – Mathematics	1.0 fte	08/15/16	E.C. 44909
Barlow	Nichole	M	Teacher – World Languages	1.0 fte	08/15/16	Probationary 1
Charles	Tara	D	Instructional Coach	.6 fte	08/08/16	Tenured
Charles	Tara	D	TIP's Coach	.4 fte	08/15/16	Tenured
Donaldson	Cynthia	M	Teacher – Mathematics	.6 fte	08/15/16	E.C. 44909
Hansen	Laura	S	School Psychologist	1.0 fte	08/15/16	Probationary 1
Kaprive	Aline	S	Teacher – Education Specialist	1.0 fte	08/15/16	Probationary 1
King	Arminda	M	Teacher – Mathematics	1.0 fte	08/15/16	E.C. 44909
Manuel	Julie	C	Teacher – Social Science	.6 fte	08/15/16	Probationary 1
Martinez	Hillary	S	Teacher – English	1.0 fte	08/15/16	Probationary 1
Mass	Jessica	R	Teacher – English	1.0 fte	08/15/16	Tenured
McAllister	Beth	M	Teacher – Science	.6 fte	08/15/16	E.C. 44909
Mueller	Anthony	W	Teacher – English	.2 fte	05/16/16	Tenured
Rhodehouse	Sue	W	Teacher – English	.2 fte	05/16/16	Tenured
Watkins	Jeffrey	D	Vocational Transition Specialist	1.0 fte	08/15/16	Tenured
Zargar	Pirayeh	W	Teacher – English	.2 fte	05/16/16	Tenured

Approved Requests for Leave of Absence for the 2016-17 School Year

Gil Lara M Teacher – English 40% leave Section 9.1.1-(A-4)

Request to Rescind Leave of Absence for the 2016-17 School Year

Downing Sharlett W Guidance Counselor 100% leave Section 9.1.1-(A-4)

Notice of Termination-Certificated

Martinelli	Diane	M	Teacher – Social Science	Retirement	1.0 fte	06/03/16
Wade	Carolyn	C	Teacher – Reading	Retirement	1.0 fte	06/03/16

  
Jacqueline McEvoy, Assistant Superintendent

Certificated Staff hired for Summer School 2016

Name			Name			Name		
Site			Site			Site		
Andres	Rachel	M	Choe	Susie	M	Peyton	Michelle	S
Artiga-Faupusa	Cynthia	C	Dequina	Jefferson	C	Richardson	Kathleen	S
Asanuma	Leia	M	Giambruno	John	M	Sterne	Catherine	S
Bajornas	Erin	D	Kirkpatrick	Shannon	M	Strub	Liane	M
Bansal	Shweta	M	Kruse-Silva	Georgianna	C	Turner	Darrell	S
Bland	Erika	M	Logan	Molly	S	Whitnah	Gregg	M
Bowler	Timothy	M	Marchetti	Brian	M	Wilmurt	Eric	M
Calonje	Salvadora	M	Orozco	Kai	C	Wimberly	Pamela	M

DATE: 05/25/2016

SEQUOIA UNION HIGH SCHOOL DISTRICT  
Redwood City, California 94062

TO: Board of Trustees

DATE: May 25, 2016

FROM: James Lianides,  
SuperintendentSUBJECT: Personnel Recommendations  
for May 25, 2016  
Board MeetingEmployment – Classified

Alvarado	Gonzalo	M	Campus Security – Grad	Short-Term	0.5 fte	06/02/16
Banderas Padilla	Juan	M	Custodian On-Call	Short-Term	1.0 fte	05/09/16
Cazares	Thannia	M	Campus Scrutiy – Grad	Short-Term	0.5 fte	06/02/16
Estacuy	Gabriel	M	AVID Tutor	Short-Term	0.5 fte	05/09/16
Flores	Karina	M	Campus Security - Prom	Short-Term	0.5 fte	04/29/16
Flores	Karina	M	Campus Security – Grad	Short-Term	0.5 fte	06/02/16
Flores	Karina	D	Secretary – Construction	Short-Term	1.0 fte	06/06/16
Frias	Adriana	M	Custodian On-Call	Short-Term	1.0 fte	05/03/16
Gonzalez	Jonathan	W	SCIA	Short-Term	1.0 fte	05/10/16
Lorenzo	Valeria	M	Campus Aide – Prom	Short-Term	0.5 fte	04/29/16
Macy-Castro	Alexis	D	Student Worker	Student	0.5 fte	04/19/16
Mullen	Regina	M	Lay Reader	Short-Term	0.5 fte	02/01/16
Rasor	Nina	C	Coordinator Support	Short-Term	1.0 fte	05/01/16
Rivera Vega	Irene	M	Secretary	Short-Term	1.0 fte	04/29/16
Sanchez Rivas	Jorge	M	Custodian On-Call	Short-Term	1.0 fte	05/06/16
Vasquez Jr.	Joel	M	Custodian On-Call	Short-Term	1.0 fte	05/11/16

Notice of Terminations

Marte	Emil	T	SCIA	Resignation	1.0 fte	05/03/16
Ventura	Blanca	D	Secretary	Termination	1.0 fte	05/31/16

Employment – Summer School

Analco	Nancy	C	IA	Employee	1.0 fte	06/14/16
Anaya-Gracian	Brenda	C	IA	Short-Term	1.0 fte	06/15/16
Avalos	Martin	S	SCIA	Employee	1.0 fte	06/15/16
Campos	Janette	C	IA	Employee	1.0 fte	06/14/16
Canapary	Valerie	M	SCIA	Short-Term	1.0 fte	06/15/16
Cazares	Thannia	M	IA	Short-Term	1.0 fte	06/13/16
De Jesus	Carlo	C	IA	Employee	1.0 fte	06/14/16
Escobar	Charlene	S	SCIA	Employee	1.0 fte	06/15/16
Flores	Esperansa	M	SCIA	Short-Term	1.0 fte	06/15/16
Glatzel	Bruce	C	IA	Employee	1.0 fte	06/15/16
Guglielmone	Antony	S	SCIA	Short-Term	1.0 fte	06/15/16
Kelly	Livija	M	Textbook Clerk	Short-Term	1.0 fte	06/10/16
Kelly	Matt	S	Campus Security Aide	Employee	1.0 fte	06/10/16
McLaughlin	Christine	S	Textbook Clerk	Employee	1.0 fte	06/10/16
Navarette	Carlos	S	Secretary/Attendance	Employee	1.0 fte	06/10/16
Parker-Campbell	John	C	IA	Employee	1.0 fte	06/13/16

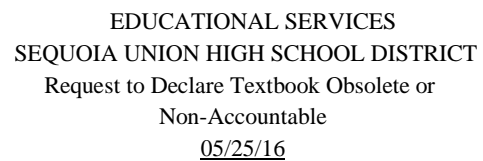
Paulson	Jennifer	M	IA	Employee	1.0 fte	06/15/16
Peni	Mike	C	Campus Security Aide	Employee	1.0 fte	06/13/16
Quinonez	Jorge	M	SCIA	Short-Term	1.0 fte	06/15/16
Rivera	Elaine	M	Secretary	Employee	1.0 fte	07/01/16
Rivera Vega	Irene	M	Secretary	Short-Term	1.0 fte	06/10/16
Rodriguez	Julian	M	SCIA	Short-Term	1.0 fte	06/15/16
Smith	Brittany	S	IA	Employee	1.0 fte	06/10/16
Stephens	Sam	M	Campus Security Aide	Employee	1.0 fte	06/13/16
Tagilala	Mary	C	Secretary/Attendance	Employee	1.0 fte	06/13/16
Taimani	Ofa	M	Campus Security Aide	Employee	1.0 fte	06/13/16
Vargas	Ana	S	IA	Employee	1.0 fte	06/15/16
Washington	Rommell	C	Campus Security Aide	Employee	1.0 fte	07/05/16

Employment – Adult School

Rosenberg	Kara	A	Volunteer Coordinator	Employee	1.0 fte	04/27/16
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 Jacqueline McEvoy, Assistant Superintendent



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# Sequoia Union High School District

## *Educational Services Department*

480 James Avenue, Redwood City, CA 94062  
(650) 369-1411 Ext. 22324 Fax: (650) 839-8970

### BOARD OF TRUSTEES

Carrie Du Bois  
Georgia Jack  
Alan Sarver  
Chris Thomsen  
Allen Weiner

### JAMES LIANIDES

Superintendent

Dr. Deborah Toups

Director, Special Education

## ***RESOLUTION NO. 1574***

### **GOVERNING BOARD, SEQUOIA UNION HIGH SCHOOL DISTRICT**

\* \* \* \* \*

#### **RESOLUTION APPROVING CHANGE TO THE SAN MATEO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) LOCAL PLAN IN THE AREA OF LOCAL EDUCATION AGENCY PARTICIPANTS TO ADD AN LEA MEMBER - CONNECT COMMUNITY CHARTER**

**RESOLVED**, by the Governing Board of the Sequoia Union High School District, County of San Mateo, State of California, that

**WHEREAS**, this Board is the Governing Body of the Sequoia Union High School District; and

**WHEREAS**, the SELPA Senior Administrator has recommended changes to the SELPA's Local Plan to add a Charter LEA Member – Connect Community Charter School, as set forth in *Exhibit A – LEA Participants* to this Resolution, and the SELPA Governing Board has adopted a resolution approving this change and recommending that Local Education Agency members of the SELPA also approve the change; and

**WHEREAS**, pursuant to the Local Plan and the Education Code, changes to add a Member LEA require the approval of this Board; and

**WHEREAS**, this Board has considered the SELPA Senior Administrator's and the SELPA Governing Board's recommendations and other matters pertaining to this action and desires to approve the change to Local Education Agency Participants section of the Local Plan;

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the proposed change to the SELPA Local Plan attached hereto as Exhibit A and incorporated herein by reference is approved.

**IT IS FURTHER DETERMINED AND ORDERED** that the Superintendent shall cause to be distributed a copy of this resolution to be transmitted to the San Mateo County SELPA Senior Administrator.

Regularly passed and adopted this 25<sup>TH</sup> day of MAY, 2016.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_  
SUPERINTENDENT





Agenda Item: 8K

Date: 5/25/16



# Equipment Surplus Disposition Request

<b>Site:</b>	Carlmont	<b>Department:</b>	IT	<b>Date:</b>	5/9/2016
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Qty	Description	Serial #	SUHSD ID#	Suggested Disposition	Additional Note(s)
30	4GB LaCie Drives	N/A	N/A	Recycle/Dispose	DR
21	CD-ROM Drives	N/A	N/A	Recycle/Dispose	
29	ASUS Eepc's	N/A	N/A	Recycle/Dispose	
1	Samsung Chromebook	N/A	N/A	Recycle/Dispose	
1	ASUS Eepc	930AAQ202118	10740	Recycle/Dispose	
1	ASUS Eepc	980AAS52339	12007	Recycle/Dispose	
1	ASUS Eepc	930AAQ201941	10750	Recycle/Dispose	
1	Panasonic LCD Projector	SG4150064	37208	Recycle/Dispose	
1	iMac Swivel Head	QT21925MMSPA	N/A	Recycle/Dispose	
1	Vodavi Phone	N/A	N/A	Recycle/Dispose	
1	Box of Misc Cables	N/A	N/A	Recycle/Dispose	
1	Hitachi LCD Projector	F6FG17229	38679	Recycle/Dispose	
1	Cisco WAP	FXXL024T3DG	38703	Recycle/Dispose	
1				Recycle/Dispose	
1				Recycle/Dispose	

Additional equipment? ☒ If checked, attach files (using paperclip to the right)



\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

Dept. Head (if applicable)		Purchasing Department & W/H Use Only	
	DocuSigned by: <i>[Signature]</i> 1C52B98A8D2F404...	5/10/2016	
Principal	DocuSigned by: <i>Clint Barret</i> E13C47C224D64B6...	5/10/2016	Board Date: 5/25/2016
Technician (if applicable)	DocuSigned by: <i>Daryl Ambrose</i> 40D47A0BD11E4A0...	5/9/2016	W/H Action:
Dir of Tech (if applicable)	DocuSigned by: <i>[Signature]</i> 1C52B98A8D2F404...	5/10/2016	Date:
Dir. of Purchasing	DocuSigned by: <i>[Signature]</i> 7FEFAE50FE46480...	5/10/2016	By:



# Equipment Surplus Disposition Request



<b>Site:</b>	Carlmont	<b>Department:</b>	IT	<b>Date:</b>	
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Qty	Description	Serial #	SUHSD ID#	Suggested Disposition	Additional Note(s)
1	HP Compaq 8000	MXL12403J1	13789	Recycle/Dispose	DR
1	HP Compaq 8000	MXL12908L9	14140	Recycle/Dispose	
1	HP Compaq 8000	ZUA24Z1R65	13323	Recycle/Dispose	
1	HP Compaq 8000	ZUA2421TK9	13328	Recycle/Dispose	
1	Apple Mac G5 Tower	N/A	N/A	Recycle/Dispose	
1	Box of Misc. Keyboards	N/A	N/A	Recycle/Dispose	
1	Box of Misc. Firewire Cables	N/A	N/A	Recycle/Dispose	
1	Box of Misc. Power Cables	N/A	N/A	Recycle/Dispose	
1	Box of Misc. AC Adaptera	N/A	N/A	Recycle/Dispose	
1	Smart Document Camera	E01B021359	N/A	Recycle/Dispose	
1	Kodak Slide Projector	279392	N/A	Recycle/Dispose	
1	Hitachi LCD Projector	F6B012827	38391	Recycle/Dispose	
1	Zenith VCR/DVD Player	491-45262079	N/A	Recycle/Dispose	
1	HP Photo Printer	CN221432N8	N/A	Recycle/Dispose	
1	Vivacci	N/A	28920	Recycle/Dispose	

Additional equipment?      If checked, attach files (using paperclip to the right)

\*Donation: (If selected under suggested disposition) **Indicate non-profit group requested:**

<b>Dept. Head (if applicable)</b>		<b>Purchasing Department &amp; W/H Use Only</b>	
<b>Principal</b>		<b>Board Date:</b>	5/25/16
<b>Technician (if applicable)</b>		<b>W/H Action:</b>	
<b>Dir of Tech (if applicable)</b>		<b>Date:</b>	
<b>Dir. of Purchasing</b>		<b>By:</b>	







Agenda Item: 81 (1)

Date: 5/25/16

AMENDMENT TO AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL  
DISTRICT AND KELLY'S TRUCK REPAIR

THIS AMENDMENT TO THE AGREEMENT entered into this 16<sup>th</sup> day of May, 2016, by and between the Sequoia Union High School District, hereinafter called the "District," and Kelly's Truck Repair, hereinafter called "Contractor;"

WITNESSETH

WHEREAS, the District and Contractor entered into an Agreement on July 21, 2015, pursuant to which Contractor agreed to provide services to repair and/or service to district fleet vehicles, as needed, for the period from July 1, 2015 through June 30, 2016; and

WHEREAS, the District and the Contractor now desire to amend the Agreement to increase the maximum amount payable under the Agreement by \$4,000.00, from \$35,000.00 to \$39,000.00.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 of the Agreement, "Payments," is hereby amended in its entirety to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit A to this Agreement, District shall make payments to Contractor based on the rates and in the manner specified in Exhibit B. The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed THIRTY NINE THOUSAND DOLLARS (\$39,000.00).

2. All other terms and conditions of the Agreement dated July 21, 2015 shall remain unchanged and in full force and effect.

SEQUOIA UNION HIGH SCHOOL DISTRICT

By:

Date:

KELLY'S TRUCK REPAIR

By: 

Date: 5-18-16



Agenda Item:

81 (2)

Date:

5/25/16

AGREEMENT BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT  
AND  
KELLY'S TRUCK REPAIR

THIS AGREEMENT, entered into this 21st day of JULY, 2015, by and between the SEQUOIA UNION HIGH SCHOOL DISTRICT, hereinafter called "District," and KELLY'S TRUCK REPAIR, hereinafter called "Contractor,"

WITNESSETH:

WHEREAS, The District may contract with independent contractors for the furnishing of services such as those that Contractor proposes to provide to the District,

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of REPAIR and/or SERVICE TO DISTRICT FLEET VEHICLES, AS NEEDED.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A - Services  
Exhibit B - Payments and rates

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for District in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and exhibit "A," District shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed \$ 35,000.00. THIRTY-FIVE THOUSAND DOLLARS.

4. Term and Termination

Page 1 of 6





Subject to compliance with all terms and conditions, the term of this Agreement shall be from JULY 1, 2015 through JUNE 30, 2015.

This Agreement may be terminated by the District Superintendent or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of funds

The District may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of federal, state, or district funds, by providing written notice to Contractor as soon as is reasonably possible after the District learns of said unavailability of outside funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

7. Hold Harmless

Contractor shall indemnify and save harmless District, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of District, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontractor with a third party to provide services required by Contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.

9. Insurance





The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) Worker's Compensation and Employer's Liability Insurance The Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.
- (2) Liability Insurance The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not less than the amount specified below.

Such insurance shall include:

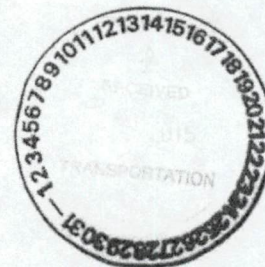
- |   |             |
|---|-------------|
| (a) Comprehensive General Liability .....   | \$1,000,000 |
| (b) Motor Vehicle Liability Insurance ..... | \$1,000,000 |
| (c) Professional Liability .....            | \$1,000,000 |

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the Sequoia Union High School District at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. Compliance with laws; Payment of Permits/Licenses

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, district, and municipal laws, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the





Family Educational Rights and Privacy Act of 1974 ("FERPA"), and all federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and the "Individuals With Disabilities Education Act, as amended." Such services shall also be performed in accordance with all applicable ordinances, regulations, policies and procedures of the District and its governing board.

In the event of a conflict between the terms of this Agreement and federal, state, district, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

Contractor shall comply with all state fingerprint laws, including education Code 45125.1

**11. Retention of Records, Right to Monitor and Audit**

- (a) CONTRACTOR shall maintain all required records for three (3) years after the DISTRICT makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the District, a Federal grantor agency, and the State of California.
- (b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the DISTRICT.
- (c) CONTRACTOR agrees to provide to DISTRICT, to any federal or state department having monitoring or review authority, to DISTRICT's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

**12. Merger Clause**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of this body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**13. Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.



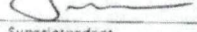
**14. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

In the case of District, to:  
DEWRELL WESLEY, DIRECTOR OF TRANSPORTATION  
SEQUOIA UNION HIGH SCHOOL DISTRICT  
480 JAMES AVENUE  
REDWOOD CITY, CA 94062


In the case of Contractor, to:  
AMINE FILAL, GENERAL MANAGER  
KELLYS TRUCK REPAIR  
495 HESTER STREET  
SAN LEANDRO, CA 94577

SEQUOIA UNION HIGH SCHOOL DISTRICT

By:   
Superintendent

Date: 7/30/15

Budget Code: [01-0030-0-0000-3600-5641-800  
01-0030-0-0000-3600-5641-894]

Amine Filal  
Contractor's Name  
  
Contractor's Signature  
Date: 7-21-15

Revised 2/2/12

Page 5 of 6





## Exhibit "A"

In consideration of the payments set forth in Exhibit "B," KELLY'S TRUCK REPAIR shall provide the following services:

- KELLY'S TRUCK REPAIR WILL PROVIDE LABOR, PARTS, and MATERIALS FOR PURPOSE OF REPAIR and/or SERVICE TO DISTRICT FLEET, as needed.

## Exhibit "B"

In consideration of the services provided by KELLY'S TRUCK REPAIR in Exhibit "A," Sequoia Union High School District shall pay KELLY'S TRUCK REPAIR based on the following fee schedule:

- LABOR RATE: \$ 135.00 per hour
- PARTS and MATERIALS: as quoted
- CALL-OUT/SERVICE FEE: \$ 65.00 per occurrence
- EPA FEE: \$ 20.00 as needed
- TOW SERVICE: as quoted & per occurrence
- SMOKE OPACITY TEST: \$ 85.00 per vehicle





## AGREEMENT

Agenda Item: 8m(1)

Date: 5/25/16

**THIS AGREEMENT**, made and entered into this 19<sup>th</sup> day of May 2016, by and between the Sequoia Union High School District, hereinafter called "District" and JudgeNetting Barrier Specialists hereinafter called "Contractor."

**WITNESSETH**, that the parties mutually covenant and agree as follows:

1. **STATEMENT OF WORK:** Contractor shall furnish all labor and materials and perform all work necessary, in compliance with the proposals scope of work attached, for the *Project* known as:

***"Sequoia High School Softball Field Barrier Netting"***  
***1201 Brewster Ave., Redwood City, California***

2. **COMPENSATION:** In full consideration of Contractor's performance under this Agreement and subject to any additions, deductions and procedures for payment as provided herein, the District shall pay Contractor the total sum of **Nineteen Thousand and Eight Hundred DOLLARS, \$19,800.00** Payment shall be made as stated in the General Conditions in the Proposal.
3. **TIME FOR COMPLETION:** Work shall commence on **June 1, 2016** and completed by **June 30, 2016**.
4. **NOT APPLICABLE FOR THIS PROJECT: LIQUIDATED DAMAGES:** In the event that Work is not completed within the period of time stated above, or any extension of time as provided in the General Conditions contained in the Proposal, it is agreed that District will sustain and shall be entitled to liquidated damages in the amount of **zero (0)** for each and every day beyond the time period so stated. In the event that Contractor fails to pay these liquidated damages, the District may deduct that amount from any money that may become due to the Contractor under the contract. This provision does not exclude any other entitlement or recovery of damages under the Contract.
5. Contractor agrees to defend, save harmless, and indemnify District and its officers and employees, from any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement, and which result from the negligent acts or omissions of Contractor, [his/her/its] officers and/or employees.
6. Contractor agrees that during the term of this Agreement, Contractor shall have such Bodily Injury, Liability and Property Damage Liability Insurance as shall protect [him/her/it] while performing work covered by this Agreement from claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from Contractor's performance of services under this Agreement.
7. **PREVAILING WAGES:** Contractor confirms that pursuant to SB 854, it has registered with the California Department of Industrial Relations (DIR) and that it has, through the date of this Agreement, paid all annual renewal fees due to the DIR. Contractor/Vendor agrees to comply with the applicable provisions of the **Labor Code, Section 1720-1861**, and will pay proper prevailing wages for each craft. Contractor/Vendor will electronically submit certified payroll records to the Labor Commissioner/DIR unless the Labor Commissioner excuses Contractor/Vendor from this requirement. The parties understand and agree that the project will be subject to compliance monitoring and enforcement by the DIR.
8. **COMPONENT PARTS OF AGREEMENT:** The complete agreement between the parties consists of this Agreement and following Proposal documents, all of which are component parts of this Agreement and are incorporated by reference fully herein:

**Performance Bond and Liability Insurance** are required for this project.



Upon notice of award of Project and prior to commencing Project, Contractor/Vendor shall furnish in duplicate, a faithful performance bond in the amount of one hundred percent (100%) of the total contract sum.

***This Agreement***, and the above-mentioned components, constitutes the sole agreement of the parties. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement and its components are not binding. All modifications or amendments shall be in writing.

***IN WITNESS WHEREOF***, Two (2) identical counterparts of this Agreement of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the day and year first herein written.

**BOARD OF TRUSTEES  
SEQUOIA UNION HIGH SCHOOL DISTRICT**

---

***By: James Lianides, Superintendent SUHSD***

***Date***

**CONTRACTOR  
JUDGENETTING BARRIER SPECIALISTS**

---

***By: Dan Judge, President JudgeNetting***

***Date***

***Date***

**NOTE:** *If the Contractor executing this Contract is a corporation, a certified copy of the bylaws or of the resolution of the Board of Directors authorizing the officers of said corporation to execute the Contract and the bond required thereby shall be annexed hereto.*



Agenda Item:

8mc2)

Date:

5/25/16

### Agreement

THIS AGREEMENT, made and entered into this 24<sup>th</sup> day of November 2015 by and between the Sequoia Union High School District, hereinafter called "District" and JudgeNetting, hereinafter called "Contractor."

WITNESSETH, that the parties mutually covenant and agree as follows:

1. **STATEMENT OF WORK:** Contractor shall furnish all labor and materials and perform all work necessary, in compliance with the proposals scope of work attached, for the Project known as:  
  
"WOODSIDE HIGH SCHOOL BASEBALL FIELD BARRIER NETTING"  
199 CHURCHILL AVE., WOODSIDE, CALIFORNIA
2. **COMPENSATION:** In full consideration of Contractor's performance under this Agreement and subject to any additions, deductions and procedures for payment as provided herein, the District shall pay Contractor the total sum of FIFTY- SEVEN THOUSAND EIGHT HUNDRED DOLLARS AND 00 CENTS. (\$57,800.00). Payment shall be made as stated in the General Conditions in the Proposal.
3. **TIME FOR COMPLETION:** Work shall commence on December 10, 2015 and completed by January 10, 2016.
4. **NOT APPLICABLE FOR THIS PROJECT: LIQUIDATED DAMAGES:** In the event that Work is not completed within the period of time stated above, or any extension of time as provided in the General Conditions contained in the Proposal, it is agreed that District will sustain and shall be entitled to liquidated damages in the amount of zero (0) for each and every day beyond the time period so stated. In the event that Contractor fails to pay these liquidated damages, the District may deduct that amount from any money that may become due to the Contractor under the contract. This provision does not exclude any other entitlement or recovery of damages under the Contract.
5. Contractor agrees to defend, save harmless, and indemnify District and its officers and employees, from any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement, and which result from the negligent acts or omissions of Contractor, (his/her/its) officers and/or employees.
6. Contractor agrees that during the term of this Agreement, Contractor shall have such Bodily Injury, Liability, and Property Damage Liability Insurance as shall protect (him/her/it) while performing work covered by this Agreement from claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from Contractor's performance of services under this Agreement.
7. **PREVAILING WAGES:** Contractor confirms that, pursuant to SB 854, it has registered with the California Department of Industrial Relations (DIR) and that it has, through the date of this Agreement, paid all annual renewal fees due to the DIR. Contractor shall pay all annual renewal



fees to the DIR that come due during the term of this Agreement. Contractor/Vendor agrees to comply with the applicable provisions of the **Labor Code, Section 1720-1861** and will pay the proper prevailing wages for each craft. Contractor will electronically submit certified payroll records to the Labor Commissioner/DIR unless the Labor Commissioner excuses Contractor from this requirement. The parties understand and agree that the project will be subject to compliance monitoring and enforcement by the DIR.

8. **COMPONENT PARTS OF AGREEMENT:** The complete agreement between the parties consists of this Agreement and the following Proposal documents, all of which are component parts of this Agreement and are incorporated by reference fully herein:

*Performance Bonds and Liability Insurance are required for this project.*


Upon notice of award of Project and prior to commencing Project, Contractor shall furnish, in duplicate, A faithful performance bond in the amount of one hundred percent (100%) of the total contract sum.

This Agreement, and the above-mentioned components, constitutes the sole agreement of the parties. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement and its components are not binding. All modifications or amendments shall be in writing.

IN WITNESS WHEREOF, Two (2) identical counterparts of this Agreement of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the day and year first herein written.

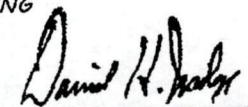
BOARD OF TRUSTEES

SEQUOIA UNION HIGH SCHOOL DISTRICT

  
By: James Lianides, Superintendent SUHSD

12/15/15  
Date

CONTRACTOR  
JUDGENETTING

  
By: Dan Judge, President JudgeNetting

11/30/15  
Date

NOTE: If the Contractor executing this Contract is a corporation, a certified copy of the bylaws or of the resolution of the Board of Directors authorizing the officers of said corporation to execute the Contract and the bond required thereby shall be annexed hereto.



Agenda Item: 8n  
Date: 5/25/16

## SEQUOIA UNION HIGH SCHOOL DISTRICT INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This INDEPENDENT CONTRACTOR SERVICES AGREEMENT ("Agreement") is made and entered into effective May 17, 20 16 (the "Effective Date"), by and between the Sequoia Union High School District ("District") and Herff Jones ("Contractor").

1. Contractor Services. In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform services for the District in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A.
2. Contractor Qualifications. Contractor represents and warrants to District that Contractor and all of Contractor's employees, agents or volunteers (the "Contractor Parties") have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other legal qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement.
3. Term. This Agreement shall begin on May 26, 20 16, and shall terminate upon completion of the Services, but no later than June 30, 20 16 ("Term"), unless the Agreement is terminated sooner as set forth in Paragraph 4 below. There shall be no extension of the Term of this Agreement unless the extension is pursuant to a duly executed written amendment to this Agreement.
4. Termination. Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party; however the parties may agree in writing to a shorter time period for the effectiveness of such termination. The District's Superintendent or the Superintendent's designee shall have the authority to terminate this Agreement on behalf of the District. Notwithstanding the foregoing, District may terminate this Agreement effective immediately and at any time by giving written notice to Contractor if Contractor materially breaches any of the terms of this Agreement, Contractor or the Contractor Parties commits any act or omission that exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of said notice.
5. Availability of funds. The District may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of federal, state, or district funds, by providing written notice to Contractor as soon as is reasonably possible after the District learns of said unavailability of outside funding.
6. Payment. In consideration of the Services described in this Agreement, District agrees to pay Contractor at the rate of \$ n/a per n/a, as described in Exhibit B to this Agreement. The rate shall not be increased by Contractor over the course of this Agreement unless set forth in a duly executed written amendment to this Agreement. Total payment by District to Contractor shall not exceed \$ 44,200.00. District agrees to pay Contractor within sixty (60) days of receipt of an invoice from Contractor in a form reasonably acceptable to the District, including any additional supporting documentation reasonably requested by District. Any work performed by Contractor in excess of said amount shall not be compensated.
7. Indemnity. Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, and members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor's obligations under this



Agreement, including, but not limited to Contractor's or the Contractor Parties' use of the site, Contractor's or the Contractor Parties' performance of the Services, Contractor's or the Contractor Parties' breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, any Equipment or workmanship that does not conform to the regulations of this Agreement may be rejected by District and in such case must be promptly remedied or replaced by Contractor at no additional cost to District and subject to District's reasonable satisfaction.
9. Insurance. Without in any way limiting Contractor's liability or indemnification obligations set forth in Paragraph 6 above, Contractor shall secure and maintain throughout the term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$1,000,000.00 each occurrence and \$2,000,000.00 in the aggregate, if applicable; and (iii) worker's compensation insurance as required by Labor Code section 3200, *et seq.*, if applicable; and neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If any of the required insurance is not reinstated, District may, at its sole option, terminate this Agreement. All of the policies shall also include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Contractor's insurance policies shall be attached to this Agreement as proof of insurance.
10. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that s/he and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
11. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from compensation payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contractor Parties and otherwise in connection with this Agreement.
12. Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the



California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. ☒ Contractor and/or the Contractor Parties shall **have no contact** with District students at any time during the Term of this Agreement or the Contractor and/or Contractor Parties will have contact with District students only when under the observation of a District employee.

B. ☐ The following Contractor/Contractor Parties will have **contact** with District students during the term of this Agreement while not under the observation of a District employee:

\_\_\_\_\_. [Attach and sign additional pages, as needed.]

C. ☐ (Required only if Box 12.B is checked.) All of the Contractor Parties noted above, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contractor Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify the District's Assistant Superintendent of Human Resources and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any such contact is permissible. The Parties further understand and agree that the District's Superintendent or the Superintendent's designee may, at any time, provide written notice withdrawing consent to any of Contractor's employees performing services under this Agreement when, in the reasonable discretion of the Superintendent, it is inappropriate for Contractor's employee to continue providing services under this Agreement owing to criminal convictions or other misconduct or other factors deemed relevant by the Superintendent.

13. **Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis ("TB") certification requirements as set forth below. Specifically, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. ☐ Contractor and/or Contractor Parties will not be present on a District school site and will not have contact with District students during the term of this Agreement.

B. ☒ Contractor and/or Contractor Parties shall **be present on a District school site and have contact with District students no more than two times in any month** during the Term of this Agreement.

C. ☐ The following Contractor and/or Contractor Parties shall or may be on a District school site and have contact with District students three or more times per month during the term of this Agreement and, at no cost to District, they have received a TB test that complies with the requirements of California Education Code section 49406:

\_\_\_\_\_. [Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the Contractor Parties was examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact



with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

14. Labor Code. Contractor shall comply with all applicable provisions of the Labor Code, Section §1720-1861, AB 1506 and the District's Labor Compliance Program, State of California (prevailing wages). Approved wage scales are on the internet at [www.dir.ca.gov](http://www.dir.ca.gov)
15. Confidential Information. Contractor shall maintain the confidentiality of and protect from unauthorized disclosure any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than providing Services under this Agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the Services provided to any District student pursuant to this Agreement.
16. Assignment/Successors and Assigns. Contractor shall not assign or transfer by operation of law or otherwise any of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District, which consent shall be provided at the District's sole discretion. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
17. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
18. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
19. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of San Mateo, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.
20. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.
21. Compliance with laws; Payment of Permits/Licenses. All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, district, and municipal laws, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act of 1974 (FERPA), and all federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals With Disabilities Education Act, as amended. Such services shall also be performed in accordance with all applicable ordinances, regulations, policies and procedures of the District and its governing board.

In the event of a conflict between the terms of this Agreement and federal, state, district, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

Contractor shall comply with all state fingerprint laws, including Education Code 45125.1.



22. Retention of Records, Right to Monitor and Audit.
- (a) CONTRACTOR shall maintain all required records for three (3) years after the DISTRICT makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the District, a Federal grantor agency, and the State of California.
  - (b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the DISTRICT.
  - (c) CONTRACTOR agrees to provide to DISTRICT, to any federal or state department having monitoring or review authority, to DISTRICT's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
23. Non-Discrimination. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to District upon request. There shall be no discrimination against any person under this Agreement because of race, color, national origin, age, ancestry, age, disability (physical or mental), religion, sex, sexual orientation, gender identity, marital or domestic partner status, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information of such persons. Further, Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.
24. Attorney Fees. If any legal action is taken to enforce the terms of this Agreement, each party shall bear its own legal expenses related to such action.
25. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.
26. Time. Time is of the essence to this Agreement.
27. Waiver. No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.
28. Entire Agreement. This Agreement, including Exhibits and Attachments attached hereto and incorporated herein by reference, is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
29. Ambiguity. The parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
30. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or



appropriate to give full force and effect to the terms and intent of this Agreement.

31. Execution in Counterparts/Authority and Electronic Signatures. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. The parties agree that this Agreement may be negotiated, concluded and consummated by electronic means and that electronic forms of signature, including facsimiles, are acceptable and valid. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
32. Warranty of Authority. The persons indicated below are legally authorized to execute this Agreement on behalf of the respective parties, and to bind the respective parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**DISTRICT:**

SEQUOIA UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_

Name: James Lianides

Title: Superintendent

Address and Contact for District Notices:

Sequoia Union High School District  
480 James Avenue  
Redwood City, CA 94062  
**Attention:** Marti Martinez  
**Site/Dept:** Purchasing

**CONTRACTOR:**

Herff Jones

By: \_\_\_\_\_

Name: Michael Manning

Title: Herff Jones Representative

Address and Contact for Contractor Notices:

P.O. Box 707  
2502 N State Street  
Iola, KS 66749  
**Attention:** Michael Manning



#### EXHIBIT "A"

In consideration of the payments set forth in Exhibit "B", (Contractor) shall provide the following services:

Herff Jones is the provider of various graduation related items such as diplomas, diplomas covers, stoles and medals. These are provided to schools throughout the year. They also provide rental of caps, gowns, and tassels for all schools district-wide. Their service includes going to the sites, taking measurements, meeting with Activity Directors, coordinating schedules to get the rental items to the schools on the date of their choosing. The representatives are available on graduation day to pick up the rental gowns after graduation.

#### EXHIBIT "B"

In consideration of the services provided by (Contractor), in Exhibit "A", Sequoia Union High School District shall pay (Contractor) based on the following fee schedule:

fees to be specified on individual purchase orders. Amount not to exceed \$44,200.00



## English Learner Progression From 9th Grade

Grade Level	# Els 1st Day of School	# New English Learners to of School Year	# ELs to RFEP Stayed in SUHSD	# ELs to RFEP Left SUHSD	# ELs Not RFEP Left SUHSD	TOTAL ELs END of School Year
2011-12 9th Grade	384	57	43	1	26	371
2012-13 10th Grade	371	45	41	1	35	339
2013-14 11th Grade	339	50	20	2	75	292

Grade Level	# Els 1st Day of School	# New English Learners to of School Year	# ELs to RFEP Stayed in SUHSD - 5th Year	# ELs to RFEP Left SUHSD	# ELs Not RFEP Left SUHSD	# ELs Not RFEP 5th Year
2014-15 12th Grade	292	23	7	53	197	58

## English Learner Progression from 9th Grade

13-14

Group, Subgroups, Partner Schools, Programs	Total Number of 2010-2011 Freshmen	Received High School Diploma or Certificate	Received Comprehensive High School Diploma or Certificate	Received Alternative Ed High School Diploma or Certificate	Still Enrolled 1/14	Enrolled in Adult Sch	Withdrew to Enroll at Outside Public or Private Sch	Moved Out of Country	Dropped Out
Using OLD EL coding									
English Learner + RF	889	601 67.6%	517 58.2%	84 9.4%	15 1.7%	64 7.2%	17 1.9%	19 2.1%	173 19.5%
EL	481	263 54.7%	210 43.7%	53 11.0%	15 3.1%	47 9.8%	12 2.5%	17 3.5%	127 26.4%
RFEP	408	338 82.8%	307 75.2%	31 7.6%	0 0.0%	17 4.2%	5 1.2%	2 0.5%	46 11.3%

Using newer LEP

English Learner + RF	824	602 73.1%	518 62.9%	84 10.2%	15 1.8%	64 7.8%	10 1.2%	8 1.0%	125 15.2%
EL	302	148 49.0%	106 35.1%	42 13.9%	15 5.0%	42 13.9%	5 1.7%	8 2.6%	84 27.8%
RFEP	522	454 87.0%	412 78.9%	42 8.0%	0 0.0%	22 4.2%	5 1.0%	0 0.0%	41 7.9%

EL 302 + 165 RFEP'd	467	56.7%	291 62.3%	235 50.3%	84 18.0%	15 3.2%	48 10.3%	6 1.3%	8 1.7%	99 21.2%
RFEP incoming only 522 - 165	357	43.3%	311 87.1%	283 79.3%	28 7.8%	0 0.0%	16 4.5%	4 1.1%	0 0.0%	26 7.3%
EL RFEP during SUHSD	165	35.3%	143 86.7%	129 78.2%	14 8.5%	0 0.0%	6 3.6%	1 0.6%	0 0.0%	15 9.1%

14-15

Group, Subgroups, Partner Schools, Programs	Total Number of 2011-2012 Freshmen	Received High School Diploma or Certificate	Received Comprehensive High School Diploma or Certificate	Received Alternative Ed High School Diploma or Certificate	Still Enrolled 1/14	Enrolled in Adult Sch	Withdrew to Enroll at Outside Public or Private Sch	Moved Out of Country	Dropped Out
English Learner + RF	747	483 64.7%	429 57.4%	54 7.2%	36 4.8%	71 9.5%	86 11.5%	18 2.4%	53 7.1%
EL	256	84 32.8%	67 26.2%	17 6.6%	25 9.8%	39 15.2%	57 22.3%	16 6.3%	35 13.7%
RFEP	491	399 81.3%	362 73.7%	37 7.5%	11 2.2%	32 6.5%	29 5.9%	2 0.4%	18 3.7%

EL 256 + 151 RFEP'd	407	54.5%	213 52.3%	183 45.0%	30 7.4%	32 7.9%	44 10.8%	64 15.7%	16 3.9%	38 9.3%
RFEP incoming only 491 - 151	340	45.5%	271 79.7%	246 72.4%	25 7.4%	3 0.9%	27 7.9%	22 6.5%	2 0.6%	15 4.4%
EL RFEP during SUHSD	151	37.1%	128 84.8%	116 76.8%	12 7.9%	8 5.3%	5 3.3%	7 4.6%	0 0.0%	3 2.0%



## Enrollment Data

2015-16															
English Learners and their Approximate Grade Level Identified as an <b>English Learner</b> by <b>Grade</b> and <b>CELDT</b> Level															

grade	PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Grand Total
09	28	197	5	11	9	9	8	9	13	11	55				355
10	34	150	15	10	9	6	6	13	12	17	58	32			362
11	18	58	9	6	3	5	6	11	2	138	44	32	12		344
12	9	23	7	5	7	4	2	2	29	145	64	27	22	13	359
<b>Grand Total</b>	<b>89</b>	<b>428</b>	<b>36</b>	<b>32</b>	<b>28</b>	<b>24</b>	<b>22</b>	<b>35</b>	<b>56</b>	<b>311</b>	<b>221</b>	<b>91</b>	<b>34</b>	<b>13</b>	<b>1420</b>

grade 09

RECENT CELDT Overall Result	PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	Grand Total
Advanced	1	15	1	1				1	1		1	21
Early Advanced	7	86	1	6	3	3	1	2	2		3	114
Intermediate	14	64	1	2	2	3	6	1	2		9	104
Early Intermediate	6	19			2	1		1	2	2	2	35
Beginning		7			1	2	1	2	6	9	22	50
(blank)		6	2	2	1			2			18	31
<b>Grand Total</b>	<b>28</b>	<b>197</b>	<b>5</b>	<b>11</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>13</b>	<b>11</b>	<b>55</b>	<b>355</b>

grade 10

RECENT CELDT Overall Result	PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Grand Total
Advanced	5	20	5	1	1	3	3	2	2	2	4	2	50
Early Advanced	11	65	3	1	4		1	3	3	3	6	5	105
Intermediate	14	37	3	6	3	1		3	5		7	5	84
Early Intermediate	2	12	1	2		2	1	5	1	3	7	2	38
Beginning	1	7	2		1		1		1	7	32	12	64
(blank)	1	9	1							2	2	6	21
<b>Grand Total</b>	<b>34</b>	<b>150</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>13</b>	<b>12</b>	<b>17</b>	<b>58</b>	<b>32</b>	<b>362</b>

grade 11

RECENT CELDT Overall Result	PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	Grand Total
Advanced	1	9		1	1	1	1			11	4	1		30
Early Advanced	15	27	3	2		1	4	6	1	59	2	5	1	126
Intermediate	1	9	5	1	2	1	1	4	1	45	10	4	1	85
Early Intermediate		9	1	2		1				16	15	5	2	51
Beginning						1		1		7	11	15	5	40
(blank)	1	4									2	2	3	12
<b>Grand Total</b>	<b>18</b>	<b>58</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>2</b>	<b>138</b>	<b>44</b>	<b>32</b>	<b>12</b>	<b>344</b>

grade 12

RECENT CELDT Overall Result	PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Grand Total
Advanced	1	1	1		2				1	12	3		1		22
Early Advanced	2	13	4	1	2		2		5	67	17	5	3	1	122
Intermediate	3	7	2	1	1			1	9	39	18	6	3		90
Early Intermediate	1			1	1			1	6	16	11	7	7	2	53
Beginning		1			1				7	10	12	8	8	7	54
(blank)	2	1		2		4			1	1	3	1		3	18
<b>Grand Total</b>	<b>9</b>	<b>23</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>29</b>	<b>145</b>	<b>64</b>	<b>27</b>	<b>22</b>	<b>13</b>	<b>359</b>

## Enrollment Data

2015-16

English Learner Performance on the **Most Recent CELDT**  
and their Approximate Years as an English Learner

	RECENT	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	Grand Total
Advanced	5		3	6	10	14	14	5	4	2	3	23	21	15	2	1		123
Early Advanced	4		13	11	16	73	78	13	10	10	2	96	74	41	25	4	1	467
Intermediate	3	1	19	12	22	60	54	16	4	11	3	71	53	25	8	3	1	363
Early Intermed	2		11	28	18	23	23	12	4	1	4	22	21	9		1		177
Beginning	1		62	64	16	11	19	10	4	2	2	9	7		1	1		208
Total	Grand	1	108	121	82	181	188	56	26	26	14	221	176	90	36	10	2	1338

2015-16

# of **Special Education** English Learners  
and their Approximate Years as an English Learner

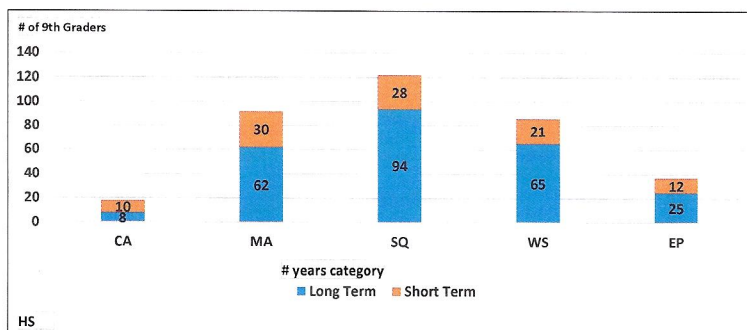
	Special	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	Grand Total
Special Ed	Yes	1	1	2	5	59	72	22	9	5	9	75	67	35	9	7	2	380
Not Special Ed	No	9	131	122	79	127	117	35	19	25	9	153	120	61	28	5		1040
	Grand	10	132	124	84	186	189	57	28	30	18	228	187	96	37	12	2	1420



## 9th Grade EL Cohort 2015-2016 District

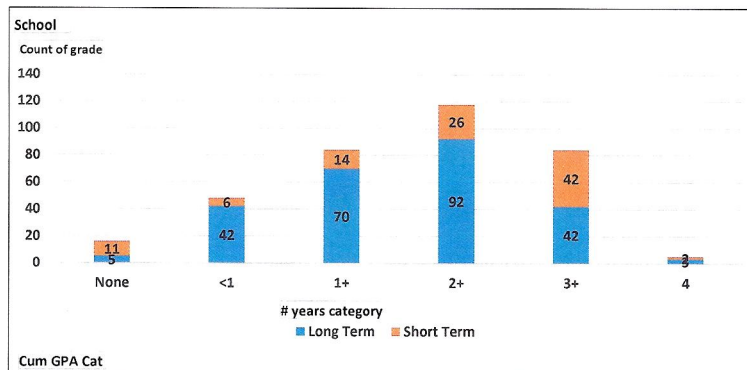
District      Approx # years EL

# of 9th Graders	# years category		
HS	Long Term	Short Term	Total
CA	8	10	18
MA	62	30	92
SQ	94	28	122
WS	65	21	86
EP	25	12	37
Total	254	101	355



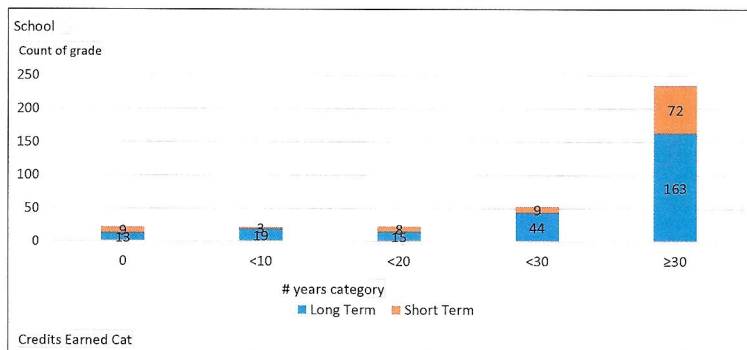
District      Approx # years EL and GPA

Cum GPA Cat	Long Term	Short Term	Total
None	5	11	16
<1	42	6	48
1+	70	14	84
2+	92	26	118
3+	42	42	84
4	3	2	5
Total	254	101	355



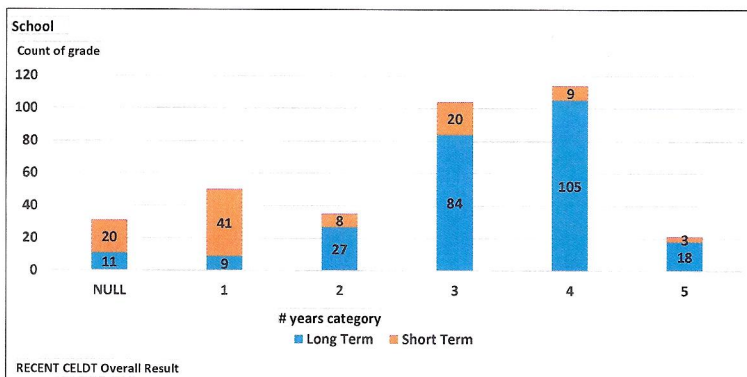
District      Approx # years EL and Credits

Credits Earned Cat	Long Term	Short Term	Total
0	13	9	22
<10	19	3	22
<20	15	8	23
<30	44	9	53
≥30	163	72	235
Total	254	101	355



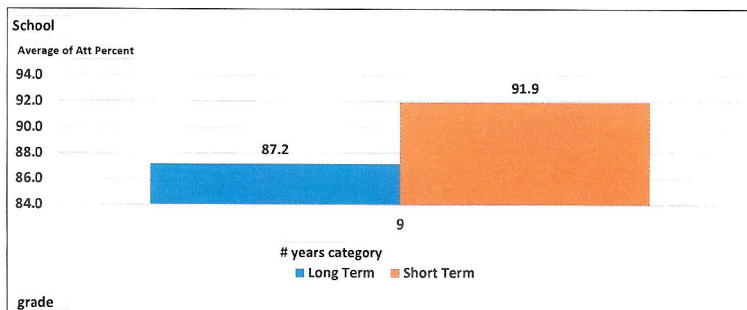
District      Approx # years EL and CELDT level

NT CELDT Overall F	Long Term	Short Term	Total
NULL	11	20	31
1	9	41	50
2	27	8	35
3	84	20	104
4	105	9	114
5	18	3	21
Total	254	101	355



District      Approx # years EL and Attendance

Average of Att Percent	# years category		
grade	Long Term	Short Term	Total
9	87.2	91.9	88.5
Total	87.2	91.9	88.5



## 9th Grade EL Cohort 2015-2016 ELA Classes

## 9th Grade English Language Classes - Long Term

English Course

Count of grade	# years category		
Sem1 Eng Course	Long Term	Short Term	Total
ELA I	1	42	43
ELA II		16	16
ELA III-P		8	8
Intervention ELA	22	4	26
English I Intensive	86	3	89
English I-P	132	14	146
English 9	1		1
English I ICAP-P	1	3	4
AS English I-P	1		1
NULL	10	11	21
<b>Total</b>	<b>254</b>	<b>101</b>	<b>355</b>

Eng Support Course

Count of grade	# years category		
Sem1 Eng Sup Course	Long Term	Short Term	Total
English I Intensive Support	86	3	89
English I Support	83	5	88
Intervention ELA Support	22	4	26
NULL	63	89	152
<b>Total</b>	<b>254</b>	<b>101</b>	<b>355</b>

# years category	Long Term
------------------	-----------

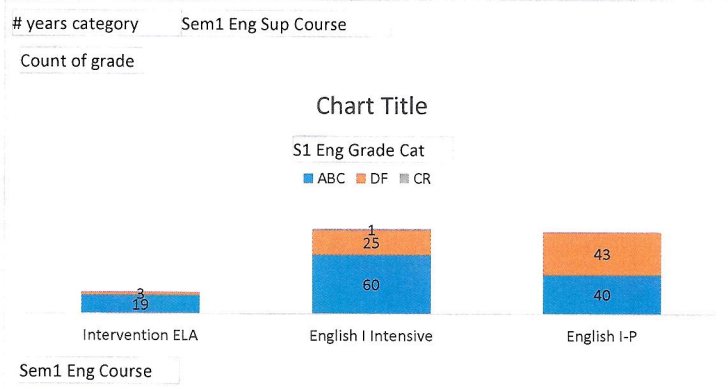
Count of grade	Sem1 Eng Sup Course				
Sem1 Eng Course	English I Intens	English I Suppc	Interv	NULL	Total
ELA I				1	1
Intervention ELA			22		22
English I Intensive	86				86
English I-P		83		49	132
English 9				1	1
English I ICAP-P				1	1
AS English I-P				1	1
NULL				10	10
<b>Total</b>	<b>86</b>	<b>83</b>	<b>22</b>	<b>63</b>	<b>254</b>

# years category	Long Term
------------------	-----------

Count of grade	Sem1 Eng Sup Course				
Sem1 Eng Course	English I Intens	English I Suppc	Interv	Total	
Intervention ELA			22	22	
English I Intensive	86			86	
English I-P		83		83	
<b>Total</b>	<b>86</b>	<b>83</b>	<b>22</b>	<b>191</b>	

# years category	Long Term
Sem1 Eng Sup Cou	(Multiple Items)

Count of grade	S1 Eng Grade Cat			
Sem1 Eng Course	ABC	DF	CR	Total
Intervention ELA	19	3		22
English I Intensive	60	25	1	86
English I-P	40	43		83
<b>Total</b>	<b>119</b>	<b>71</b>	<b>1</b>	<b>191</b>





## 9th Grade EL Cohort 2015-2016 SPED

SPED Y/N	Y
EL CAT	Count of grade
Long Term	86
Short Term	5
<b>Grand Total</b>	<b>91</b>

SPED Y/N	Y			
Count of grade	Sem1 Math Sup Course			
EL CAT	No Support	Algebra I Support	Algebra Readiness Supp	Total
Long Term	27	17	42	86
Short Term	3		2	5
<b>Total</b>	<b>30</b>	<b>17</b>	<b>44</b>	<b>91</b>

SPED Y/N	Y				
Count of grade	Sem1 Eng Sup Course				
EL CAT	No Support	English I Support	English I Intensive Support	Intervention ELA Support	Total
Long Term	21	14	31	20	86
Short Term	3	1		1	5
<b>Total</b>	<b>24</b>	<b>15</b>	<b>31</b>	<b>21</b>	<b>91</b>

SPED Y/N	Y			
EL CAT	(All)			
Count of grade	Sem1 Math Sup Course			
Sem1 Eng Sup Course	Algebra I Support	Algebra Readiness Supp	No Support	Total
No Support	1	3	20	24
English I Support	3	8	4	15
English I Intensive Support	8	17	6	31
Intervention ELA Support	5	16		21
<b>Total</b>	<b>17</b>	<b>44</b>	<b>30</b>	<b>91</b>

SPED Y/N	Y			
EL CAT	Long Term			
Count of grade	Sem1 Math Sup Course			
Sem1 Eng Sup Course	Algebra I Support	Algebra Readiness Supp	No Support	Total
No Support	1	3	17	21
English I Support	3	7	4	14
English I Intensive Support	8	17	6	31
Intervention ELA Support	5	15		20
<b>Total</b>	<b>17</b>	<b>42</b>	<b>27</b>	<b>86</b>

SPED Y/N	Y		
EL CAT	Short Term		
Count of grade	Sem1 Math Sup Course		
Sem1 Eng Sup Course	Algebra Readiness Supp	No Support	Total
No Support		3	3
English I Support	1		1
Intervention ELA Support	1		1
<b>Total</b>	<b>2</b>	<b>3</b>	<b>5</b>

## **Appendix A: Comprehensive High School Mental Health Counseling Models**

### **A.1 Carlmont High School**

<b>Title</b>	<b>Credentials</b>	<b>Hours</b>	<b>Funding</b>	<b>Delivery Service</b>
<p>Shelley Bustamante</p> <p><b>Crisis Therapist SOS Coordinator</b></p> <p><b>Mental Health Coordinator</b></p>	<p><b>MACP/MFT/CDC</b></p> <p>Masters in Counseling Psychology/Marriage Family Therapist/Chemical Dependency Certification</p> <p><b>Notre Dame de Namur University</b></p> <p><b>CISDC</b></p> <p>Critical Incident Stress Debriefing Certification</p> <p><b>UCBerkley</b></p>	Full Time	<p>District General Fund</p> <p>0.6 Students Offering Support</p> <p>0.4 Carlmont Tier 3</p>	<p>Provides crisis, individual, family and group counseling, assists students and families with off-site referrals; supervises and trains SOS peer leaders to educate, mediate and provide peer counseling and support to Carlmont Student Body.</p> <p>Provides Alternative to Suspension counseling sessions.</p> <p>Organizes Health Faire with Nurse.</p> <p>Creates Curriculum for SOS Life Skills Presentations.</p> <p>Presents to and/or Collaborates with faculty, PTSA Parent Ed, ELAC, School Board, Police and Sheriff, Ralston, Central and Tierra Linda Middle Schools.</p> <p>Member of:</p> <p>Mental Health Task Force and Carlmont Int. Team</p>
<b>45 SOS Student Leaders</b>	Carlmont High School Students	25 hours per week	No cost	<p>Provide peer counseling, mediations and Life Skills Presentations Addressing Substance use and Abuse, LGBT Awareness</p> <p>Violence and Bullying Prevention, Depression/Suicide Prevention, Academic Stress Sexual Harassment and Sexual assault prevention</p>
<p>Kristal Navarro</p> <p>Acknowledge Alliance</p>	<p>PsyD</p> <p>PsyD Intern</p>	16 hours per week	SUHSD	Provides counseling to students transitioning back from Community Day School or Youth Guidance Center and 9 <sup>th</sup> grade Aspiration individuals, and family counseling
<p>STARS Program</p> <p>Jennifer Barry</p> <p>and Heather Tyler</p>	<p>Licensed Marriage and Family Therapist</p> <p>MSW</p>	<p>Full time</p> <p>Full Time</p>	SUHSD	Provides counseling and case management for special education students in the STARS Program



## A.2 Menlo-Atherton High School

<b>Title</b>	<b>Credentials</b>	<b>Hours</b>	<b>Funding</b>	<b>Delivery Service</b>
Miki Cristerna, Student Support Coordinator	Licensed Marriage and Family Therapist, PPS in School Counseling,  Previously Special Ed Teacher	Full time Credentialed staff pay scale, Mental Health Coordination is only one of my responsibilities	Grants and donations given to M-A's Foundation  1 FTE	Supervises school social-emotional & mental health services, including; clinicians from contracted agencies, graduate school counseling interns, caseworkers from local CBO's, mentors. Mental Health Crisis Response Team, provide individual, family and group counseling when needed, assists students and families with off-site referrals. Facilitate Student Risk Assessment Team (SRAT) meetings. 504 coordinator supporting students with mental health impairments.
Clinical Case Worker, Starvista, Mariela Ramirez,	Master's Degree in Social Work (or similar), bilingual	40 hours a week	\$21,000 paid by Grants to M-A's FFF, the rest is in-kind from funders referred from M-A	Provides crisis, individual, family and group counseling and case management to a select group of at risk students who have transitioned from Ravenswood; assists students and families with referrals to off-site services; provides Tier II Alternative to Suspension (ATS)
School Based Mental Health Counseling Program, Starvista	Mental Health Clinicians, Interns or Trainees, some bilingual	Approximately 80 hours a week, hours shared between clinicians	\$12,500 Sequoia Healthcare District; \$32,000 Grants to M-A's Foundation; \$6,000 Alternative to Suspension	Provides crisis, individual, family and group counseling and case management; and assists students and families with referrals to off-site services; provides Tier II Alternative to Suspension (ATS)
Acknowledge Alliance, Gladys Gudino	Licensed or Licensed- eligible Mental Health Clinicians, bilingual	2 Clinicians, one full-time one part time	\$57,000 district wide contract  (general fund)	Provides individual therapy for youth returning from community schools or juvenile hall
Masters in School Counseling Interns, Shannon Smoot and Allie Brody (supervised by Miki Cristerna)	Enrolled in Master's program working toward PPS and Clinical Licenses	2 - 3 Interns, each on site for approx 20 hours	No cost to M-A	Provides individual and group social-emotional and academic counseling,
Carlos Forster, STARS Program	Licensed MFT	Full time	District funded (1FTE)	Provides counseling and case management for special education students in the STARS Program

### A.3 Sequoia High School

Title	Credentials	Hours	Funding source	Delivery Service
Judy Romero, STRC Director	Licensed Marriage Family Therapist	30 hours per week but not all of that is mental health  M-Th	Sequoia High School Tier III  (district general fund) and grants from Grove Foundation and The David and Lucile Packard Foundation; Sequoia High School SAFE After School grant  1 FTE  55% Sequoia HS Tier 3 (district general fund), 45% Grove Foundation	Provide crisis, individual, family and group counseling and assists students and families with off-site referrals; supervise MFT trainees and interns; on- site supervisor for other therapists and mentors; provide Alternative to Suspension counseling sessions; write grant proposals and reports for funders
Laurie Karzen, Human Service Agency of San Mateo County	Licensed Clinical Social Worker	35 hours per week	Human Service Agency of San Mateo County  In Kind- doesn't cost the school	Provide crisis, individual, family and group counseling; and assists students and families with referrals to off-site services
Viena Vaka	Post Graduate MFT Intern	24 hours per week	\$10,500 money comes from grants	Provide crisis, individual, family and group counseling; and assists students and families with referrals to off-site services
Marriage Family Therapist Trainees	Masters Level Graduate Program Students	1-2 Trainees per year  16 hours per week	No monetary cost to school but Judy Romero provides clinical supervision 2 hours per week for each trainee	Provide crisis, individual, and family counseling and assists students and families with off-site referrals
3 full time mentors  Notre Dame de Namur AmeriCorps	College Graduates  Bachelor's Degree	40 hours per week	\$9,100 per mentor-total cost for all 3 \$27,300  Sequoia High School pays for 2 mentors and grants pay for 1 mentor	Provide mentoring, tutoring and case management to targeted group of students
Kristal Navarro and Intern  Acknowledge Alliance	PsyD and  PsyD Intern	16 hours per week  Intern-10 hours per week	\$57,000 district wide contract  (general fund)	Provides counseling to student transitioning back from Community School or Youth Guidance Center and 9 <sup>th</sup> grade Aspiration students.
Shauna	License	Full time	SUHSD	Provides counseling and case



Brodsky, STARS Program	Clinical Social Worker		1 FTE	management for special education students in the STARS Program
Whitney Fitzgerald, Youth Development Coordinator, Star Vista	College Graduate  Bachelor's Degree in Community Leadership	32 hours per week	StarVista pays for position via grants from Sequoia Healthcare District, Redwood City 2020 Alcohol and Other Drug Prevention Partnership; \$9,000 from SAFE After School Grant	Coordinates Youth Advisory Board, Peer/Conflict Mediation; and Leadership and Resilience Program

\*\* Grants mentioned above to pay for Judy Romero, STRC Director; Viena Vaka, MFT Intern; and 1 AmeriCorps Mentor are from Grove Foundation, The David and Lucile Packard Foundation, Sequoia High School After School Grant. Redwood City 2020 Alcohol and Other Drug Prevention Grant provides money for us to host an annual Health Fair and Parent Resource Event. Grove Foundation \$30,000; The David and Lucile Packard Foundation \$40,000; Redwood City 2020 Alcohol and Other Drug Prevention Partnership grant \$2,000; SAFE After School grant \$10,000.

#### A.4 Woodside High School

Title	Credentials	Hours	Funding	Delivery Service
Jenny Bratton, CAT (Counseling and Advocacy for Teens) Coordinator	Master's in Counseling, PPS (Pupil Personnel Services) Credential	.2 FTE  M-F	\$10,000 from Sequoia Healthcare District grant; \$10,000 from Woodside Tier 3 (district general fund)	Responsible for student outreach and acts as staff liaison; coordinates health fair and other in-house events; surveys staff on program improvement; writes grant proposal and reports for funder; collaborates with ACS supervisor
Charlotte Villemoes, ACS (Adolescent Counseling Services)	Licensed Marriage and Family Therapist (MFT)	35 hours per week	\$20,000 from Sequoia Healthcare District grant; In-Kind from ACS	Supervises ACS interns; provides crisis, individual, family; and assists students and families with referrals to off-site services
ACS Marriage Family Therapist Interns	Masters and post-Masters student who are fulfilling hours for licensure	5 interns, each 2 days/week  for a total coverage of	No monetary cost to school; Charlotte Villemoes provides clinical supervision 2	Provide crisis, individual, group and family counseling and assists students and families with off-site referrals; ATS

		5 days a week	hours per week for each trainee	
Anthony Ross, ACS Outlet Program Director	Master's in Health Education	1-2 hours per week	\$5,000 from Sequoia Healthcare District; In-kind from ACS	Runs weekly after-school LGBTQQ support group
Acknowledge Alliance intern	PsyD Intern (supervised by Krystal Navarro off-site)	2 days a week (or approximately 10 hours per week)	\$57,000 district- wide contract (general fund)	Provides counseling to student transitioning from Community School or Youth Guidance Center; ATS
Ann Roger, STARS Program	License Clinical Social Worker	Full time	District funded  1 FTE	Provides counseling and case management for special education students in the STARS Program

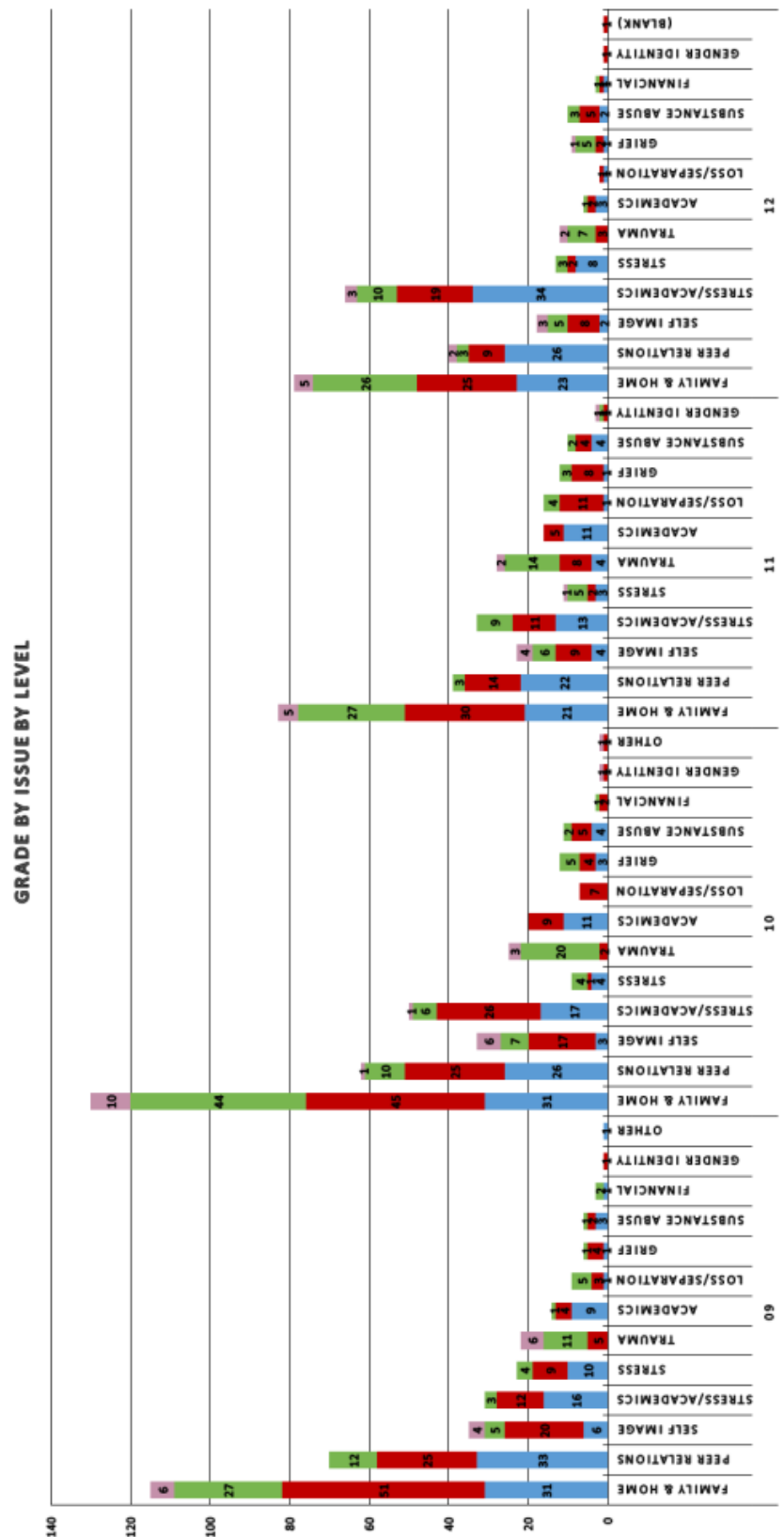


## Appendix B: District Raw Data (complete district wide data from 2014-15)

### B.1 Table and Chart by Issue and Grade

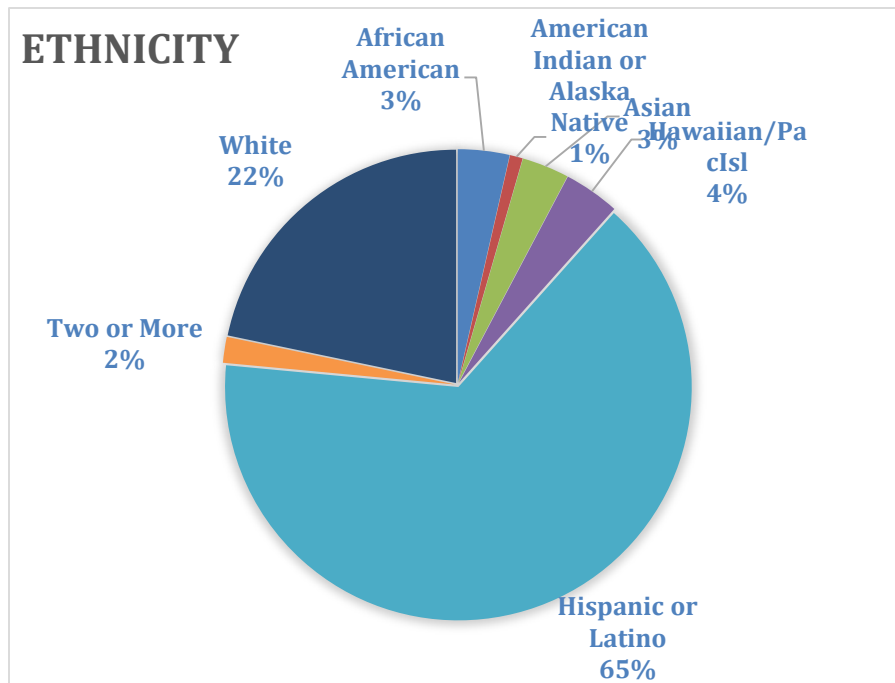
Levels: 1 2 3 4

09	112	136	72	16	336
Family & Home	31	51	27	6	115
Peer Relations	33	25	12		70
Self Image	6	20	5	4	35
Stress/Academics	16	12	3		31
Stress	10	9	4		23
Trauma		5	11	6	22
Academics	9	4	1		14
Loss/Separation	1	3	5		9
Grief	1	4	1		6
Substance Abuse	3	2	1		6
Financial	1		2		3
Gender Identity		1			1
Other	1				1
10	99	145	99	23	366
Family & Home	31	45	44	10	130
Peer Relations	26	25	10	1	62
Self Image	3	17	7	6	33
Stress/Academics	17	26	6	1	50
Stress	4	1	4		9
Trauma		2	20	3	25
Academics	11	9			20
Loss/Separation		7			7
Grief	3	4	5		12
Substance Abuse	4	5	2		11
Financial		2	1		3
Gender Identity		1		1	2
Other		1	1		2
11	84	103	74	13	274
Family & Home	21	30	27	5	83
Peer Relations	22	14	3		39
Self Image	4	9	6	4	23
Stress/Academics	13	11	9		33
Stress	3	2	5	1	11
Trauma	4	8	14	2	28
Academics	11	5			16
Loss/Separation	1	11	4		16
Grief	1	8	3		12
Substance Abuse	4	4	2		10
Gender Identity		1	1	1	3
12	101	79	64	16	260
Family & Home	23	25	26	5	79
Peer Relations	26	9	3	2	40
Self Image	2	8	5	3	18
Stress/Academics	34	19	10	3	66
Stress	8	2	3		13
Trauma		3	7	2	12
Academics	3	2	1		6
Loss/Separation	1	1			2
Grief	1	2	5	1	9
Substance Abuse	2	5	3		10
Financial	1	1	1		3
Gender Identity		1			1
(blank)		1			1
Grand Total	396	463	309	68	1236



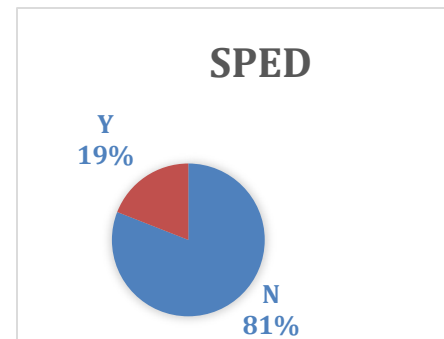
Race/ethnicity	09	10	11	12	#N/A	Grand Total
African American	12	12	15	8		47
American Indian or Alaska Native	3	3	1			7
Asian	11	12	6	8		37
Hawaiian/Pacific Islander	13	16	10	10		49
Hispanic or Latino	218	226	158	117		719
Two or More	6	18	20	18		62
White	73	80	64	99		316
#N/A					7	7
<b>Grand Total</b>	<b>336</b>	<b>367</b>	<b>274</b>	<b>260</b>	<b>7</b>	<b>1244</b>

**B.2 Table and Chart by Ethnicity (2014-15 district data)**



**B.3 Table and Chart by Special Ed Population (2014-15 district data)**

SPED	09	10	11	12	#N/A	Grand Total
N	272	287	230	231		1020
Y	64	80	44	29		217
#N/A					7	7
<b>Grand Total</b>	<b>336</b>	<b>367</b>	<b>274</b>	<b>260</b>	<b>7</b>	<b>1244</b>





## **Appendix C: Partial Transcript of NAS 2015-2016**

### **I. Sequoia Snapshot: Student Demographics**

Total Students Surveyed: Almost 1,500 (70% of student body); Last Year's NAS: 900

#### **Grade & Ethnicity**

9th - 425 - 29%	Latino 57% **
10th - 432 - 29%	White 37.5% **
11th - 349 - 24%	Asian 6%
12th - 255 - 17%	African American 3.4%
	Pacific Islander 3%

\*\*Actual representation at time of survey was 45% Latino and 45% White.

#### **Gender**

Male - 49.56%  
Female - 48.33%  
  
Transgender - (5)  
Questioning - (9)  
Other - (17) \* Gender Fluid, Agender

#### **Sexual Orientation**

Heterosexual - 88.22%  
Bisexual 4.62% (67)  
Gay/Lesbian - (19)  
Questioning - (36)  
Other - (49) \* Pansexual

Health Education: 77% of Sequoia students report knowing how to access health care, whether that is at Sequoia or with an outside provider

### **II. Question: What issues do you think YAB and the TRC should target at Sequoia?**

Suicide and/or Depression -55.82%	Homophobia- 22.09%
Drugs & Alcohol Prevention- 46.75%	Eating Disorders- 21.75%
Bullying- 40.93%	Teen Dating Violence- 17.31%
Sexual & Reproductive Health- 31.30%	Other- 4.92%
Nutrition- 24.38%	
Sexual and/or Physical Abuse- 22.85%	
Gang Involvement- 22.23%	

### **III. Health: Nutrition, Physical Activity and more**

Self/Body Image is a typically a long process, even if the student stops taking such drastic measures to control their weight. But, there is hope if we can reach these students silently struggling. Less than half of these students have spoken to an adult about their issues--but those who did said it was helpful (82%)

### **IV. Sexual Health:**

72% say they've had enough education (if not too much).

Most students know where to get free condoms (~83%).

About 1 in 4 students are sexually active.

However, only 43% of sexually active students say that they always use condoms, and those who never, or only sometimes, use condoms still report knowing where to get them (~80%)

## **V. Self-Harm and Suicide:**

83% surveyed have never self-harmed.

11% have tried it (once or twice)

6% (85 students) do it anywhere from a few times a month to daily.

69 students think about committing suicide a few times a month

41 say a few times a week--if not daily.

94 students reported as having attempted suicide.

16% of students have thought about committing suicide--mostly just once or twice, down from last year (18% in 2015).

Most students have someone they can talk to: 35% reported that someone was on campus

However, 19% of students reported they do not have a trusted adult, and 40% of students who have attempted suicide say they do not have an adult they feel comfortable talking to.

## **VI. Mental Health:**

Top sources of stress (apart from school work): Family Relationships, College Prep, Social Relationships, Self/Body Image

No adult to talk to: General student body - 18.66%; Often stressed - 24%; Very often - 31%

77% of Sequoia students report knowing how to access health care, whether that is at Sequoia or with an outside provider

Don't know how to access counseling: General student body – 32%

## **VII. Alcohol & Other Drug Use\***

Overall, 86% of students don't feel pressured by media, family, or even friends to use

Top AOD Use:

Alcohol: Highest rates of "I've tried it" (Once or twice - 19%), used a few times a month (12%); Easy access

Marijuana: Highest frequency of use (a few times a week-daily - 5.5%); Most high-functioning mind-altering drug

E-cigs: Less common than weed, but same rate of "I've tried it" (11%); Growing in popularity

Overall, apart from alcohol, weed, and e-cigs, more than 9/10 Sequoia students have never tried



any of the other drugs we surveyed for (from cigarettes to rX drugs to ecstasy)

Most students who have drunk will have tried it between the ages of 13 and 16 years old (33%), though some reported having been 9 or younger (85 students)

### **IIIX. School Safety:**

Gang Involvement: Fewer students view gang involvement as a problem (Major problem: 7.5%; Minor problem: 23%)

Emotionally Safe: 13% "No" (185 students)

Physically Safe: 9% "No"

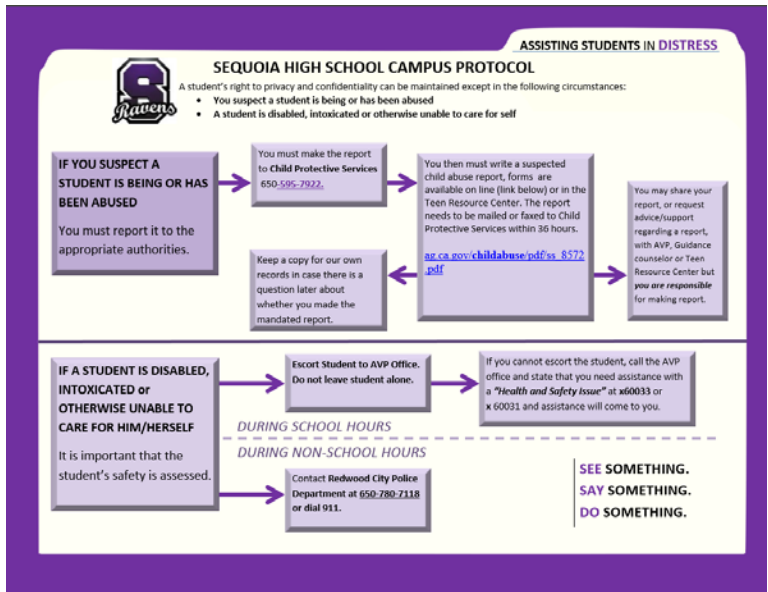
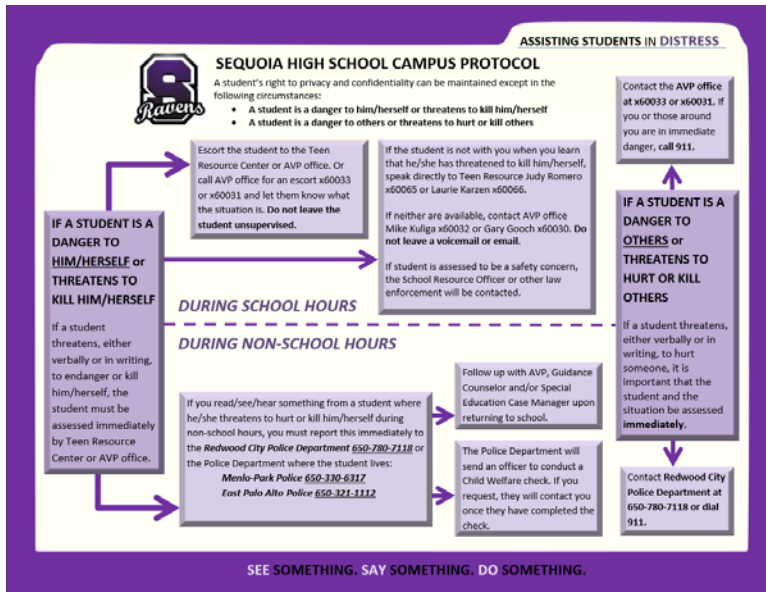
33% of bullied students said they felt emotionally unsafe, and 27% felt physically unsafe

Continues to be a discrepancy in number of students who said bullying is an issue to be addressed and actual number of students who self-reported as having been bullied.

Bullying #3 issue according to 591 students, but only 12% bullied at school and only 8% bullied online/digitally

## Appendix D

### D.1 Sequoia High School Folder

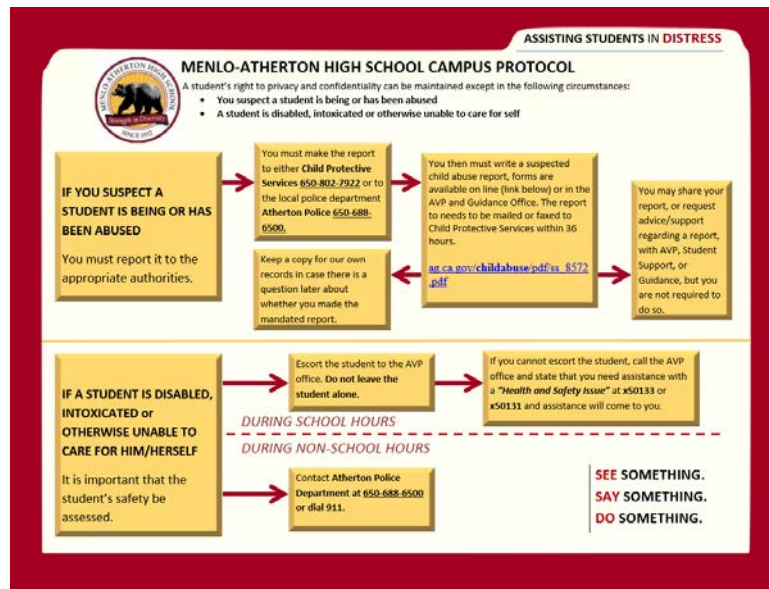
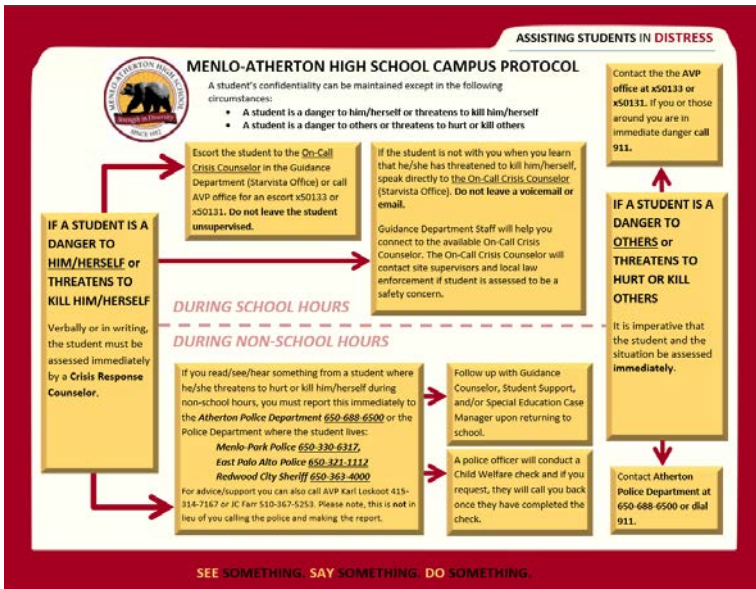


ASSISTING STUDENTS IN DISTRESS			
SEQUOIA HIGH SCHOOL CAMPUS RESOURCES (650)367-9780			
Behavioral health services are a vital part of our school community. They provide positive connections to the school and help to remove barriers to learning. Sequoia HS provides both on-site services as well as referrals to outside agencies.			
PROGRAM	CONTACT	COORDINATOR	DESCRIPTION
Sequoia Teen Resource Center <i>The Center is open 9:00-5:00 and is located next to the Health Aide Office.</i>	X60065 X60066 X65365	Judy Romero, TRC Director Laurie Karzen, LCSW- Human Service Agency of San Mateo County Viena Vaka, MFT Intern	Provides free crisis, individual, family and group counseling. And assists students and families with referrals to off-site services. STRC is open M-F and services are available year round.
Acknowledge Alliance	X60068	Kristal Navarro, PsyD Judy Romero, on-site liaison	Provides counseling to student transitioning back from Community School or Youth Guidance Center and 9th grade Aspiration Students.
Redwood City Police Department Diversion Program	(650) 780-7195	Manuel Velarde, MSW	Provides counseling as a second chance for first-time offenders.
Alternative to Suspension (ATS)	X60065	Judy Romero	Provides an option to reduce number of days of suspension through participation in 2 psycho-education and counseling sessions.
Sequoia Intervention Team (SIT)	X60020 X60090	Sophia Olliver, Instructional Vice Principal Guadalupe Navarrete, Head Guidance Counselor	Meets every Friday to review student referrals (made by all staff and families) regarding student need. Team determines next steps.
STARS Program	X69211	Shauna Brodsky, LCSW, PPSC	Provides counseling and case management for special education students in the STARS Program.
Sequoia Aspirations Advocates Program (SAAP)	X 69152	Evelyn Valencia, Aspirations Coordinator	An intensive 9 <sup>th</sup> grade support system for identified at-risk students. A primary focus is placed on adjusting to, succeeding in, and graduating from school.
Notre Dame de Namur AmeriCorp Mentor Program	X60065	Judy Romero, on-site supervisor	Provides mentoring, tutoring and case management.
Health Office	X60060 X22564	Claudia Rendon, Health Aide Michelle Murray, RN District Nurse	Provides first-aid treatment; health education/counseling and referrals.
Parent Project	X60021	Elvira Macias	11 week Parenting Skills Group
Mindfulness	X60065	Judy Romero, TRC Director	Teachers have been trained to implement Mindfulness lessons in their classrooms. Learn Mindfulness practices.
Youth Development Programs* • Youth Advisory Board • Peer Mediation Program • Leadership and Resiliency Program	X60067	Whitney Fitzgerald, StarVista Youth Development Coordinator  * These after-school programs are run by the StarVista Youth Development Initiative.	<ul style="list-style-type: none"> <li>Youth Advisory Board (YAB) conducts a needs assessment survey and creates projects and campaigns around these needs.</li> <li>Students can request peer mediation by notifying a teacher, guidance counselor, AVP, or by coming to the TRC. Any staff can refer students.</li> <li>The Leadership and Resiliency Program is comprised of weekly Resiliency Groups, and monthly Community Service and Adventure Activity trips.</li> </ul>

**SEE SOMETHING. SAY SOMETHING. DO SOMETHING.**



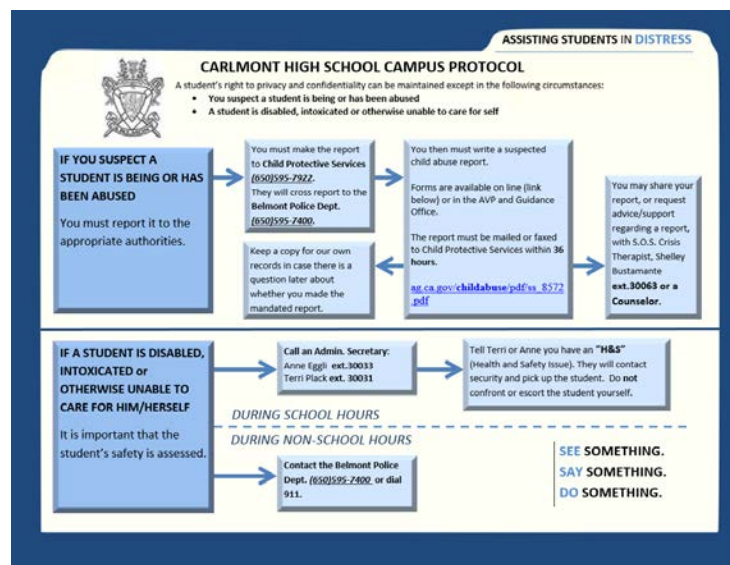
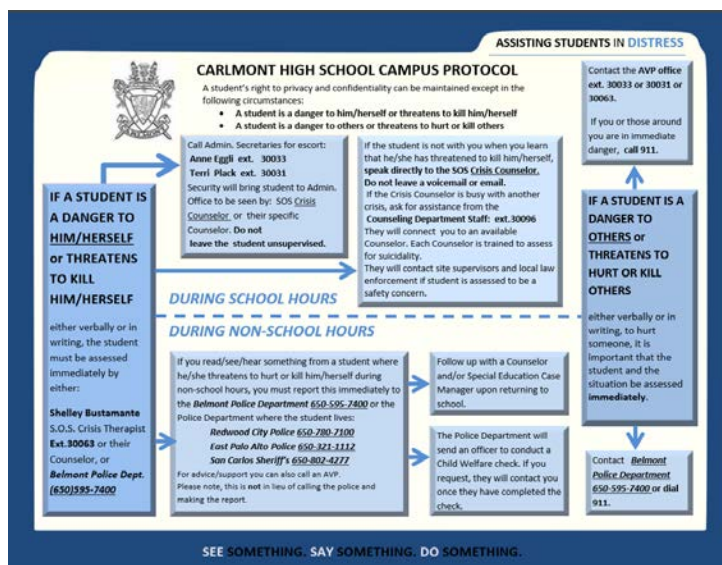
## D.2 Menlo-Atherton High School Folder



ASSISTING STUDENTS IN DISTRESS			
MENLO-ATHERTON HIGH SCHOOL CAMPUS RESOURCES (650)322-5311			
Behavioral health services are a vital part of our school community. They provide positive connections to the school and help to remove barriers to learning. Menlo Atherton HS provides both on-site services as well as referrals to outside agencies.			
	CONTACT		
Student Support Services Coordinator, Partnership for Success Director	x50254 Fax: (650)323-1411 mcristerna@seq.org Room B20	Miki Cristerna, PPSC, LMFT, Program Coordinator/Director	M-A's Student Support Services/Partnership for Success provides comprehensive school based behavioral health counseling, academic support, and community connections. Behavioral health services are free and confidential, and include: crisis response, individual counseling, group counseling, family counseling, clinical and academic case management, mentoring, and referral to off-site services.
Clinical Case Worker	mr Ramirez@seq.org Room B20	Mariela Ramirez, Starvista Clinical Case Worker	Provides individual, group and family counseling/case management, targeting former RSD students. Collaborates with staff and connects students and families to community agencies. Provides Tier II Alternatives to Suspension (ATS).
School Based Behavioral Health Counseling	mblosse@seq.org mcristerna@seq.org	Maelise Blossse, MFT, Lead Clinician, Starvista	Provides individual and group behavioral health counseling. Assists students and families with on-site and off-site referrals, coordinates supports with school staff. Provides Tier I Alternatives to Suspension (ATS) psycho-educational groups for alcohol/drug use and anger/aggression management.
Graduate Student School Counseling Interns	mcristerna@seq.org	Miki Cristerna	Graduate School Counseling Students provide 1x1 counseling, group counseling and classroom support to students in need academic and/or behavioral health support.
Transitions Program, Acknowledge Alliance	ggudino@seq.org	Gladys Gudino, MFT, Acknowledge Alliance	Provides Behavioral Health Counseling for students involved with the juvenile justice system or who are at significant risk for involvement.
Conflict Mediation	klapine@seq.org	Katelyn Lapine	Provides conflict mediation services between students and between students and teachers.
Aspirations Advocates	icarson@seq.org	Jenna Carson	Provides academic and social-emotional support and case management for a select group of 9 <sup>th</sup> and 10 <sup>th</sup> grade students at risk for dropping out of high school or expulsion.
MyLife Collaboration	mmagana@seq.org mmares@seq.org	Miriam Magana and Maria Mares, Transition Case Workers	Provides free academic and social-emotional case management from to approximately 80 students (majority is 9 <sup>th</sup> graders). Case Workers are from the 49ers Academy/Ravenswood Foundation and the Boys and Girls Club. Two full-time case workers and two part time case workers provide support during the school day and after school program.
Student Support Services Mentoring Program	gchavez@seq.org	Gonzalo Alvarez Chavez, Bilingual Community Liaison	Volunteer community mentors meet weekly in a team mentoring program with students who are in need of additional social-emotional and academic support to complete high school.
Parent Coordinator	lquionez@seq.org	Lilly Quionez, Bilingual Parent Coordinator	Provides parents with individual and group education on how to support their students' success. Runs weekly presentations on educational and social-emotional topics, facilitates The Parent Project each semester, and collaborates heavily with other school staff.
Live In Peace, SWAG	mcristerna@seq.org	Erica Hayes, SWAG Case Worker	Provides social-emotional and academic case management to select EPA and EMP students involved with San Mateo County Youth Probation.
One East Palo Alto Drug and Alcohol Prevention		Vel Finau	Youth development program designed to support EPA youth by teaching harm reduction and alternatives to drugs and other harmful substances.
African American Success and Achievement	sbryant@seq.org	Sherinda Bryant	Provides academic support and social-emotional mentoring for African American Students.
180 Degree Program/Life Communications	mcristerna@seq.org	Miki Cristerna	Provides a social-emotional curriculum teaching positive youth culture and life skills.
Student Risk Assessment Team (SRAT)	mcristerna@seq.org	Miki Cristerna	Multi-disciplinary school based team that assesses and monitors students at risk for academic or social-emotional success. Guidance Counselors, AVPs, Parent Coordinator, District Nurse, Bilingual Resource Teacher, Special Education staff and Student Support Coordinator attend.
Health Office	tedgington@seq.org rbrown@seq.org	Tonya Edgington, Health Aide Ruth Brown, District Nurse	Provides on-site education and first-aid treatment; District nurses can provide health counseling and referrals.
STARS			Case management/therapy for Special Education students.

**SEE SOMETHING. SAY SOMETHING. DO SOMETHING.**

## D.3 Carlmont High School Folder



### CARLMONT HIGH SCHOOL CAMPUS RESOURCES

(650)367-9750

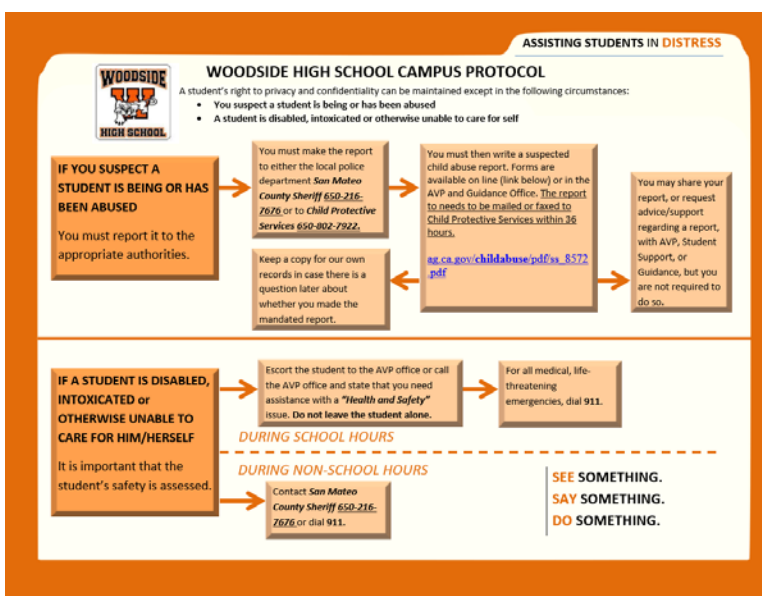
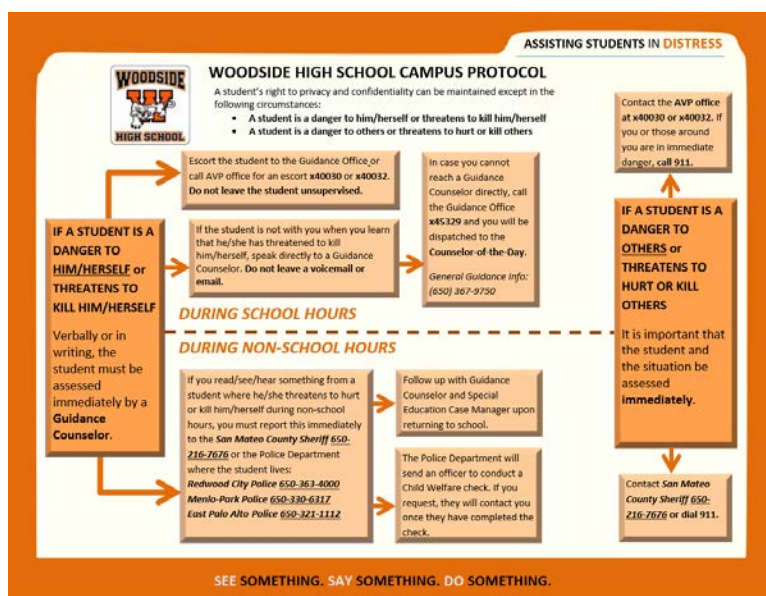
Behavioral health services are a vital part of our school community. They provide positive connections to the school and help to remove barriers to learning. Carlmont HS provides both on-site services as well as referrals to outside agencies.

PROGRAM	CONTACT	COORDINATOR	DESCRIPTION
Students Offering Support (SOS)	x30063	Shelley Bustamante, MFT, Coordinator	A Counseling and Prevention Education Program for Adolescents in Life Skills Classes addressing: Substance use, relationships, grief, sexual assault prevention, eating disorders, child abuse, depression and suicide.
H.O.P.E. /SOS	x30063	Shelley Bustamante,	Grieving students meet weekly for supportive therapy as they move through the stages of grief.
Peer Counseling	x30063	SOS Student Leaders	Students meet individually with peer leaders.
Carlmont Intervention Team (CIT)	x30032	Gregg Patner, AVP	Weekly multidisciplinary meeting with AVP, school therapist, health aide and all counselors to determine academic and mental health support for referred students
Individual Assessments and Referrals	x30063 x30090	Shelley Bustamante Tammy DePaoli, Head Counselor	Referred students are assessed and screened for depression, suicidality, anxiety and other disorders or life challenges impacting their academic success. They may continue to come for brief interventions as well as appropriate community referrals.
STARS Program	x35038 x35039	Jennifer Barry Heather Tyler	Therapists and behavior coaches provided in milieu for students with Special Ed. Services who qualify for counseling per Ch. 26.5 and who need more restrictive placement.
Acknowledge Alliance	x34303	Kristal Navarro, Coordinator	On site individual counseling to assist expelled or suspended for students transitioning from court/community.
Aspiration Program/SAAP	x39630	Georgianna Kruse-Silva, Coordinator	Students are referred by parent, teacher or counselor for academic, mental health or physical restrictions or impairments. Team strategizes to best support the student with the appropriate interventions.
Health Office	x30060	Samantha Gingham	Provides physical and psychological assessment and collaboration with Carlmont CIT.
Alternative to Suspension	x30063	Shelley Bustamante	Provides individual psychoeducational counseling on substance use and abuse, sexual harassment, all forms of bullying, hate crime, and conflict mediation.
Bilingual Resource Program	x35020	Jenny Lord	Assists new students who have little or no English ability transition into all aspects of high school while embracing their individual culture and needs.
Conflict Mediation	x30063	Shelley Bustamante,	Teaches students to resolve their issues in a safe and peaceful setting through the mediation process.
Resource Officer	595-7400	Belmont Police Dept.	Assists staff and students as needed for school safety.
Compass	x39630	Georgianna Kruse-Silva	A program designed to identify and support at-risk students transitioning from middle to high school.
AVID	X39681	Matt Miskelly	Assists students to become successful both academically and emotionally through a relationship building and organizational focused study class.
School Safety	x30030	Grant Steunenbuerg, AVP	Collaboration of staff and student to address all aspects of school safety.

**SEE SOMETHING. SAY SOMETHING. DO SOMETHING.**



## D.4 Woodside High School Folder



ASSISTING STUDENTS IN DISTRESS			
WOODSIDE HIGH SCHOOL CAMPUS RESOURCES (650)367-9750			
Behavioral health services are a vital part of our school community. They provide positive connections to the school and help to remove barriers to learning. Woodside HS provides both on-site services as well as referrals to outside agencies.			
PROGRAM	CONTACT	COORDINATOR	DESCRIPTION
CAT-ACS Program (Counseling and Advocacy for Teens/Adolescent Counseling Services)	x45327 x45340	Jenny Bratton, CAT Coordinator Charlotte Villemoes, ACS Site Supervisor	On-site therapy team 5 days/week individual/group therapy, parent support, crisis management, and staff consultation services for students at risk or exhibiting mental health issues
ACS-Outlet	x45327	Anthony Ross	Group Counseling for students who identify with the LGBTQQ community
Acknowledge Alliance	x45327	Krystal Navarro, AA Supervisor	Part-time (2 days /wk) case worker/clinician provides 1x1, small group support for students who are transitioning back from community day school or juvenile hall
Alternative To Suspension (ATS)	x40030	Alvaro Calderon, AVP	Under this program, counselors from CAT-ACS and/or Acknowledge Alliance see students who are caught on campus under the influence
Students Offering Support (SOS)			There are three programs with behavioral health goals under SOS:
<ul style="list-style-type: none"> <li>Kids Learning Empathy and Respect (KLEAR)</li> <li>Safe School Ambassadors (SSA)</li> <li>Conflict Mediation</li> </ul>	x49635 x43705 x40033	Gwen Sidley Laura Perdikomatis Lupe Zelaya	<ul style="list-style-type: none"> <li>Students are referred for KLEAR by staff for behavior incidents</li> <li>Safe School Ambassadors work to stop bullying on campus</li> <li>Students experiencing conflict with peers are referred to conflict mediation</li> </ul>
Student Aspiration Advocate Program (SAAP)	x49603	Adele Alvarez, 9 <sup>th</sup> grade coordinator	Case management for 9 <sup>th</sup> and 10 <sup>th</sup> graders who are identified as the most at-risk by their first semester GPA; Students meet twice a month with teacher mentors
STARS Program (SpEd)		Anna Rogers, MFT	Case Management/therapy for students in Special Education
Health Office	x40060	Kristen Patane, Health Aide Ruth Brown, RN	The school health aide provides on-site education and first-aid treatment; District nurses can provide health counseling and referrals.
Boys & Girls Club Future Leaders Program	x49706	Zorina Matavulji, on-site liaison	Monthly peer-mentoring program and support groups for prospective 1 <sup>st</sup> generation college students
Bilingual Parent Liaison	x45323	Maricela Lopez Prado	Provides on-going bilingual parental support and outreach
<b>SEE SOMETHING. SAY SOMETHING. DO SOMETHING.</b>			

