

SEQUOIA UNION HIGH SCHOOL DISTRICT  
BACKGROUND INFORMATION FOR  
AGENDA ITEMS FOR 2/17/16, BOARD MEETING

1. CALL TO ORDER

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

2. CLOSED SESSION

a. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS

b. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;  
Employee Organizations: Sequoia Union High School 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 FEBRUARY 3, 2016, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for February 3, 2016, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the February 3, 2016, 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 FIELD TRIPS (consent)

SITUATION

**Carlmont High School**

40 Advanced Via Individual Determination (AVID) students will travel to Los Angeles on March 7-8, 2016, to tour colleges and explore options.

250 students will travel to Fremont on May 31, 2016, to participate in the annual senior picnic at the Aqua Adventures Water Park.

**Menlo-Atherton High School**

22 Science students will travel to Menlo Park on March 17, 2016, to take measurements of the water in San Francisquito Creek and determine the health of the eco-system.

8 World Language (WL) students will travel to Irvine on March 18-20, 2016, to compete in the California Junior Classical League State Convention.

20 Robotics Club members will travel to Sacramento on March 24-26, 2016, to participate in the For Inspiration & Recognition of Science and Technology (FIRST) Robotics Competition.

5 Boys' Golf Team Members will travel to Indio on March 31 – April 3, 2016, to compete in the Champions Invitational.

10 Special Education Independent Living Skills (ILS) students will travel to Santa Margarita on April 21-22, 2016, for their annual over night class camping trip.

6 Boys' Golf Team members will travel to Monterey on May 6-7, 2016, to participate in the practice round for Central Coast Section (CCS).

6 Boys' Golf Team members will travel to Monterey on May 10-11, 2016, to compete in the CCS Tournament.

20 Computer Academy students will travel to Point Reyes Station on May 8-10, 2016, to backpack for two nights in the Point Reyes National Seashore.

**Woodside High School**

15 Science students to Loma Mar on March 12-13, 2016, for a backpacking trip at Pescadero Creek County Park.

**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 students to Los Angeles on March 7-8, 2016; students to Fremont on May 31, 2016; Menlo-Atherton High School's Science students to Menlo Park on March 17, 2016; Latin WL to Irvine on March 18-20, 2016; Robotics Club to Sacramento on March 24-16, 2016; Boys' Golf to Indio on March 31- April 3, 2016; Special Education ILS to Santa Margarita on April 21-22, 2016, Boys' Golf to Monterey on May 6-7, 2016; Boys' Golf to Monterey on May 10-11, 2016; Computer Academy students to Point Reyes Station on May 8-10, 2016, and Woodside High School's Science students to Loma Mar on March 12-13, 2016.

- d. APPROVAL OF SUMMER READING LISTS (consent)

**SITUATION**

Each spring, all comprehensive high school sites in the Sequoia Union High School District assign Summer Reading to all students in mainstream English and above. Some copies of each of the book titles are available

at the sites either from the library or book room, and students are provided with a list of other local resources through which they can borrow or purchase the books.

At the start of the school year, students are assessed on their reading, and assignments about the titles are integrated into classes. Some sites have begun to use a process called “The Big Read” in which all students in the school read the same book; and school-wide events, discussions and assignments, become part of the school’s community building at the start of the school year. Other schools have only grade and course specific titles. Most offer students choices in the titles they read and provide students and parents with a rationale for the Summer Reading assignment.

The Summer Reading lists for each site are included with the background materials. Titles new this year that have not been approved by the Board of Trustees are highlighted in yellow.

- [Carlmont HS Summer Reading List](#)
- [Menlo-Atherton HS Summer Reading List](#)
- [Middle College Summer Reading List](#)
- [Sequoia HS Summer Reading List](#)
- [Woodside HS Summer Reading List](#)

#### FISCAL IMPACT

Sites assume fiscal responsibility

#### RECOMMENDATION

That the Board of Trustees approves the 2016 Summer Reading lists for all sites

- e. APPROVAL OF AMENDED CONTRACT WITH SCHOOLCITY, INC. (consent)

#### SITUATION

On December 17, 2015, the Superintendent approved the contract with SchoolCity, Inc. for use of their STARS software. SchoolCity’s STARS program is a web-based data management program that houses State and local test data.

STARS will be replacing our current data management system called DataDirector. DataDirector, is owned by Houghton Mifflin Harcourt, and will be discontinued as a product beginning July 1, 2016.

Staff recommends that SUHSD augment the purchase of the STARS program to include an item bank called *Inspect*. *Inspect* will allow all six schools and their teachers to create online classroom quizzes and grade-level Common Core formative assessments to help students meet the rigor required by the new standards.

#### FISCAL IMPACT

The license fee and set up total of \$39,634 will be paid by Educational Services.

#### RECOMMENDATION

That the Board of Trustees ratifies approval of the amended contract with SchoolCity, Inc., in the amount of \$39,634.13

- f. ADOPTION OF RESOLUTION NO. 1566, IN SUPPORT OF KINDERGARTEN THROUGH COMMUNITY COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016 (by roll call vote)

#### SITUATION

The Coalition for Adequate School Housing (CASH) has placed a \$9 billion general obligation bond to fund public school facilities on the November 2016 presidential ballot. The bond includes \$6 billion for modernization and new construction work, as well as funding for community college facilities, charter school facilities, and Career Technical Education spaces.

School districts, building organizations, and elected officials throughout the State have provided their support to the bond and bond campaign.

The District would potentially be eligible for State funding for a variety of modernization and new construction projects that are completed or are in design or construction. Funding from the State would increase the scope and duration of the District's bond program in a beneficial manner, if successfully passed. More Phase III projects at the comprehensive sites would be completed.

FISCAL IMPACT

Passage of the bond could potentially bring in substantial new financial resources for construction and renovation projects. The District's consultant, Jack Schreder & Associates, determined last spring that the District has roughly \$56 million in new construction eligibility (with a potential match of \$28 million) and \$6.8 million in modernization eligibility (with a potential match of \$4 million).

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1566 in support of the Kindergarten Through Community College Facilities Bond Act of 2016.

- g. ADOPTION OF RESOLUTION NO. 1567, NON-REEMPLOYMENT OF PROBATIONARY CERTIFICATED EMPLOYEES (by roll call vote)

SITUATION

Education Code 44929.21 states the governing board shall notify the probationary certificated employee on or before March 15<sup>th</sup> of the employee's second complete consecutive school year of employment in the district of the decision to reelect or not reelect the employee for the next succeeding school year. The school administration has determined not to re-elect the probationary employees listed on the attached resolution (names to appear in official minutes). The governing board must take action in order for notices on non-re-election to be presented to employees on or before March 15, 2016.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1567, releasing designated probationary certificated employees.

- h. ADOPTION OF RESOLUTION NO. 1568, RELEASE AND NON-REEMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES (by roll call vote)

SITUATION

The Education Code requires the Board of Trustees to notify temporary employees who have not signed probationary contracts for next year that they will be released from employment at the end of the school year. This is a routine action that must be taken although, in some cases, the employees may be rehired for another temporary year or for a probationary assignment, depending upon need.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1568, release and non-reemployment of temporary certificated employees.

i. APPROVAL OF WARRANTS (consent)

SITUATION

The Warrants for January 2016 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for January 2016, totaling \$6,515,371.58

j. ACCEPTANCE OF MONTHLY FINANCIAL REPORTS (consent)

SITUATION

The Monthly Financial Reports for January 2016 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the Monthly Financial Reports for January 2016.

k. APPROVAL OF CONTRACT FOR ARCHITECTURAL SERVICES FOR MENLO PARK SMALL HIGH SCHOOL (consent)

SITUATION

At its November 18, 2015, Board meeting, district staff discussed size (square footage) and construction costs of the proposed new Small High School in Menlo Park. Cumming Estimating and the project architect have now developed a cost model for the school.

At the same time, initial programming work on the school with LPA Architects is concluding. A six-member District team is meeting intensively to guide the process. A square footage in excess of 40,000 is being recommended to meet programmatic and instructional needs and to launch the school successfully. (It is estimated that the addition of a space for performing arts and music would increase the building size by another 1,400 square feet as well as the total cost of the project.)

The hard construction budget for the building is now estimated at between \$29 and \$31 million (the cost is dependent upon final design choices) with a total budget of approximately \$39 million, if construction cost escalation remains at projected levels.

Curing the initial sizing of the bond in 2014, an allocation of \$64 million was provided for land acquisition and construction costs for two possible small high schools. After factoring in land acquisition costs and the cost of design construction of the Menlo Park Small School, approximately \$12 million from that portion of the bond would remain to develop the District's .85 acre of property at 535 Old County Road in San Carlos.

In order to move into full schematic design, staff recommends that the Board approves the contract with LPA to provide architectural design services. LPA will charge the District based on the standard Office of Public School Construction (OPSC) sliding scale for new construction, as outlined in LPA's master services agreement with the District that was approved by the Board on October 14, 2014.

A preliminary fee estimate is included with the background materials.

FISCAL IMPACT

No impact to the General Fund; costs related to design and construction of the new small high school will be paid through bond and other construction-related funds.

RECOMMENDATION

That the Board of Trustees approves the contract with LPA to begin the full design of the Menlo Park Small High School based upon compensation set forth in LPA's Master Architectural Services agreement.

1. APPROVAL OF JOB DESCRIPTION FOR SEQUOIA ADULT SCHOOL/AB86 CAREER NAVIGATOR POSITION (consent)

SITUATION

As part of the Assembly Bill (AB) 86 legislation, adult schools and colleges in San Mateo County created a consortium named Adult-Education College and Career Educational Leadership (ACCEL) to restructure adult education in the county in accordance with AB86 requirements. As part of this work, ACCEL has defined a Career Navigator position to support Adult School students as they progress along college and career pathways. ACCEL also decided to fund one Career Navigator per adult school in the county.

Sequoia Adult School currently has two employees at the school advising students as they transition to college and/or careers. These were hired using existing job descriptions, but ACCEL's goal of service alignment and the adult education specific function of the career navigator, means that a new job description is needed. The five adult schools in the county will each use the same job description. The job description is included in the background materials.

Both SUHSD Adult School positions are funded by outside grants. We expect one of these positions to retain its current grant funding (we are in the sixth year) and the other to be funded by ACCEL. We also expect that the employees performing these tasks today will be transitioned into the new job descriptions. The new position remains at the same level on the classified pay schedule.

FISCAL IMPACT

No impact on the General Fund. These positions will be funded by grants or ACCEL funds.

RECOMMENDATION

That the Board of Trustees approves the job description of Sequoia Adult School/AB86 Career Navigator position.

9. SPECIAL RECOGNITIONS

- a. Superintendent's Commendations

10. PUBLIC COMMENT

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

- b. Correspondence

11. INFORMATION ITEM

- a. UPDATE OF MEASURE A BOND PROGRAM

SITUATION

In June 2014 the voters passed the Measure “A” bond and the district’s current construction program was launched. The Board has received occasional updates on specific Phase One projects and regularly approves a stream of architectural, consulting, testing, and construction services contracts.

The following documents are being provided for Board review and discussion:

1. A master schedule of bond and capital repair projects.
2. The oversight committee spreadsheet of bond projects and monies expended.
3. The results from the first Measure “A” performance audit.

The following major new construction projects are moving forward as part of Phase One:

- Carlmont High School S-Wing
- East Palo Alto Academy Gym
- Menlo-Atherton High School New G-Wing and Lab Building
- Menlo Park Small High School
- Redwood High School New Main Building and Gym
- Sequoia A-Wing
- Woodside J-Wing

A series of capital repair projects are being developed by the Construction Department’s recently hired Project Manager to address the District’s backlog of major maintenance items (boilers, flooring, lighting, old decking, pipes, pumps, roofing, valves, and the like). Approximately \$36 million dollars is allocated throughout the District for these types of repairs.

The department is also working aggressively to develop additional Phase Two bond projects, which will be focused primarily on renovation and smaller-scale initiatives at the four large campuses. The overriding strategy is to launch these in a staggered way beginning in summer of 2016, with completion occurring by late 2017. The farther out these projects launch, the less value we receive in hard construction due to price escalation, which is why the department is working to frontload the work in the earlier parts of the bond program. (Infrastructure projects will also launch concurrently, starting with a major electrical power upgrade at Sequoia High School.)

Campus master plan priorities will be adjusted later this spring to match remaining site allocations and the revised priorities of the schools themselves. These will be brought to the Board for approval, once each school decides on its highest priorities and signs off on the alterations.

The District has taken on a substantial portfolio of projects and moved them forward at an expeditious clip, without paying high fees to construction management firms. The department is staffed in a lean manner to control administrative costs and to maximize the dollars that are going into actual construction projects that benefit students, staff, and our communities.

Challenges to the program include managing construction escalation, providing additional monies to technology to fund “refresh” and classroom infrastructure, and manage all of the capital repair and new construction projects simultaneously.

Projects have come in largely on budget, with the exception of the Increment One site work at Carlmont High School. Very challenging hillside terrain, an ambitious schedule for replacing power in the Eastern corner of the school, and many complex conditions on and under the ground resulted in additional costs. Fortunately, Increment Two of the J-Wing project will not be delayed as a result.

More than \$36 million has been spent so far from the initial bond sale of \$112 million. A second bond sale will need to occur in early fall of 2016 to provide a comfortable cash flow cushion. The rate paid by the taxpayers will remain under the sixteen dollars per \$100,000 of assessed value guaranteed to tax payers under Proposition 39.

The first performance audit conducted by Chavan and Associates had no findings and was reviewed by the Measure “A” Bond Oversight Committee on December 15, 2015.

Staff will make a brief presentation at the meeting and respond to questions.

b. IMPACT FEE REPORT FOR 2014-2015 AND FIVE-YEAR IMPACT FEE PLAN (2015-2020)

SITUATION

Each year, the District collects fees for new construction and renovation work on residential properties to off-set the impact that those projects have on public school enrollment. Sequoia district collects and passes on the fees for its eight elementary partner districts, in addition to securing the portion to which it is entitled to keep in District coffers. At the present time, the District collects Level One fees only.

The amount of revenue collected varies from year-to-year, based on general economic conditions and the amount of new residential construction within the District (which generates higher revenue than commercial construction impact fees). In the past five years, the District has collected an average of \$1,500,000 a year in impact fees, which is the basis for the potential budget included in the attached five year plan (2015-2020). If current economic conditions continue, the total dollar amount of fees collected may be higher.

Impact fees help the District complete smaller capital and renovation projects, and to leverage other funding sources related to construction. Impact fee dollars help supplement bond funds and allow the District to achieve its facility-related objectives. Recently science lab improvements were funded at Menlo-Atherton and Woodside high schools. Included in the attached report are expenditures for 2014-2015, and a preliminary plan for the next five-year period.

c. SAN MATEO COUNTY QUARTERLY INVESTMENT POOL REPORT

SITUATION

The San Mateo County Tax Collector-Treasurer has provided compliant monthly investment reports for the quarter ending on December 31, 2015.

The report showed cumulative gross earnings of 0.881 percent for the quarter ending on December 31, 2015. According to the County Treasurer's Office the above market earnings rate for the month of December was due to the Investment Pool realizing some long-term gains. The maturity of the portfolio was 1.55 years with an average duration of 1.50 years.

A copy of the full report is available at the Treasurer's Office website at <http://www.sanmateocountytreasurer.org/investmentReports.html>

d. PRESENTATION OF SEQUOIA DISTRICT TEACHERS' ASSOCIATION INITIAL BARGAINING PROPOSAL TO THE DISTRICT FOR 2016-17

SITUATION

Before the commencement of bargaining, each party is required to "sunshine" their contract proposal. In June 2015, the District and the Sequoia District Teachers' Association (SDTA) completed negotiations for the 2015 – 2016 year. This year, the District and SDTA will be negotiating a successor agreement which means that all articles in the contract are open to negotiations.

The SDTA's initial bargaining proposal also includes proposed changes to the Side Letter Agreement related to East Palo Alto Academy.

The SDTA's initial bargaining proposal for 2016 – 2017 is included with the background materials.

The Sequoia Union High School District will also "sunshine" its initial bargaining proposal for the 2016 – 2017 school year at this meeting of the Board of Trustees.

e. PRESENTATION OF DISTRICT'S INITIAL BARGAINING PROPOSAL TO SEQUOIA DISTRICT TEACHERS' ASSOCIATION FOR 2016-17



SITUATION

Before the commencement of bargaining, each party is required to "sunshine" their contract proposal. The Sequoia Union High School District's initial bargaining proposal for 2016-17 is included with the background materials.

12. PUBLIC HEARING

- a. PUBLIC HEARING ON SEQUOIA DISTRICT TEACHERS' ASSOCIATION INITIAL BARGAINING PROPOSAL TO SEQUOIA UNION HIGH SCHOOL DISTRICT FOR 2016-17

SITUATION

Before the commencement of bargaining, each party is required to "sunshine" its initial contract proposal and a public hearing is held. The public hearing offers an opportunity for the Board to hear comments on the initial bargaining proposal put forward by the Sequoia District Teachers Association.

- b. PUBLIC HEARING ON SEQUOIA UNION HIGH SCHOOL DISTRICT'S INITIAL BARGAINING PROPOSAL TO SEQUOIA DISTRICT TEACHERS' ASSOCIATION FOR 2016-17

SITUATION

Before the commencement of bargaining, each party is required to "sunshine" its initial contract proposal and a public hearing is held. The public hearing offers an opportunity for the Board to hear comments on the initial bargaining proposal put forward by the Sequoia Union High School District.

13. DISCUSSION ITEM

- a. DISCUSSION OF ANNUAL BOARD AGENDA CALENDAR

SITUATION

At the February 3, 2016, meeting, the Board requested staff bring forward an Annual Board Agenda Calendar for Board members' consideration. The proposed list of key agenda topics for the remaining meetings of the 2015-16 fiscal year is included with the background materials.

This calendar is being brought forward for discussion and input.

14. ACTION ITEMS

- a. CONSIDERATION OF SELECTION OF CSBA ASSEMBLY DELEGATES ON BALLOT FOR SAN MATEO COUNTY SUBREGION 5-b

SITUATION

Enclosed with the background materials is a copy of the Official 2016 California School Boards Association (CSBA) Delegate Assembly Election Ballot for Subregion 5-B (San Mateo County). There are three candidates and three vacancies available. Delegates will serve two-year terms beginning April 1, 2016, through March 31, 2018, and the candidates are listed below.

- Marc Friedman (San Mateo Union High School District) (*Incumbent*)
- Alisa MacAvoy (Redwood City Elementary School District) (*Incumbent*)
- Kalimah Salahuddin (Jefferson Union High School District) (*Incumbent*)

The final votes will be compiled at the meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees selects the three candidates as indicated for the CSBA Delegate Assembly for San Mateo County Subregion 5-B beginning on April 1, 2016, for two years.

b. APPROVAL OF BID FOR CARLMONT HIGH SCHOOL S-WING

SITUATION

**Carlmont High School**

On October 8, 2014, the Board approved hiring HMC Group architects to design the new classroom building at Carlmont High School. The project was split into two increments. Increment I for site work is now substantially complete. Increment II bids will be accepted on February 11, 2016, after the Board packet is finalized and sent out.

The successful contractor will be selected based on the base bid amount.

There are also four additive alternates:

1. Install built-in custom storage shelves at Prep Room in lieu of “Gorilla Racks”
2. Install a 7-foot-5-inch curtain wall system in lieu of 6-inch
3. Install Trespa panels at exterior walls in lieu of cement plaster
4. Plant trees and landscaping along the fire lane, in lieu of hydroseed.

Staff advertised for formal bids on December 11, 2015, and December 18, 2015, and conducted two bid walks, as well as responding to contractor questions. The following information will be provided to the Board in advance of February 17, 2016:

	<b>Contractor</b>	<b>Base Bid</b>	<b>District Contingency</b>	<b>Total (base bid + contingency)</b>
1.			\$625,000	
2.			\$625,000	
3.			\$625,000	
4.			\$625,000	
5.			\$625,000	

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves the lowest responsive bid, plus additive alternates as recommended by staff, for the Carlmont High School new S-Wing project, Increment II.

c. PRESENTATION AND APPROVAL OF CARLMONT SITE PLAN

SITUATION

Included with the background materials for Board approval is Carlmont High School’s Site Plan. Carlmont staff will present on the plan and answer any questions Board members may have. The template used for the presentation will be the template used by all sites for the past three years, which aligns the site plan with SUHSD Dashboard measures.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Carlmont High School Site Plan.

- d. PRESENTATION AND APPROVAL OF REDWOOD HIGH SCHOOL'S MID-TERM WASC REPORT

SITUATION

Included with the background materials for Board approval is the Redwood High School's Site Plan/Mid-Term WASC report. In March of 2013, the Western Association of Schools and Colleges (WASC) gave Redwood High School a six-year term of accreditation with a three-year mid-term visit. This mid-term visit will take place on February 22-23, 2016.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Redwood High School mid-term visit WASC Report.

15. BOARD OF TRUSTEES'/SUPERINTENDENT'S COMMENTS, COMMITTEE REPORTS, AND AGENDA SETTING
16. ADJOURNMENT