

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 11/4/15, BOARD MEETING

1. CALL TO ORDER

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

2. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (2)-(5), inclusive, of subdivision (e) of Government Code Section 54956.9 (two cases)
- b. CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION
Subdivision (a) of Section 54956.6 of the California Government Code; OAH Case #2015080441
- c. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;
Employee Organization: Sequoia District Teachers' Association (SDTA)

3. ROLL CALL

4. WELCOME AND EXPLANATION TO AUDIENCE

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA

7. REPORT OUT ON CLOSED SESSION

8. APPROVAL OF CONSENT CALENDAR

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

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

- a. APPROVAL OF MINUTES FOR OCTOBER 21, 2015, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the October 21, 2015, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for October 21, 2015, Board meeting.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Personnel Recommendations as indicated.

c. APPROVAL OF CONTRACT WITH PARENT EDUCATION CONSULTANT (consent)

SITUATION

The District is seeking to enter into a contract with CSM Consulting to provide program planning, direction, promotion, and implementation for the Parent Education Series at all high schools in the Sequoia Union High School District. Charlene Margot, from CSM Consulting, currently provides each of the four comprehensive high schools in the district with these services.

CSM Consulting will provide a maximum of 20 events in the 2015-16 school year; 14 of these events have already been scheduled, six at Menlo-Atherton High School, four at Sequoia High School and four at Woodside High School. The number of events at Carlmont and Redwood will be determined in consultation with the principals and the Director of Student Services.

FISCAL IMPACT

The contract is in the amount of \$50,000 for the 2015-2016 school year with \$20,000 of the funding coming from the Sequoia Health Care District and \$30,000 coming from the SUHSD General Fund.

RECOMMENDATION

That the Board of Trustees approves the contract with parent education consultant, CSM Consulting, in the amount of \$50,000 to provide the Parent Education Series for the District.

d. APPROVAL OF FIELD TRIPS (consent)

SITUATION

Carlmont High School

20 Distributive Education Clubs of America (DECA) members will travel to the Double Tree Hotel in San Jose on November 13 – 15, 2015, to attend a DECA Leadership Conference sponsored by the State organization.

Carlmont, Menlo-Atherton, Sequoia, and Woodside High Schools

Black Student Union (BSU) members will travel to Sacramento on November 14, 2015, to attend the United Black Student Unions of California (UBSUC) Northern Region Conference.

Redwood High School

25 Redwood Environmental Academy & Leadership (REAL) students will travel to Moss Beach on March 3, 2016, to participate in a study of plant and animal adaptations of tide pool life.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves the field trip requests for Carlmont High School's DECA members to San Jose on November 13-15, 2015; Carlmont, Menlo-Atherton, Sequoia, and Woodside high schools' BSU members to Sacramento on November 14, 2015, and Redwood High School's REAL students to Moss Beach on March 3, 2016.

e. AUTHORIZATION TO DECLARE PROPERTY SURPLUS (consent)

SITUATION

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

FISCAL IMPACT

No impact on the General Fund

RECOMMENDATION

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

- f. AUTHORIZATION TO FILE NOTICES OF COMPLETION (consent)

SITUATION

On May 20, 2015, the bid was awarded to Sausal Corporation for Increment 1 relocation of portable classrooms and site work in preparation for the new classroom building (A-Wing) at Sequoia High School.

On June 10, 2015, the Board approved the amendment with Charles Pankow Builders to proceed with the geotechnical work at East Palo Alto Academy, in preparation for the new gymnasium.

The above projects are now complete according to contract, drawings and specification. It is now necessary to file Notices of Completion.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file Notices of Completion for Sausal Corporation and Charles Pankow Builders.

- g. AUTHORIZATION TO HIRE GEOTECHNICAL ENGINEER AND TESTING LABORATORY SERVICES FOR SEQUOIA HIGH SCHOOL NEW CLASSROOM BUILDING (A-WING) AND CULINARY ARTS/ROOM 128 RENOVATION (consent)

SITUATION

On October 21, 2015, the Board of Trustees approved the bid for Sausal Corporation to construct the new classroom building (A-wing) and Culinary Arts/Room 128 Restroom project. It is now necessary to hire a geotechnical engineer and material testing laboratory, which is required by the Division of the State Architects.

Staff recommends hiring Cornerstone Earth Group in the amount of \$40,600 to provide the geotechnical observations and testing during construction of the new classroom building. Staff also recommends hiring Testing Engineers in the amount of \$52,666 for the new classroom building and \$5,708 for the Culinary Arts/Room 128 renovations.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves hiring Cornerstone Earth Group in the amount of \$40,600 and Testing Engineers in the amounts of \$52,666 and \$5,708 for the Sequoia High School new classroom building and Culinary Arts/Room 128 renovations.

h. ADOPTION OF TWENTY-FIRST CENTURY FURNITURE STANDARDS (consent)

SITUATION

As part of the Measure "A" bond program, the District staff has investigated new, twenty-first century furniture systems. The furniture encourages collaboration, allows for many types of groupings and facilitates the more organic use of technology. Sample classrooms of the four furniture systems on the attached hand-out are being tested at each of the comprehensive high schools this year. All new construction projects will be furnished with one of the four new standard classroom set-ups.

The standards were reviewed by the Principals' Council and tested by District teachers.

Over the next ten years we anticipate phasing out the District's stock of traditional Virco and Hon furniture.

FISCAL IMPACT

All furniture purchased for new construction (and renovation projects) will be funded by Measure "A" bond funds. District funded replacement furniture would be financed through Fund 40 or discretionary funds.

RECOMMENDATION

That the Board of Trustees approves the Twenty-first Century Classroom Furniture Standards for new construction projects and replacement needs at all school sites.

i. APPROVAL OF CONTRACT WITH W-TRANS TO COMPLETE REQUIRED TRAFFIC MITIGATION WORK (consent)

SITUATION

As part of the California Environmental Quality Act, a mitigation monitoring plan was adopted with the Environmental Impact Report (EIR) for Menlo-Atherton High School in July of 2015. Included with the adopted plan, a number of mitigation measures related to traffic and traffic impacts need the expertise of a qualified traffic engineering firm. The first firm identified to complete this work was not able to follow through, so staff is proposing the work be completed by W-Trans in Oakland (W-Trans conducted the EIR traffic study and transportation survey and has much familiarity with the school). A Travel Demand Management Program, a Travel Mode Survey, and a Circulation Audit will all be completed as part of this contract.

Similar work may be completed on the other campuses in the near future.

FISCAL IMPACT

No impact on the General Fund; all costs will be paid by Developer/School Impact Fees.

RECOMMENDATION

That the Board of Trustees approves the contract with W-Trans in the amount of \$39,980 (with a \$4,000 contingency) to conduct required traffic mitigation work at Menlo-Atherton High School.

j. APPROVAL OF PROPOSAL TO HIRE WESTON MILES ARCHITECTS TO DESIGN AND OVERSEE IMPROVEMENTS AT CARLMONT HIGH SCHOOL (consent)

SITUATION

As the District begins to gear up for summer 2016 construction and renovation work, staff recommends hiring Weston Miles Architects to design and oversee improvements at Carlmont High School. The attached proposal includes:

- 1a: To investigate improving the old kitchen and food kiosks to bring them to code and to improve the Food Service program and functionality, on a time and materials basis.
- 1b: To improve the Cafeteria and Multi-use Room (MUR) space to make it more inviting and functional, and to potentially tie it into outdoor space, on a time and materials basis.
- 1c: Upgrade Stogner Gym locker room (vintage 1952) to make it compliant with the Americans with Disabilities Act and State requirements, as well as improve the heating systems and physical appearance of those very worn and dated spaces.
- 1d: The second part of the design work is to renovate and upgrade the large Fitness/Weight Room in the Stogner Gym that faces the old pool courtyard. This is an area heavily used by the Physical Education and Athletic programs.

Projects 1c. and 1d. are contracted at a fixed fee of \$227,500.

FISCAL IMPACT

All funds will be paid through the Measure "A" general obligation bonds; no General Fund monies will be expended on this project.

RECOMMENDATION

That the Board of Trustees approves the proposal from Weston Miles Architects to investigate improvements to the kitchen and MUR not to exceed \$28,000 and to design renovations to the original Locker Room and the Fitness Room for a fixed fee of \$227,500.

- k. APPROVAL OF CHANGE ORDER FOR SAUSAL CORPORATION FOR THE SEQUOIA HIGH SCHOOL A-WING PROJECT (INCREMENT I) (consent)

SITUATION

On May 20, 2015, the Board awarded the bid in the amount of \$2,931,800 to Sausal Corporation for the Increment I work at Sequoia High School in preparation for the new, ten-classroom building. The contract included a \$250,000 allowance. Due to a litany of unforeseen underground conditions, the cost of the project exceeded the contingency, primarily because of the following:

1. Additional unforeseen environmental abatement mandated by the County Health Department when the gasoline and diesel tanks were unearthed in the corporate yard.
2. Discovery of an abandoned fuel tank that was filled with concrete and had to be pounded out.
3. Discovery and correction of infrastructure and pipes that had been incorrectly installed or had degraded so much that made their replacement necessary.
4. Installation of a new main water line to the central kitchen.
5. Installation of four electric charging stations.
6. Removal of eighty years of debris and chemicals left behind by the District departments.

The cost of this project exceeds the bid amount by \$110,273. Included with the background materials is a copy of the change order which delineates these costs on a line-by-line basis.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by Measure "A" bond funds and Deferred Maintenance funds.

RECOMMENDATION

That the Board of Trustees approves the change order in the amount of \$110,273 and increases the contract to \$3,042,073 for the Sequoia High School A-Wing Project (Increment I).

9. SPECIAL RECOGNITIONS

- a. Superintendent's Commendations

10. PUBLIC COMMENT

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

11. INFORMATION ITEMS

- a. ANNUAL REPORT FROM SUMMIT PREPARATORY CHARTER HIGH SCHOOL

SITUATION

Penelope Pak McMillan, Director of Summit Preparatory Charter Public High School, will report on recent data and activities at Summit Prep.

- b. REPORT ON PROFESSIONAL DEVELOPMENT AND COLLABORATION WITH K-8 PARTNER DISTRICTS

SITUATION

Professional Development (PD) work for the 2015-2016 school year continues to focus on Common Core implementation, curriculum, and instructional strategies. More specifically, the following activities are in progress this year:

- All Staff PD Days
- Common Core Curriculum Implementation
- Direct Interactive Instruction (DII) (research-based instructional strategies)
- Common Core Cohorts
- After-School Seminars
- Teacher Induction Program/Peer Assistance Revise (TIPS/PAR)
- Teacher Leadership
- Coaching and PD available for sites, teams, and individuals

The Common Core Skills summarized in the attachment from literacy, math (numeracy) and science (NGSS) provide a framework for PD presentations, cohort work, and curriculum implementation.

This presentation will highlight the collaborative efforts of the district, K-8 partners, and other districts for all-staff professional development days, induction, curriculum articulation, and coaching.

While many PD sessions are offered in August and June, after school during the year, and during all-staff PD days without students, some PD sessions must be scheduled during the school day; especially PD that is required for new teachers or for specific curriculum. These topics include: a two-day DII PD, initial cohort PD, curriculum training and creation, co-teaching PD, and instructional rounds. In addition, sites release departments and teams of teachers attend conferences or work on curriculum. The district already restricts these events to Tuesdays through Thursdays, but due to the substitute teacher shortage this year, it has been more challenging to schedule some of these days. At times, the district has been forced to cancel or move some events to ensure that a large number of teachers will not be out on a particular day.

For the future, the Professional Development Department is looking at possible ways to collect data that will help us to go beyond the qualitative data we have collected in the past to look toward how PD work is impacting student success in the classroom. The PD department is pursuing this goal through student indicators reflected on the walk-through tool and the cohort observation form. The data collected from the walk-through tool will inform all-staff PD work, seminars, DII, and our own coaching model as well as collaboration efforts with our partner districts.

c. REPORT ON PROFESSIONAL AND INSTRUCTIONAL USE OF TECHNOLOGY

SITUATION

With a Technology Master Plan under way, much work has been done to incorporate technology that enhances professionalism and student learning. At the Board meeting on November 4, Robert Fishtrom, Director of Technology and Information Services, and Melissa Hero, Instructional Technology Specialist, will update the Board on our progress thus far. The presentation will include both the ways in which technology enhances our abilities to work together as professionals and supports instruction in the classroom.

12. PUBLIC HEARING

- a. None

13. DISCUSSION ITEM

- a. DISCUSSION OF KEY AREAS TO COVER IN THE STUDENT MENTAL HEALTH STUDY

SITUATION

One of the six key goal areas for 2015-16 is to conduct a study into needs of students for mental health services and current services offered at our school sites. A task force will be formed and the services of the John Gardner Center will be utilized to assist with data collection. The task force will also make use of existing student survey data from the Healthy Kids survey, TUPE, and the student voice survey. The task force will be representative of all sites and may include one or more service providers. The results and recommendations from the study will be presented to the Board in the spring.

The purpose of bringing this item forward to the Board at this time is to get input on identifying several key areas of focus for the task force. The Board should also identify two of its members to serve on the task force, which will begin its work later this month.

14. ACTION ITEM

- a. None

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE NOVEMBER 18, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE DECEMBER 9, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA