

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 8/12/15, 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. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS

b. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (2) to (5), inclusive, of subdivision (e) of Government Code Section 54956.9 (two cases)

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

SITUATION

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

No complaints were received during the quarter of April 1, 2015, through June 30, 2015. A copy of the Williams Uniform Complaint quarterly report form is enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the report as presented.

b. APPROVAL OF MINUTES FOR JUNE 24, AND JULY 22, 2015, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the June 24, and July 22, 2015, Board meetings.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the June 24, and July 22, 2015, Board meetings.

c. 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.

d. APPROVAL OF READMISSIONS (consent)

SITUATION

Readmissions

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Readmission Committee's recommendation to accept nine previously expelled students (names to appear in official minutes) back into the district.

e. APPROVAL OF MOU WITH SAN MATEO COMMUNITY COLLEGE DISTRICT FOR CAÑADA MIDDLE COLLEGE HIGH SCHOOL (consent)

SITUATION

Attached is this year's annual proposed Memorandum of Understanding (MOU) with San Mateo Community College District for the Cañada Middle College High School Program. In operation since 1999, Middle College is a collaborative program between the Sequoia Union High School District and Cañada College that serves approximately 100 district students from the four comprehensive sites. Middle College works to meet the needs of highly capable students who are looking for an alternative educational experience. Students who complete the 2-year program graduate from their "home" high school ready for transfer-level college courses and have typically completed in excess of 30 college units, equivalent to one full-time year of college.

Middle College actively seeks to address the achievement gap by recruiting students who aspire to attend college but are not currently served by any other academic program on campus.

FISCAL IMPACT

General Fund (same as prior years)

RECOMMENDATION

That the Board of Trustees approves the Memorandum of Understanding with San Mateo Community College District to participate in the Cañada Middle College High School program.

- f. 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.

- g. APPROVAL OF WARRANTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for June 2015, totaling \$7,678,850.20

- h. ADOPTION OF RESOLUTION NO. 1554, DESIGNATING INDIVIDUALS AUTHORIZED TO SIGN ORDERS FOR SUHSD (by roll call vote)

SITUATION

There has been a change in administrative staff at the District, and it is necessary for the Board to adopt a new resolution designating those persons authorized to sign orders. Education Code Section 42633 requires that signatures authorized under Education Code Section 42632 shall be filed with the County Superintendent of Schools on the Authorized Signature Card, Form F-9A. Included with the background materials are copies of Resolution No. 1554, Designating Individuals Authorized to Sign Orders. Board members will note there are three institutions that need to be accommodated: the San Mateo County Office of Education, Bank of America, and Union Bank. Adoption of this resolution is particularly important because of the recent change in District Office staff which challenges the efficiency of obtaining signatures on financial documents.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1554, Designating Individuals Authorized to Sign Orders for the Sequoia Union High School District.

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

SITUATION

On November 5, 2014, the Board approved the lease lease-back agreement with Alten Construction to renovate the new Transportation and Maintenance facility at 1090 Mills Way, in Redwood City.

On May 20, 2015, the Board approved the bids for B. T. Mancini, Inc. and R. E. Cuddie Company to replace flooring at all four comprehensive high schools and at 1090 Mills Way, Redwood City.

On July 10, 2015, the bid was approved for Rodan Builders to provide abatement and demolition of the kitchen and Room 128 at Sequoia High School.

The above projects have been completed according to contract and plans. It is now necessary to file Notices of Completion.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file Notices of Completion for Alten Construction, B. T. Mancini, Inc., R. E. Cuddie Company and Rodan Builders.

- j. APPROVAL OF CONTRACT WITH CORNERSTONE EARTH GROUP FOR GEOTECHNICAL OBSERVATION AND TESTING SERVICES FOR M-A PHASE ONE (G-WING) INCREMENTS I and II (consent)

SITUATION

With the Menlo-Atherton "G-Wing" demolition and construction in full swing, it is necessary to engage geotechnical observation and testing services as required by the Department of State Architect.

FISCAL IMPACT

No impact to the General Fund; all costs for geotechnical services will be paid by Measure A Bond Funds.

RECOMMENDATION

That the Board of Trustees approves the proposal and contract for geotechnical observation and testing with Cornerstone Earth Group for Menlo-Atherton High School Phase One, G-Wing Increments I and II, in an amount not to exceed \$79,000.

- k. APPROVAL OF CONTRACT WITH OLAREMI SOBOMEHIN FOR RESTORATIVE JUSTICE CIRCLE FACILITATOR AND MEDIATION SERVICES (consent)

SITUATION

Contractor, Olaremi (Remi) Sobomehin, will serve as the Restorative Justice Coordinator at East Palo Alto Academy (EPAA) for the 2015-2016 school year. Under the direction and supervision of the EPAA Director of Student Wellness, the Restorative Justice Facilitator plans, coordinates and facilitates Restorative Justice Harm Circles, Mediations and Interventions. Harm Circles, Mediation and Interventions are logged and reported to necessary stakeholders (the Principal, Vice-Principal, and Director of Student Wellness).

The Facilitator's over-arching job responsibility is to repair damaged relationships and utilize tools at hand for follow through. A safe, low-stakes environment for students will be created, where there can be open discussions to ensure that the school campus remains an environment fit for learning, development and growth. The contract is included with the background materials, which will not exceed \$80,000.

FISCAL IMPACT

\$80,000 from the consultant budget

RECOMMENDATION

That the Board of Trustees approves the contract with Olaremi Sobomehin for restorative justice circle facilitator and mediation services at East Palo Alto Academy.

1. APPROVAL OF CONTRACT WITH YELLOW CAB FOR TRANSPORT SERVICES (consent)

SITUATION

Yellow Cab provides transportation services from home-to-school and school-to-home for district special needs students. This agreement is for three special needs students who cannot ride the District School Bus.

The services required, as prescribed by their IEPs, cannot be provided by our district. These students cannot ride on our District School Buses because of safety concerns for other students riding our buses, time constraints of existing routes and legal settlements. Included with the background materials is the contract with Yellow Cab not to exceed \$50,000.

Transportation will be for school year 2015- 2016 including July (Extended School Year).

FISCAL IMPACT

\$50,000 from Transportation/Special Education departments included in adopted budget.

RECOMMENDATION

That the Board of Trustees approves the contract with Yellow Cab for transport services.

- m. APPROVAL OF CONTRACT WITH PENINSULA FAMILY SERVICE (consent)

SITUATION

Since 2004 Peninsula Family Services Agency (formerly Family Service Agency of San Mateo County) has provided childcare for the children of students in the Cal-SAFE program at Redwood High School.

In addition to providing childcare for the Sequoia Union High School teen parents, Peninsula Family Services provides children's services, financial empowerment services, older adult services, and visitation services to eligible clients throughout the community. Included with the background materials is the contract with Peninsula Family Services, not to exceed \$204,750.

FISCAL IMPACT

Cost: \$204,750 paid from the General Fund through June 2016

RECOMMENDATION

That the Board of Trustees approves the agreement with Peninsula Family Services for child development services at Redwood High School for the 2015-16 school year.

- n. APPROVAL OF JOB DESCRIPTION FOR ASSISTIVE TECHNOLOGY/AUGMENTATIVE AND ALTERNATIVE COMMUNICATION SPECIALIST (consent)

SITUATION

The District has used the County of San Mateo to service students with verbal or written communication delays requiring assistive technology or adapted communication (AT/AAC) devices. The County is no longer offering this service to districts.

We have six students requiring AT/AAC services, and we need this person to do future assessments of new students. This position will start at .4 Full Time Equivalent (FTE) for the 2015-2016 school year.

FISCAL IMPACT

This will come out of Special Education funds, and the amount will be offset by the amount we will not be paying the County to serve students who have AT or AAC services on their Individual Education Plans (IEPs).

RECOMMENDATION

That the Board of Trustees approves the job description for the Assistive Technology/Augmentative and Alternative Communication Specialist.

- o. APPROVAL OF MOU WITH RAVENSWOOD CITY ELEMENTARY DISTRICT FOR INDUCTION PARTNERSHIP PROGRAM (consent)

SITUATION

The district induction program for general education teachers, Teachers Induction Program (TIPS), has been in place since 2003. This year, Ravenswood City Elementary District would like to join Sequoia's TIPS program. This partnership would result in Sequoia as the lead agency for a consortium consisting of two districts: Sequoia and Ravenswood. The attached Memorandum of Understanding (MOU) delineates the agreements between the districts including an indentified liaison in the Ravenswood City School District and released mentors in Ravenswood who will work with their new teachers. Teachers will meet four times per year as a whole group of induction teachers to receive some professional development and information regarding program completion.

The creation of a consortium will likely involve a name change that includes both districts (e.g. Peninsula Induction Program).

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the MOU with Ravenswood City School District for the Induction Partnership Program.

- p. APPROVAL OF PILOT PROGRAM FOR MATH 180 AT SEQUOIA HIGH SCHOOL (consent)

SITUATION

The district implemented Read 180, a program designed to assist students who read below the 6th grade level, in 2001. The program has been very successful in helping students to improve their reading level. Houghton Mifflin Harcourt (formerly Scholastic) is offering a new program for math students titled "Math 180." Similar to Read 180, Math 180 includes a computer component and a small group component. East Side School District in San Jose has reported significant gains after using the program with students who need extra support with computation and other basic math skills. The Director of Special Education and two experienced math teacher leaders highly recommended this pilot after seeing the program in East Side School District. The Director of Special Education believes that this program will benefit special education students and the math lead teachers believe it will help all students who are struggling with algebra. As of now, the algebra support class does not have a set curriculum.

Sequoia High School would like to pilot this program by utilizing it in its four, Algebra I math support classes this year. The pilot involves purchasing licenses for 112 students, plus training and coaching for the three teachers involved.

FISCAL IMPACT

The fiscal impact to the General Fund would be \$70,000, for 112 students in Algebra I with support.

RECOMMENDATION

That the Board of Trustees approves the curriculum purchase of the pilot program for Math 180 at Sequoia High School.

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. None

12. DISCUSSION ITEMS

- a. None

13. PUBLIC HEARINGS

- a. None

14. ACTION ITEM

- a. CONSIDERATION OF APPROVAL OF REQUEST FOR DECLARATION OF NEED FOR FULLY-QUALIFIED EDUCATORS

SITUATION

According to Education Code, the Board is required to adopt a declaration at a regularly-scheduled public meeting certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for certain positions.

While staff anticipates the ability to recruit highly-qualified teachers, it is important to have this declaration in case the district is unsuccessful recruiting teachers in some limited areas. This is particularly important if openings develop mid-year. This declaration is also required in order to approve emergency Cross-cultural Linguistic Academic Development (CLAD) certifications for new employees who may not have had this certification as part of their credentialing program and for teachers who come to the district from out of state.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts the Declaration of Need for Fully-Qualified Educators as presented.

- b. ADOPTION OF RESOLUTION NO. 1555, REVISING FACILITIES MASTER PLAN FOR MENLO-ATHERTON HIGH SCHOOL (by roll call vote)

SITUATION

Background

August 12, 2015

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Given the fact that Buildings D and E are well defined in the recently adopted Facilities Master Plan for Menlo-Atherton High School and are not currently funded through Measure A, it is recommended that the Facilities Master Plan be revised and these buildings be removed from the adopted Facilities Master Plan. The district will undertake a new California Environmental Quality Act (CEQA) study as to the impact of these buildings; if the need to proceed with their construction is determined, and necessary funding is identified. The removal of these buildings from the Facilities Master Plan would also address certain concerns expressed by several residents living adjacent to the Menlo Atherton campus. By adopting the attached Resolution No. 1555, Buildings D and E would be removed from the Menlo-Atherton Facilities Master Plan while all other adopted improvements and new construction would be preserved.

Staff recommends adoption of Resolution 155, revising the Facilities Master Plan for M-A, and removing Buildings D and E from the Menlo Atherton Facilities Master Plan.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1555, Revising the Facilities Master Plan for Menlo-Atherton High School.

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE SEPTMEBER 2, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE SEPTEMBER 16, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE SEPTEMBER 30, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA