

SEQUOIA UNION HIGH SCHOOL DISTRICT  
REVISED BACKGROUND INFORMATION FOR  
AGENDA ITEMS FOR 6/15/16, 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 LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Subdivision (b) of Section 54956.9; (one case)

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

a. APPROVAL OF MINUTES FOR MAY 18, 25, AND JUNE 8, 2016, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the May 18, 25, and June 8, 2016, Board meetings.

FISCAL IMPACT

None.

RECOMMENDATION

That the Board of Trustees approves the minutes for the May 18, 25, and June 8, 2016, Board meetings.

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 **and addenda** as indicated.

c. APPROVAL OF CONSTRUCTION BIDS (consent)

SITUATION

Many District buildings have dry rot under eaves or around windows; other buildings and walkways have marks and signs of wear and tear from the two thousand adolescents who course through the respective campuses each school day. As such District buildings, walkways, and other structures need to be placed on a regular painting schedule.

Bids for Districtwide painting were received on June 14, 2016, as follows:

**Carlmont High School**

Contractor:	Base Bid Amount:
<b>Euro Style Management</b>	<b>\$92,000</b>
<b>Seven Island Painting Inc.</b>	<b>\$132,000</b>
<b>CAM Painting Inc.</b>	<b>\$254,000</b>
<b>Poly Chrome Construction</b>	<b>\$350,000</b>

**Menlo-Atherton High School**

Contractor:	Base Bid Amount:
<b>Seven Island Painting Inc.</b>	<b>\$70,000</b>
<b>Euro Style Management</b>	<b>\$153,000</b>
<b>CAM Painting Inc.</b>	<b>\$318,000</b>
<b>Poly Chrome Construction</b>	<b>\$500,000</b>

**Sequoia High School**

Contractor:	Base Bid Amount:
<b>Seven Island Painting Inc.</b>	<b>\$95,000</b>
<b>Euro Style Management</b>	<b>\$100,000</b>
<b>Poly Chrome Construction</b>	<b>\$133,000</b>
<b>CAM Painting Inc.</b>	<b>\$179,000</b>

**Woodside High School**

Contractor:	Base Bid Amount:
<b>Seven Island Painting Inc.</b>	<b>\$129,000</b>
<b>Euro Style Management</b>	<b>\$162,000</b>
<b>CAM Painting Inc.</b>	<b>\$377,000</b>
<b>Poly Chrome Construction</b>	<b>\$410,000</b>

FISCAL IMPACT

No impact to the General Fund; all costs to be paid by Deferred Maintenance funds and/or related funds.

RECOMMENDATION

That the Board of Trustees awards the **summer** painting bids as follows:

- **Carlmont High School**—to Euro Style Management for an amount not to exceed **\$101,200** (\$92,000 base bid plus a 10% contingency of \$9,200);
- **Menlo-Atherton High School**—to Seven Island Painting Inc. for an amount not to exceed **\$77,000** (\$70,000 base bid plus a 10% contingency of \$7,000);
- **Sequoia High School**—to Seven Island Painting Inc. for an amount not to exceed **\$104,500** (\$95,000 base bid plus a 10% contingency of \$9,500);

- **Woodside High School—to Seven Island Painting Inc. for and amount not to exceed \$141,900 (\$129,000 base bid plus a 10% contingency of \$12,900).**

d. ACCEPTANCE OF MONTHLY FINANCIAL REPORTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

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

e. APPROVAL OF FIELD TRIPS (consent)

**Carlmont High School**

10-14 Team Ascent members will travel to San Francisco on June 23, 2016, to participate in a ropes course at Fort Miley Adventure Challenge Course.

20 Journalism students will travel to Indianapolis, Indiana, on November 10-12, 2016, to attend the National High School Journalism Convention.

**Menlo-Atherton High School**

50 Academy students will travel to Half Moon Bay State Beach on September 8, 2016, for the 12<sup>th</sup> Grade Academy Retreat.

50 Academy students will travel to San Francisco, Torpedo Wharf, on September 7, 2016, for the 11<sup>th</sup> Grade Academy Retreat.

**Woodside High School**

28 Dance Team members will travel to University of California (UC), Santa Cruz on July 8-11, 2016, to participate in a Dance Camp.

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 Team Ascent to San Francisco on June 23, 2016; Journalism students to Indianapolis, Indiana, on November 10-12, 2016; Menlo-Atherton High School's Academy to Half Moon Bay State Beach on September 8, 2016; Academy students to San Francisco on September 7, 2016, and Woodside High School's Dance Team to UC Santa Cruz on July 8-11, 2016.

f. APPROVAL OF BOARD BYLAWS (consent)

SITUATION

Trustees Jack and Weiner have completed their review of Board Bylaws (board policies 9000 through 9400). They have separated the policies into two categories:

1. Those that require no change or minor edits
2. Those that will require a substantive Board discussion

The following policies were identified by Trustees Jack and Weiner as needing full board discussion:

BB 9000 – *Role of the Board*  
BB 9100 – *Organization*  
BB 9150 – *Student Board Members*  
BB 9300 – *Governance*  
BB 9320 – *Meetings and Notices*  
BB 9322 – *Agenda/Meeting Materials*  
BB 9323 – *Meeting Conduct*  
BB 9400 – *Board Self Evaluation*

Board Bylaw BB 9150, Student Board Members, is being brought forward as a discussion item on this evening's agenda.

Attached are the policies under category number one (1) that Trustees Jack and Weiner recommend the Board consider ready for approval on this evening's agenda.

*BB 9010 – Public Statements—No changes. Last date reviewed and approved August 1997.*  
*BB 9110 – Terms of Office—No changes. Last date reviewed and approved August 1997.*  
*BB 9121 – President—No changes. Last date reviewed and approved April 2012.*  
*BB 9122 – Secretary—Modified. Last date reviewed and approved May 2012.*  
*BB 9123 – Clerk—No changes. Last date revised May 2012.*  
*BB 9124 – Attorney—No changes. Last date revised June 2012.*  
*BB 9130 – Board Committees—No changes. Last date revised June 2012.*  
*BB 9140 – Board Representatives—Modified. Last date revised and approved May 2012.*  
*BB 9200 – Limits of Board Member Authority—Last date revised June 2012.*  
*BB 9220 – Board of Trustees Elections—No changes. Last date revised September 2012.*  
*BB 9222 – Resignation—No changes. Last date revised September 2012.*  
*BB 9223 – Filling Vacancies—No changes;*  
*BB E 9223 – Filling Vacancies—RECOMMEND REMOVAL; the information is included in BB 9223*  
*BB 9224 – Oath or Affirmation—No changes. Last date reviewed and approved August 1997.*  
*BB 9230 – Orientation—No changes. Last date revised June 2012.*  
*Administrative Regulation (AR) 9230 – Orientation—No changes. Last date reviewed & approved 8/97.*  
*BB 9240 – Board Development—No changes. Last date revised September 2012.*  
*BB 9250 – Renumeration, Reimbursement, and other Benefits—Modified. Last date rev. & approved 8/97*  
*BB 9260 – Legal Protection—Corrected typo. Last date reviewed and approved August 1997.*  
*BB 9271 – Code of Ethics—No changes. Last date reviewed and approved August 1997.*  
*BB 9310 – Policy Manual—Modified. Last date reviewed and approved September 2012.*  
*BB 9311 – Board Policies—No changes. Last date revised June 2012.)*  
*AR 9311 – Board Policies—Modified. Last date reviewed and approved September 2012.*  
*BB 9312 – Board Bylaws—No changes. Last date reviewed and approved September 2012.*  
*BB 9313 – Administrative Regulations—Modified phrasing. Last date reviewed and approved*  
*BB 9314 – Suspension of Policies, Bylaws, Administrative Regulations—Modified. Last date approved 8/97*  
*E 9320 – Meetings and Notices—No changes. Last date reviewed and approved August 1997*  
*BB 9321 – Closed Session Purposes and Agendas—Modified. Last date reviewed & approved 8/97*  
*BB 9321.1 – Closed Session Actions and Reports—No changes. Last date reviewed and approved 8/97*  
*BB 9323.2 – Actions by the Board—No changes. Last date reviewed and approved August 1997*  
*BB E9323.2 – Actions by the Board—No changes. Last date reviewed and approved August 1997*  
*BB 9324 – Minutes and Recordings—No changes. Last date reviewed and approved August 1997*  
*BB 9330 – Board of Trustees Memberships—No changes. Last date reviewed and approved August 1997*

No impact to the General Fund.

RECOMMENDATION

That the Board of Trustees approves the Board Bylaws as presented.

- g. AUTHORIZATION TO DECLARE TEXTBOOKS OBSOLETE/NON-ACCOUNTABLE (consent)

SITUATION

Included with the background materials is an itemized list of obsolete/non-accountable textbooks from Carlmont High School. These items are either obsolete and/or will be transferred to another school. Therefore, staff recommends that the Board declares these items as obsolete/non-accountable textbooks per Education Code Sections 60500 - 60510.

FISCAL IMPACT

No impact to the General Fund.

RECOMMENDATION

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

- h. APPROVAL OF CONTRACT WITH JACK SCHREDER AND ASSOCIATES FOR 2016-17 (consent)

The Sequoia Union High School District has a long standing relationship with Jack Schreder and Associates for school facilities consulting services. Jack Schreder and Associates provides assistance with the School Facility Program and will support the District in securing State Allocation Board (SAB) approvals for eligible facilities funding. The firm has helped to secure \$72 million in state-matching funds for the District since 1998. A not-to-exceed amount of 350 hours (\$50,750) has been allocated for the next fiscal year. The staff at Jack Schreder and Associate have been busy this last year submitting applications to the SAB for the District's large new building projects. The firm will assist the District this year with submitting applications for eligible funding of modernization projects, including the reconstruction of Redwood High School and others.

FISCAL IMPACT

No impact to the General Fund; all fees will be paid from Measure A funds.

RECOMMENDATION

That the Board of Trustees approve the 2016-2017 contract with Jack Schreder and Associates with a not to exceed amount of \$50,750.

- i. APPROVAL OF CHANGES TO THE FACILITIES MASTER PLAN FOR SEQUOIA HIGH SCHOOL (consent)

SITUATION

Staff recommends that the Board approves changes to the Facilities Master plan for Sequoia High School. District and Sequoia staff have been reprioritizing the bond project list for Sequoia High School as the bond program moves into full implementation stage. Budgetary constraints and a need to reduce the number of projects has influenced the decision-making process as it relates to Phases II and III projects.

The Sequoia High School Facilities Site Committee reconvened on May 26, 2016, to review priorities and make recommendations. The group validated current projects, including the remodel of the Music wing and the Tea Garden. In addition, they prioritized the Weight Room expansion/remodel as the next project to "green light."

Members understood that future projects would be those listed in the capital repair plan or ones that would be funded with new monies or allocations.

The original Facilities Master Plan is included with the background materials, along with a new summary sheet that indicates the current status of the projects listed and a revised list of Phases II and III site priorities. As with other schools, Phase III projects are currently unfunded.

#### FISCAL IMPACT

No impact on the General Fund; all costs will be paid out of bond or construction-related funds for the projects listed in the revised updated Phases II and III Master Plan Priorities.

#### RECOMMENDATION

That the Board of Trustees approves the changes to the Sequoia High School Facilities Master Plan.

#### j. APPROVAL OF ARCHITECTURAL PROPOSAL (consent)

##### SITUATION

The Sequoia High School Facilities Committee determined that the installation of pool lights and a new awning are a top priority now that the new academic wing and music renovation are successfully moving forward. Spencer and Associates has been performing well as the architect at Sequoia High School, and staff recommends the firm for this next bond project at the campus. The fee will be calculated on the State Office of Public School Construction's sliding scale for modernization work.

##### FISCAL IMPACT

No impact to the General Fund; all fees will be paid from bond and construction-related funds.

##### RECOMMENDATION

That the Board of Trustees approves the fee proposal from Spencer and Associates Architects in the amount of \$34,000 (the fee is \$30,000 fee plus a not-to-exceed \$4,000 for authorized reimbursable expenses) and authorizes the final fee calculation based upon the Office of Public School Construction's sliding scale of the final construction value.

#### 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. 2016-17 Fund Balance and Reserve Requirement

Senate Bill (SB) 858, the Education Omnibus Trailer Bill, was approved by the Legislature during the 2014 session and signed into law by the Governor. Its enactment on June 20, 2014, established that commencing with the Adopted Budget for the 2015-16, school districts would be prohibited from adopting a budget containing a combined assigned and unassigned ending fund balance that is in excess of two or three times the minimum recommended reserve for economic uncertainties, depending on each district's units of average daily attendance (ADA). The recommended appropriation for contingencies for Sequoia Union High School District

(SUHSD) is 3%. This prohibition would cap the SUHSD reserve to a maximum of 6%. SB 858 became operational last November after the passage of Proposition 2–Rainy Day Budget Stabilization Fund Act, an Assembly constitutional amendment.

The Proposed Budget Report for Fiscal Year (FY) 2016-17, staff projects the following fund balances for FY 2016-17 for SUHSD:

Fund 01 – General Fund	\$ 12,838,161
Total Projected Percentage Appropriation for Contingencies	9.4%

### FISCAL IMPACT

District staff believes that maintaining a higher reserve level, above and beyond the recommended 3% appropriation for contingency, or even higher than the 6% reserve cap, is a fiscally prudent practice. For community funded districts like SUHSD higher reserve levels mean the ability to absorb unanticipated or anticipated expenditures. A higher reserve would protect the SUHSD to address some of the following potential issues:

- To protect the district against local property tax revenue decline
- To fund expenditures related to unanticipated enrollment growth
- To fund expenditures related to the opening of the two new small-themed campuses
- To fund new short-term district initiatives
- To hire temporary staff for short-term assignments/projects
- To protect against exposure to significant one-time capital and non-capital outlays
- To cover increases in fixed costs; such as medical benefits, utility rate increases, etc.
- Make additional contributions to the On-going and Major Maintenance Account (RMA). Currently the contribution to this account is equivalent to 3% of the projected General Fund expenditures. The RMA was established (Ed Code Section 17070.75) to fund facilities’ maintenance-related expenses.

### RECOMMENDATION

Staff is presenting this item to the Board of Trustees as an information item. This is in anticipation of staff recommendation to the Board of Trustees, for its consideration and approval, that commencing with the district’s Adopted Budget for FY 2016-17 the following actions would be taken:

#### Fund 01 - General Fund

- That a designation of fund balance in the amount of \$1,920,255 be established to set aside the governor's proposed one time funding of \$237 per A.D.A. until the final enactment of the state's 2016-17 budget.
- That a designation of fund balance in the amount of \$500,000 be established as a start-up fund for the new East Menlo Park small campus.
- That a designation of fund balance in the amount of \$400,000 be established to fund new short-term initiatives.
- That a designation of fund balance in the amount of \$300,000 be established to fund unexpected capital or non-capital outlay
- That a designation of fund balance in the amount of \$506,001 be established to fund budget enhancements
- That a portion of the excess of the 6% reserve cap be designated as a reserve for property tax collection decline. Amount to be recommended after the multi-year projection has been completed.
- That a portion of the excess of the 6% reserve cap be designated as a reserve for enrollment growth related expenditures. Amount to be recommended after the multi-year projection has been completed.

- a. PUBLIC HEARING ON ADOPTION OF RESOLUTION NO. 1575, TO LEVY MAINTENANCE ASSESSMENT DISTRICT FOR 2016-17

SITUATION

A public hearing is being held to provide the Board with an opportunity to receive public comment. Later on in the agenda the Board will be requested to act on the adoption of Resolution No. 1575, approving Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for fiscal year 2016-17 for the Sequoia Union High School District Maintenance Assessment District.

- b. PUBLIC HEARING ON SUHSD LOCAL CONTROL AND ACCOUNTABILITY PLAN FOR 2016-17

SITUATION

As part of the state's new Local Control Funding Formula (LCFF) and related Local Control and Accountability Plan (LCAP), Education Code 52062(b)(1) requires the governing board of each school district to hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. Separate from this public hearing, the SUHSD presented the LCAP Annual Report and the 2016-17 goals to the LCAP-Parent Advisory Committee (PAC), in addition to several other stakeholders via School Site Council/Shared Decision Making Council meetings, English Learners Advisory Council/District English Learners Advisory Council/Parent Teachers Students Association (ELAC/DELAC/PTSA) meetings, and Advancement Via Individual Determination/Associated Student Body (AVID/ASB) Classroom presentations.

The final LCAP will be submitted for Board approval on June 29, 2016. The Board-approved LCAP is due to the San Mateo County Office of Education by July 1, 2016. A complete summary and timeline of each step of the LCAP development and review process, including stakeholder engagement, is contained in Section 1 of the recommended SUHSD LCAP.

FISCAL IMPACT

LCFF plays out differently in the SUHSD—a Basic Aid district—as opposed to the Revenue Limit districts. Specifically, the “calculated” percentage of LCFF funds for SUHSD is considerably less than those received by Revenue Limit districts. Using the Fiscal Crisis and Management Assistance Team (FCMAT) LCFF calculator, the 2016-17 “calculated” Supplemental & Concentration Grant funding is \$3,431,757. This is reflected in the activities listed in LCAP Section 2 (Goals, Actions, Expenditures, and Progress Indicators) and Section 3 (Use of Supplemental and Concentration Grant funds and Proportionality). The distinction between the budgeted amounts reflected in the SUHSD LCAP versus those of Revenue Limit districts is noteworthy because, unlike Revenue Limit districts whose LCAP budget and activities will reflect a significant percent of their total district budget, the SUHSD LCAP will reflect only a small percent of the District's budget and activities. In other words, the SUHSD provides significantly more services and activities than what is contained in this LCAP.

RECOMMENDATION

That the Board of Trustees conducts a public hearing on the SUHSD 2016-17 LCAP.

- c. PUBLIC HEARING ON EAST PALO ALTO ACADEMY LOCAL CONTROL AND ACCOUNTABILITY PLAN FOR 2016-17

SITUATION

As part of the state's new Local Control Funding Formula (LCFF) and related Local Control and Accountability Plan (LCAP), Education Code 52062(b)(1) requires the governing board of each school district to hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. Separate from this public hearing, the SUHSD presented the LCAP Annual Report and the 2016-17 goals to the LCAP- to several stakeholders via shared decision-making teams, including School Site Council and English Learner Advisory Council



(SSC/ELAC). The final LCAP will be submitted for Board approval on June 29, 2016. A complete summary and timeline of each step of the LCAP development and review process, including stakeholder engagement, is contained in Section 1 of the recommended SUHSD LCAP.

#### FISCAL IMPACT

Program and personnel expenses incurred as the Local Education Agency (LEA) completes its LCAP tasks and goals are specified in the LCAP itself. Base funds are used for base program expenses and supplemental concentration grant funds in the amount of \$534,985 are added on top of base funds to supplement services for the especially high number of unduplicated pupils enrolled at the LEA.

These services are also specified in the activities listed in LCAP Section 2 (Goals, Actions, Expenditures, and Progress Indicators) and Section 3 (Use of Supplemental and Concentration Grant funds and Proportionality). The LEA, in its classification as Charter, receives additional funds from outside donors to additionally enhance direct services for its significant number of unduplicated pupils. In other words, East Palo Alto Academy provides significantly more services and activities than what is specified in this LCAP.

#### RECOMMENDATION

That the Board of Trustees conducts a public hearing on the EPAA 2016-17 LCAP.

#### d. PUBLIC HEARING ON PROPOSED BUDGET FOR 2016-17

##### SITUATION

The California Education Code requires that the Board of Trustees adopts the district budget each year by the statutory deadline of July 1. Further, the California Department of Education (CDE) requires that a set of forms be submitted with the adopted budget data for the District. In order to comply with these requirements the administration is submitting for approval the necessary documentation to adopt the Sequoia Union High School District budget for the 2016-2017 fiscal year.

A public hearing is being held to provide the Board with an opportunity to receive public comment. The Board will be requested to act on the adoption of the Official Budget for 2016-17 at its regularly scheduled meeting on June 29, 2016.

#### 13. DISCUSSION ITEMS

##### a. DISCUSSION OF BUDGET FOR TEACHER EFFECTIVENESS GRANT

##### SITUATION

The Educator Effectiveness funds are one time monies allotted to California schools in the 2015-16 State Budget. The purpose of the funds is to support the professional development of certificated teachers, administrators, and paraprofessional educators. The Sequoia Union High School District was allotted \$794,923, to be spent by the end of the 2016-17 school year. Because the awarding happened in October of 2015, the District opted to put a plan in place for 2016-17 and 2016-2018. The District proposes that the funds be split evenly over the next two years, making the projected budget \$397,000. Below is an annual proposal for how the funds could be spent.

##### **Teacher Cohorts—\$65,000**

The District piloted teacher cohorts last year as a new professional development model. Cohorts included several key elements that contribute to teacher effectiveness: action research, collaboration with peers, peer observations, and individualized professional development and coaching. Teachers had the opportunity to work monthly in small groups to answer a question related to instruction, collect evidence, and reflect on the results, which translated to stronger instruction and student success. Feedback and outcomes were very favorable and the District would like to expand this work.

**Reading Certification Program—\$20,000**

The District recognizes that many secondary teachers would benefit from a strong background in reading, even if their subject area is English. This district-specific certification would provide a program specific to the needs of SUHSD students and secondary literacy across disciplines. Sequoia teachers with reading certifications, alongside NDNU professors, would offer best practices to help Sequoia students to access text meaningful ways.

**Classified Staff Professional Development—\$100,000**

When instructional associates attend professional development, they can better support teachers and students with content and instructional strategies. Cost prohibitive, classified staff have not traditionally been included in professional development. Including appropriate classified staff accomplishes two things: it grows their effectiveness, and it says that we consider them part of the professional team.

**Teacher Induction Program (TIPS) Program Support for Ravenswood Addition—\$10,000**

The Sequoia and Ravenswood Districts now benefits from several partnerships, including teacher induction. Strong instructional support has helped teachers to prepare students for high school and when high school teachers have the same tools as their K8 counterparts, it helps students to see similar routines and practices and to move forward more quickly with their learning. When mentors are effective, teachers are more effective. This money would assist the program in meeting the needs of mentors so that they can work with a clarity of mission and best meet the needs of both Sequoia's and Ravenswood's new teachers.

**Planning Time for Co-Teaching Teams—\$40,000**

Co-teaching teams provide access and differentiation so that all students can succeed in content area courses. Planning time allows these teams to prepare more thoroughly to work well as a unit and meet the diverse needs of students in the classroom. These teams need time to discuss lessons and offer their expertise and perspective for effective instruction.

**Instructional Coaches**

Coaches contribute to teacher effectiveness in two key ways. The first is through coaching and professional development on research-based instructional practices and the second is through curricular support of Common Core State Standards.

- Sixty percent of a Full Time District English Coach—\$81,000

The English coach will support the common units teachers are implementing at each site as well as Common Core literacy practices and strategies to support them through coaching one-on-one, professional development, and cohorts.

- Sixty percent of a Full time District Math Coach—\$81,000

The math coach will support new textbooks and curriculum recently implemented including the new Math 180 program. This person will also assist with math cohorts, coaching one-on-one, and professional development in the mathematical practices and performance tasks.

b. DISCUSSION OF TENTATIVE REGULAR BOARD MEETING DATES FOR 2016-17

SITUATION

Included with the background materials is the SUHSD Board of Trustees Regular Meeting Schedule for fiscal year 2016-17. The list shows approximately two board meetings per month throughout the entire school year. It should be noted that there will be a Special Closed Session meeting on Wednesday, July 27, 2016, and a Study Session on either August 10 or 24, 2016, (Board members should indicate their preference).

c. DISCUSSION OF BOARD BYLAW BB 9150, STUDENT BOARD MEMBERS

SITUATION

The Board subcommittee, upon reviewing the board bylaws identified a number of policies that require full board discussion as to whether changes would be made to language or intent. These policies would be brought to the board one or two at a time for more substantive discussion. The first of these to come forward is Board Bylaw BB 9150, Student Board Members, which relates to the selection of a student trustee.

The process used to select the student trustee has been as follows:

The Superintendent meets with the Student Advisory Council periodically throughout the year to discuss issues of district and student interest. The participating students are selected through their site leadership classes. The Student Advisory Council is also inclusive of alternative programs in the district. Each spring an announcement is made through site leadership programs for interested students to apply to be the next year's student trustee. The majority of applications come from outside the Student Advisory Council as most of its participants are seniors. A committee is selected from the Student Advisory Council to conduct the interviews for the student trustee position. The committee interviews all candidates in a formal setting and makes a recommendation to the Superintendent. The role of the Superintendent is to ensure process has been followed and that the interview committee has used objective criteria for its recommendation. On that basis the new student trustee is chosen.

d. DISCUSSION OF A POSSIBLE TRANSITION FROM AN "AT-LARGE" ELECTION METHOD TO A "BY DISTRICT" ELECTION METHOD AND CONSIDERATION OF A TIME SCHEDULE FOR MAKING THE DECISION WHETHER TO TRANSITION

SITUATION

The Sequoia Union High School District currently elects its five Trustees by the "at large" method. That means the entire electorate within the Sequoia Union High School District votes to elect each of the five Trustees and the Trustees may live anywhere within the Sequoia Union High School District.

An alternative method of election, is electing Trustees "by district." In a pure district-based method, the population is apportioned into districts and each district's electorate votes for, and elects a single Trustee that must reside within the apportioned district.

California Law disfavors at-large-based elections. In 2002, California enacted the California Voting Rights Act of 2001. The Act prohibits the "at-large" method when it results in a protected class, defined "as a class of voters who are members of a race, color, or language minority group," being impaired from electing candidates of its choice "or influencing the outcome of an election."

Sequoia Union High School District is exploring whether moving to a by-district method is in the best-interest of the District.

In addition, on May 19, 2016, a lawyer for the Mexican America Legal Defense and Educational Fund ("MALDEF") wrote a letter to the District notifying it that if it failed to move to the by-district method, MALDEF would file a lawsuit under the California Voting Rights Act and seek to recover expert and attorneys' fees.

The County Counsel's Office has been advising the District. It had retained National Demographics Corporation ("NDC"), which works with local public entities on these issues. NDC will make a presentation to the Board and the public on June 15 on the California Voting Rights Act, Sequoia Union High School District demographics, and electoral history as well as the re-districting process in the event that the District opts to transition to a by-district method.

FISCAL IMPACT

Setting a date for decision will have no fiscal impact. If the Board were to transition to a “by-district” method, there would be a cost related to re-districting. If the Board were to decide not to transition to a “by-district” method, there would likely be significant attorneys’ fees and costs defending a lawsuit and exposure to attorney’s fees and costs in the event of an unsuccessful outcome.

RECOMMENDATION

In connection with this, staff recommends that the Board of Trustees:

- 1) Receives the presentation from NDC.
- 2) Receives public comment regarding the possibility of transitioning from an at-large based method to a by-district method.
- 3) Approves a firm date, on which the Board will decide whether to transition to a by-district method and, if so, the process for making the transition. If the Board does decide to transition, the actual creation of districts will occur in a separate process involving appropriate public input as determined by the Board

14. ACTION ITEMS

a. CONSIDERATION OF OXFORD DAY ACADEMY PETITION

Included with the background materials is a 24-page analysis and recommendation regarding the Oxford Day Academy (ODA) Petition to be an independent charter school. The Petition was presented to the Board on March 30, 2016, and there was a public hearing held at the April 20, 2016, meeting. It has now come before the Board for action. Staff has recommended that the Board adopts the findings of fact to deny the petition. They are as follows:

- 1) The Petition presents an unsound educational program for students to be enrolled at the charter school.
- 2) It is demonstrably unlikely that the petitioners will successfully implement the program set forth in the Petition.
- 3) The Petition does not contain a reasonably comprehensive description of all of the items required by the education code section 47605.

In considering the recommendation and its rationale described in the background materials, the Board may also want to mutually explore with ODA an option in which the Petition is withdrawn and subsequently resubmitted at such time that concerns and deficiencies identified in the analysis report are addressed by the petitioners.

RECOMMENDATION

That the Board of Trustees adopts the findings of fact from the Evaluation of Petition to Form the Oxford Day Academy Charter School analysis report and denies the Petition submitted by Oxford Day Academy.

b. ADOPTION OF RESOLUTION NO. 1575, TO LEVY MAINTENANCE ASSESSMENT DISTRICT FOR 2016-17 (by roll call vote)

SITUATION

The Board of Trustees first approved the formation of a Maintenance Assessment District in fiscal year 1990-91, pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (hereinafter “the Act”). The Maintenance Assessment District offsets costs resulting from community use of school recreational facilities.

Proposition 218, passed in November of 1996 required a one-time balloting of property owners to continue the Maintenance Assessment District. The successful balloting in 1997 permits the district to continue implementing the annual assessment.

In order to continue to levy the assessments each year, the Board first adopts a resolution initiating the assessment proceedings for the year and directing the engineer of work, SCI Consulting Group, to prepare the annual Engineer's Report for the district. The Board adopted Resolution No. 1569 at the March 9, 2016, Board meeting.

SCI Consulting Group prepared the Engineer's Report that includes the special and general benefits from the assessments, the proposed budget for the assessments for fiscal year 2016-17, the updated proposed assessments for each parcel in the District, and the proposed assessments per single family equivalent benefit unit for the fiscal year. At the May 11, 2016, meeting, the Board reviewed the Engineer's Report and adopted a resolution to declare its intention to levy the assessments, preliminarily approve the Engineer's Report, and provide for notice of the annual public hearing.

Each year, in order to continue to levy the assessments for the coming fiscal year, the Board conducts a noticed public hearing and receives public input on the proposed assessments and the services that they would fund. After hearing testimony from the public, the Board may take final action on setting the assessment rate, establishing the services and improvements to be funded, and ordering the levy of the assessments for fiscal year 2016-17.

#### FISCAL IMPACT

This assessment does not include a CPI (Consumer Price Index) increase, so the rate will remain the same as in previous years at \$11.70 per benefit unit in Zone A and \$8.78 per benefit unit in Zone B.

#### RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1575, approving the Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for fiscal year 2016-17 for the Sequoia Union High School District Maintenance Assessment District.

- c. ADOPTION OF RESOLUTION NO. 1576, YEAR-END BUDGET TRANSFERS FOR 2015-16 (by roll call vote)

#### SITUATION

Each year it is necessary for the Board of Trustees to adopt a year-end budget transfer resolution in order for the County to process warrants without delay. The following recommendation was received from the County.

*Education Code Sections 42601 and 85201 now require all districts to specifically identify the necessary budget transfers and request the County Superintendent to make those transfers. This will ensure that governing boards are fully aware of the transfers being made at year end. If such an over-expenditure should occur, and the County Office of the County Superintendent of Schools did not have such an authorization, it would be necessary to hold warrants until the Board of Education approved a transfer.*

Resolution No. 1576 is enclosed with the background materials.

#### FISCAL IMPACT

No fiscal impact is known at this time; required transfers will be reported to the Board.

#### RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1576, for budgetary increases and transfers at year-end, for fiscal year 2015-16.

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