

Approved Revised Minutes of Regular Meeting of the Board of Trustees
Sequoia Union High School District
Wednesday, February 3, 2016

Call to Order	<p>The regular meeting of the Sequoia Union High School District Board of Trustees was called to order by President Alan Sarver at 3:03 p.m., on Wednesday, February 3, 2016, in Birch Conference Room at 480 James Avenue, in Redwood City, California. He announced anyone wishing to address the Board on Closed Session matters may do so at this time.</p> <p>Transportation Dispatcher Sandy Wagerman spoke in regard to Closed Session Item 2d, Public Employee Discipline/Dismissal/Release. Ms. Wagerman said she had first come to know the employee as a Bus Driver; the employee wanted to become a secretary and had worked without pay for a summer to learn the position. It was stated that the employee went out of her way to help drivers and is an asset to the department.</p> <p>President Sarver closed the Public Comments for Closed Session at 3:07 p.m. and said the Board would return to Public Session at 5:30 p.m.</p>														
Recess to Closed Session	<p>The Board of Trustees recessed to Closed Session at 3:08 p.m. to consider a Student Matter Related to an Expulsion Recommendation; consider a Recommendation of Expulsion; conference with Labor Negotiators, Agency Designated Representative James Lianides; Employee Organization: Sequoia Union High School District Teachers' Association (SDTA), and to consider a Public Employee Discipline/Dismissal/Release (one matter).</p>														
Opened Public Session 5:32 p.m.	<p>President Alan Sarver opened the Public Session of the regular meeting at 5:32 p.m. in Birch Conference Room at 480 James Avenue, Redwood City, California.</p>														
Roll Call	<table><tr><td>Present:</td><td>Absent:</td></tr><tr><td>Abby Hartzell, Student Trustee</td><td>Assistant Superintendent Enrique Navas</td></tr><tr><td>Carrie Du Bois</td><td></td></tr><tr><td>Georgia Jack</td><td></td></tr><tr><td>Alan Sarver</td><td></td></tr><tr><td>Chris Thomsen</td><td></td></tr><tr><td>Allen Weiner</td><td></td></tr></table>	Present:	Absent:	Abby Hartzell, Student Trustee	Assistant Superintendent Enrique Navas	Carrie Du Bois		Georgia Jack		Alan Sarver		Chris Thomsen		Allen Weiner	
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Invitation to the Audience	<p>President Sarver welcomed the audience and explained that the Consent Calendar consisted of routine or previously discussed items to be considered as a unit and voted upon by roll call vote. He explained the Public Comment section of the agenda was for permitting members of the audience to make presentations about items not on the agenda.</p>														
Pledge of Allegiance	<p>President Sarver led the Board of Trustees and audience in the Pledge of Allegiance.</p>														
Approval of Agenda	<p>On a motion by Trustee Weiner, seconded by Trustee Du Bois, the Board of Trustees approved the Agenda.</p>														
Report Out on Closed Session	<p>President Sarver reported that the Board took no action in Closed Session and will reconvene following the Public Session to discuss two matters.</p>														
Amended Consent Calendar	<p>Removed and voted upon later in the meeting.</p> <p>8d. Acceptance of Gifts from Eustace-Kwan Family Foundation</p>														
Approval of Amended Consent Calendar	<p>On a motion by Trustee Weiner, seconded by Trustee Thomsen, the Board of Trustees approved the Consent Calendar. Voting "yes,"—Student Trustee Hartzell; Trustees Du Bois, Jack, Sarver, Thomsen, and Weiner; voting "no"—none, and absent—none.</p>														
Approval of Minutes for January 20 and 23, 2016, Mtgs.	<p>On a motion on the Consent Calendar, the Board of Trustees approved the minutes for the January 20 and 23, 2016, Board meetings.</p>														
Approval of Personnel Recommendations	<p>On a motion on the Consent Calendar, the Board of Trustees approved the Personnel Recommendations and Addenda as indicated.</p>														

- Approval Field Trips On a motion on the Consent Calendar, the Board of Trustees approved the field trip requests for for EPAA students to Boulder Creek on February 19-21, 2016; students to New York on April 4-7, 2016; students to Los Angeles on March 4-6, 2016; Menlo-Atherton's Boys' Tennis to Clovis on March 3-5, 2016; Sequoia's HCA to Santa Cruz on February 8, 2016; HCA students to Reno on February 18-20, 2016; AVID to Southern California on March 10-12, 2016; U.S. History students to San Francisco on March 23, 2016; Key Club to Sacramento on April 8-10, 2016; Woodside's Biology students to San Francisco on February 27-28, 2016; AVID to Southern California on March 2-5, 2016; Cheer Team to Anaheim on March 17-20, 2016; Robotics to Sacramento on March 23-26, 2016; Robotics to Missouri on April 26-30, 2016; Biology students to Tomales Bay on May 14-15, 2016.
- Approval of District Contracts Under \$35,000 On a motion on the Consent Calendar, the Board of Trustees approved/ratified the contracts under \$35,000.
- Approval of Contract with Commercial Tree Care On a motion on the Consent Calendar, the Board of Trustees approved the contract with Commercial Tree Care for tree services for 2015-16 in the amount of \$45,000.
- Approval of Amendment to Contract with MV Transportation On a motion on the Consent Calendar, the Board of Trustees approved the amendment to the contract with MV Transportation Services.
- Authorization to File Notices of Completion On a motion on the Consent Calendar, the Board of Trustees authorized the Superintendent to file Notices of Completion for Cal Pacific Construction and Alten Construction for their respective Increment I Projects.
- Approval of Special Inspection Services Agre. for M-A G-Wing On a motion on the Consent Calendar, the Board of Trustees approved Testing Engineers, Inc. to provide services for the Menlo-Atherton High School G-Wing Increment II project in the amount of \$165,520.
- Approval of Landscape Arch. for Tea Garden at Sequoia HS On a motion on the Consent Calendar, the Board of Trustees approved the proposal presented by Base Landscaping in the amount of \$43,400 (plus a \$4,000 contingency) for design and construction management services for the renovation of the Sequoia High School Tea Garden Project.
- Approval of Change Order for IOR Carlmont Increment I New CR Building (S-Wing) On a motion on the Consent Calendar, the Board of Trustees approved a change order to Michael Henley and Company LLC in the amount not to exceed \$15,000 for the Carlmont High School New Classroom Building (S-Wing) Increment I project.
- Approval to Hire Consultant for Sequoia HS Music Building Reno. On a motion on the Consent Calendar, the Board of Trustees approved hiring Charles M. Salter Associates in the amount of \$45,000 for acoustical consulting and audiovisual system design services for the Music Building renovation at Sequoia High School.
- Approval of Revised Policies BP/AR 1312.3, BP/AR 4030 & Elimination of AR 4031 On a motion on the Consent Calendar, the Board of Trustees approved the revisions to the following board policies (BP) and Administrative Regulations (AR): BP and AR 4030, Nondiscrimination in Employment; and BP and AR 1312.3, Uniform Complaint Procedures, and that the Board of Trustees eliminates AR 4031.
- Special Recognitions Superintendent Lianides recognized Sequoia Adult School College Information Specialist Melissa Martinez for having a significant impact on Adult School students transitioning to community college. Once they are enrolled, she continues to meet regularly with students to help them choose classes, learn about resources, and cope with the demands of college.
- Director of Instructional Technology Robert Fishtrom recognized the following teachers for completing the Digital Education Program in the spring of 2015 and Online and Blended Teacher program in the fall of 2015. Mr. Fishtrom said the group learned a great deal about pedagogy when using Technology I curriculum as well as collaborating effectively with students and peers online.

Lisa Camera	Kathleen Coughlin	Kelly Redmon
Mindy Chiang	Carly Gatzert	Allison Stafford
Karina Chin	Cary Milia	Felicia Yang

Public Comment

Sequoia District Teachers Association President Edith Salvatore expressed gratitude to the district for hiring one additional Psychologist.

Bus Driver MariaElena Cleary reported many changes were taking place in the Transportation Department, and the drivers were always encouraged to read the contract. The employee being considered for discipline (*referring to Closed Session Item 2d, Public Employee Discipline/Dismissal/Release*) helped us read the contract. Ms. Cleary noted her fellow co-worker brought the department together; and after doing that, the co-worker's life was dramatically changed.

Correspondence

None

Report on SUHSD Dashboard

Director of Research and Evaluation Brandon Lee reported that the SUHSD Dashboard includes nine data sets containing the latest Exit and Formative indicators. This is the fourth year that the district has tracked student outcomes through the Dashboard; and over that period the district has grown by 628 students. This year a new indicator has been added to look at the performance of Tinsley students living in the 94303 zip code (and includes Belle Haven students with a 94025 zip code). Assistant Superintendent, Educational Services, Bonnie Hansen noted that the 94303 Tinsley group encompasses a smaller number of students.

Director Lee reviewed the Exit data (for students starting in the 9th grade) Graduation and Dropout Rates.

Superintendent Lianides clarified that 25 percent of this ninth-grade cohort had either left the area or may have enrolled in Adult School; economic conditions may have been a major contributing factor for this large percentage. Dr. Lianides advised that the district's dropout rate is probably lower than the state data indicates.

In response to a question posed by Trustee Du Bois, Dr. Lianides advised that all students start out at a comprehensive high school, and Redwood students are included in the comprehensive sites' data. He could provide the names and prior schools of Redwood students who were dropped.

Director Lee reviewed the exit data for English Learners (EL). He noted a significant increase in EL students moving out of the district. Dr. Lianides commented that basically 150 students were reclassified from EL and moved up to the category of (Reclassified Fluent English Proficient) RFEP.

Assistant Superintendent Hansen reported the Exit data for graduates with University of California A-G Completion Rates had increased. There were 56, fifth-year seniors graduated from Redwood High School this past semester. The A-G Completion Rates have gone up 5 percent, with exceptional gains at Sequoia and Woodside high schools. Mrs. Hansen advised that English was the course keeping students from meeting the A-G requirements; and site staff is looking at 11th grade data and providing support for these students to catch up.

Referring to the Formative data on ninth-graders' first semester Grade Point Average (GPA) and Credits Earned, Superintendent Lianides advised this is a measure of how students transition from eighth to ninth grade. Menlo-Atherton staff is working hard to breach this gap with a tri-district partnership.

Director Lee presented the Tenth-Grade Average GPA and Credits Earned; and the Superintendent noted this is a measure of the number of students who have passed all classes at the mid-year point of their high school careers.

Trustee Weiner noted improved percentages when comparing the geographic areas of Zip Code 94303 East Palo Alto ninth graders' GPA with tenth graders' GPA.

Bonnie Hansen noted there is fluctuation in most areas of attendance. However, the suspension rates continue to drop, and there is great data on Expulsion rates.

Trustee Du Bois said it would help to have California state data to compare with the Dashboard. In response to a question posed by Trustee Du Bois, Dr. Lianides advised that the California information system does not talk to our system, and it is not easily tracked.

Trustee Du Bois suggested that the Board discuss attendance because she sees students who are stressed. Assistant Superintendent Hansen suggested that solutions may come out of the Mental Health Task Force.

Trustee Thomsen would like to receive suggestions from staff as to the points to be looked at. Examples of key areas are: Redwood attendance; progress attained in combining EL graduates; A-G graduation percentage and the student percentage of those who complete the A-G requirements. Trustee Thomsen said part of the process is to set priorities and suggested one priority should be to consider the number of students going to college. He asked how Direct Interactive Instruction (DII) impacted graduation rates.

Trustee Jack suggested putting all data in percentages. In response to a statement by Trustee Jack, Dr. Lianides advised that students meeting A-G requirements are more likely to transfer from community college to the UC/CSU system.

Trustee Weiner said he concurred with his colleagues that the Dashboard is a means to analyze issues of concern, potential opportunities, and broad trends. To sustain the improved performance of our population, we need to work on the systemic under-performance of students from partner districts. Allen Weiner noted concern about English Learner graduation rates and said the issue may be instructional rather than demographics. He asked about the drop in Aspiration Advocate students with 30 units of credits in the current year.

In response to a question posed by Student Trustee Hartzell, Director Lee advised attendance rate percentages are calculated based upon the number of periods students should be in class for the entire year. Dr. Lianides cautioned that attendance rates below 90 percent are serious because those students are missing a significant portion of instructional school days. There is a strong correlation between attendance and student achievement.

SDTA President Edith Salvatore suggested that the Board encourage site administrators to use the Dashboard data as a vehicle by which to measure progress districtwide, and that the data should be used in the site plans.

Trustee Thomsen expressed concern about school comparison data. He noted that the demographics of Carlmont are changing.

President Sarver agreed that for many the great value of the Dashboard is looking at trends and anomalies, and determining if the focus is on the right areas. The tremendous drop in suspension and expulsion rates is reflective of the change in operating our schools. Trustee Sarver noted there are more support programs, and he is most appreciative of the hard work to attain lower expulsion rates.

Approval of MOU with San Mateo Union High School District Relative to Admissions at Design Tech Charter High School

Superintendent Lianides advised the language of the Memorandum of Understanding (MOU) with San Mateo Union High School District, has been edited to reflect the amount the district transfers to Design Tech (D.TECH) charter high school based upon reimbursement of the current Local Control Funding Formula (LCFF). He noted that the number of students opting to enroll in Design Tech (D.TECH) is not known.

President Sarver said he was eager to be moving forward with this partnership and to be bringing more exciting options to our students.

On a motion by Trustee Du Bois, seconded by Trustee Thomsen, the Board of Trustees approved the Memorandum of Understanding (MOU) with San Mateo Union High School District relative to contributions for students enrolled in district-sponsored charter schools and priorities for student enrollment lotteries at Design Tech Charter High School.

Approval LCAP Program's Parent Advisory Committee

Assistant Superintendent Hansen advised that one of the requirements of the Local Control Accountability Plan (LCAP) was to obtain input from families, and the County has approved parents serving on School Site Councils/Shared Decision Making Site Committees and District English Learner Advisory Council (DELAC) to also function as the District's LCAP Parent Advisory Council (PAC). In response to a question posed by Trustee Du Bois, Bonnie Hansen advised that all high schools will be surveying their parents.

On a motion by Trustee Jack, seconded by Trustee Weiner, the Board of Trustees approved the district’s recommendation to include parents in the School Site Councils/Shared Decision Making Site Committees, and DELAC, as members of the District’s Local Control Accountability Plan Parent Advisory Committee.

Approval of Late Start and Proposed Bell Schedule for Carlmont High School

Superintendent Lianides reported that the proposal for Late Start at Carlmont was discussed at the last meeting; and the other three high schools had implemented Late Start several years ago. Principal Ralph Crame has worked with the Carlmont site council, which came up with a proposed bell schedule. At the last meeting there were a number of speakers who spoke in favor of late start but expressed concern about its impact on sports. The direction from the Board was to bring this item back for action and direct staff to work with the Peninsula Athletic League (PAL) in order to accommodate athletes by moving games out later. San Mateo Union High School District is exploring the option of moving toward late start because there is strong research that high schools are moving in this direction. Carlmont High School’s proposed bell schedule follows:

Period	Regular Day	Wednesday (minimum day)
0	8:00-8:50 a.m.	8:53-9:36 a.m.
1	8:57-9:47 a.m.	9:43-10:26 a.m.
2	9:54-10:44 a.m.	10:33-11:16 a.m.
3	10:51-11:44 a.m.	11:23-12:09
Lunch	11:44 a.m.-12:31 p.m.	12:09 a.m.-12:52 p.m.
4	12:31-1:21 p.m.	12:52-1:35 p.m.
5	1:28-2:18 p.m.	1:42-2:25 p.m.
6	2:25-3:15 p.m.	2:32-3:15 p.m.

Trustee Du Bois expressed concern about community input, and the need of parents to drop off their students at school early; also, the policy does not help kids who are behind.

Trustee Thomsen said he supports Late Start at Carlmont; he referred to data on the difference that sleep makes in terms of student success. He agreed with Trustee Du Bois that staff needs to explore every possible avenue to ensure we are doing our best to support at-risk kids, because they benefit the most by a Late Start.

President Sarver asked staff to pursue at the district level offering support classes in the last period of a normal school day across the district. He advised that moving forward, we are working to address sustenance for athletes, for our most at-risk students, and focusing the benefits where they are most needed.

Student Trustee Hartzell said the Student Advisory Council discussed Late Start and 100 percent of the students were for it. She observed that everyone would benefit because school start times would move from 7:30 to 8:00 a.m.

Trustee Weiner said there should be a discussion in regard to students with seven periods—how many students does this involve and for what reason do they have seven periods. He suggested thinking about the daily schedule and equity; his intuition is that the number of students who have support classes is small.

Trustee Jack suggested measuring how this seven-year policy is doing. While research claims certain things, reality may show something else. Dr. Lianides advised that the information can be provided.

On a motion by Trustee Weiner, seconded by Trustee Thomsen, the Board of Trustees approved the Late Start and the proposed 2016-17 Bell Schedule for Carlmont High School.

Acceptance of Gifts from Eustace-Kwan Family Foundation

In response to questions posed by Trustee Jack, Bonnie Hansen advised that a cohort of administrators will oversee the *Developing our Own* pilot program. For every year a grant recipient works in a leadership position, one quarter of what they owe is forgiven.

Staff has discussed increasing the teacher core; the Eustace-Kwan Family Foundation had funded a few teachers at Sequoia High School, and there was tremendous success. Six Latino teachers were hired. Recently, an information meeting was held with 46 classified employees. The agreement is with College of Notre Dame, and the credential program begins in May; the selected staff will complete their teaching credential next year. If they are chosen for a position, one quarter of what they owe is forgiven. If the classified staff member is not hired, he/she keeps the teaching credential. The Grantee is funding everything up-front. Applications are due on March 1, and all applicants will be interviewed. Assistant Superintendent Hansen advised that this foundation also funds Team Ascent, Atlas volunteer coordinator, and a grant at East Palo Alto Academy.

Trustee Thomsen suggested that, if possible, a donor letter of agreement be provided to the Board.

On a motion by Trustee Jack, seconded by Trustee Thomsen, the Board of Trustees accepted the grant from Eustace-Kwan Family Foundation, and requested the Superintendent to send a letter of appreciation to the foundation.

Board of Trustees'/Supt's.
Comments, Agenda Setting &
Committee Reports

President Sarver reported that coming from the Board Retreat, the item, *Agenda Setting*, will be formally added this section of the Board Agenda; and those making an agenda recommendation should estimate the degree of preparation time needed by the Superintendent and staff. The item would require Board members' support, and it will then be worked into the Board's calendar.

Dr. Lianides reported that the English Learners (EL) Task Force held its first meeting; the task force is comprised of Bilingual Resource Teachers from each site as well as the Director of EL, Isabel Cervantes-Falk; Sequoia Principal Sean Priest; East Palo Alto Academy Principal Amika Guillaume, as well as an Instructional Vice Principal.

President Sarver said he attended the Small School Planning meeting, a California School Boards Association (CSBA) dinner with Trustee Du Bois, and the Redwood City 2020 Community Schools final meeting. He plans on touring four small schools in Southern California. President Sarver recommended the following items be placed on the Board calendar:

1. Discussion of Annual Board Agenda Calendar
2. Discuss exploring an online Board agenda/background materials program
3. Discuss formulation of a Board taskforce to review Board Bylaws and protocols
4. Discuss pursuing joint Board meetings with partner districts.

Trustee Du Bois requested an update on curriculum work being done at Redwood High School which would include a discussion about attendance.

Trustee Weiner suggested the following agenda items:

1. Update on Small School Task Force
2. Update on English Learners
3. Policy discussion about In-school Suspensions

In response to requests by Trustees Du Bois and Weiner, Dr. Lianides said that EL Director Isabel Cervantes-Falk will survey our partner districts in regard to what their staffs are doing to support English Learners, and what works and doesn't work. By the end of the year, the Board will receive a report and have a better understanding of K-8 programs.

Student Trustee Hartzell said at Sequoia High School there is an end-of-year survey asking students: are they engaged in their classes and what keeps them coming to school. Student Trustee Hartzell suggested a survey sent to all students in the district, to help provide qualitative data districtwide.

Trustee Thomsen requested information from staff in regard to concussions and athletics. He requested a report on the new Small School Committee's tough challenges in regard to space policy and other SDTA-negotiated items. He suggested coordinating calendars for major holidays with the community college. Trustee Thomsen asked for a date when the principal of the new small school will be hired. He reported attending the Redwood City 2+2 meeting and learned about a traffic relief alliance.

Trustee Jack said she too attended the Redwood City 2+2 and was excited about a trolley line which would run from Sequoia Station to the new Stanford site. The Trustee said she also visited several of the high schools, and attended two days of the CSBA Masters in Governance training.

Student Trustee Hartzell reported the Student Advisory Council had met, and she announced that Sequoia High School had been awarded a tutoring equity grant.

Adjourned to Reconvene in
Closed Session at 8:38 pm

On a motion by Trustee Weiner, the Board of Trustees adjourned its meeting at 8:38 p.m. to reconvene in closed session.

Closed Session Adjourned
at 9:45 p.m.

The Board of Trustees adjourned Closed Session at 9:45 p.m.

Returned to Public Session

The Board of Trustees returned to Public Session at 9:50 p.m.

Report out on Closed Session

President Sarver reported that the Board took action in Closed Session, with four members (Jack, Sarver, Thomsen, and Weiner) voting “yes,” and one member (Trustee Du Bois) voting “no,” to not reconsider the Student Matter Related to the Expulsion Recommendation (Case No. 2015-16-08) (name to appear in official minutes).

President Sarver reported that the Board took action in Closed Session, with three members (Trustees Sarver, Thomsen, and Weiner) voting “yes,” and two members (Trustees Du Bois and Jack) voting “no,” to issue a written letter of reprimand to the classified employee (name to appear in official minutes) under consideration for Discipline/Dismissal/Release.

Adjourned meeting at 9:55 p.m.

The Board of Trustees adjourned its meeting at 9:55 p.m.

Respectfully submitted,

Alan Sarver, President

Chris Thomsen, Clerk