

SEQUOIA UNION HIGH SCHOOL DISTRICT  
REVISED BACKGROUND INFORMATION FOR  
AGENDA ITEMS FOR 6/29/16, 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 JUNE 15, 2016, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the June 15, 2016, Board meeting.

FISCAL IMPACT

None.

RECOMMENDATION

That the Board of Trustees approves the minutes **as amended** for the June 15, 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 **and addenda** as indicated.

c. 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 Readmissions 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 eight (8) previously expelled students (names to appear in official minutes) back into the district.

d. APPROVAL OF JOB DESCRIPTIONS FOR SPECIAL EDUCATION PARAPROFESSIONALS (consent)

SITUATION

The job descriptions for Instructional Associates in the Special Education Department have not been updated since 1997. The updated job descriptions include more current duties aligned with these positions. The revised job descriptions are included with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the updated job descriptions for Special Education paraprofessionals.

e. APPROVAL OF JOB DESCRIPTION FOR SOCIAL SERVICES MANAGER-COMMUNITY SCHOOL COORDINATOR (consent)

SITUATION

Redwood Continuation High School has received grant funding to support a new position at the site that would oversee all socio-emotional services provided to Redwood students. The position has been placed on the Classified Management Salary Schedule at the same level as the Social Services Manager position at East Palo Alto Academy. The job description is included with the background materials.

FISCAL IMPACT

Approximately 80 percent grant funded, and 20 percent Redwood site funds.

RECOMMENDATION

That the Board of Trustees approves the job description for Social Services Manager-Community School Coordinator.

- f. APPROVAL OF 2016-17 INSTRUCTIONAL CALENDAR FOR EAST PALO ALTO ACADEMY (consent)

SITUATION

The District and Sequoia District Teachers Association (SDTA) have reached a tentative agreement on the Instructional Calendar for East Palo Alto Academy for the 2016-2017 school year. The calendar is included in the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Instructional Calendar for East Palo Alto Academy for the 2016 - 2017 school year.

- g. APPROVAL OF BOARD MEETING DATES FOR 2016-17 (consent)

SITUATION

Included with the background materials is the SUHSD Board of Trustees' Regular Meeting Schedule for fiscal year 2016-17, which was discussed on June 15, 2016, and it is recommended for approval. It should be noted that the first board meeting of the year is scheduled for August 17, 2016, and the list shows approximately two board meetings per month throughout the entire school year.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the SUHSD Board of Trustees' Meeting Dates for 2016-17.

- h. ADOPTION OF BOARD BYLAW BB 9150, STUDENT BOARD MEMBERS (consent)

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.

On June 15, 2016, the Board discussed Bylaw BB 9150, Student Board Members, and the decision was to make no changes to the policy, and to bring it back for approval at the next meeting. Board Bylaw 9150 is included with the background materials.

FISCAL IMPACT

None.

RECOMMENDATION

That the Board of Trustees adopts Board Bylaw BB 9150, *Student Board Members*.

i. APPROVAL OF WARRANTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for May 2016, totaling \$9,757,193.06

j. REPORT ON DISTRICT CONTRACTS UNDER \$35,000 (consent)

SITUATION

Per Board Policy 3312, Contracts, the Board of Trustees authorizes the Superintendent or his/her designee to approve all contracts up to \$35,000. The Superintendent is required to submit a comprehensive list of all contracts approved under his authorization to the Board of Trustees for ratification.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees ratifies the district contracts under \$35,000.

k. ACCEPTANCE OF GIFTS (consent)

SITUATION

Included with the background materials are lists of the gifts received since the last report to the Board.

FISCAL IMPACT

No fiscal impact to the General Fund

RECOMMENDATION

That the Board of Trustees accepts the gifts and requests that the school site sends a letter of appreciation to the donor where appropriate.

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

SITUATION

San Mateo Yellow Cab provides transportation services from home-to-school and school-to-home for district special needs students. This agreement is for two 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 San Mateo Yellow Cab not to exceed \$50,000.

Transportation will be for school year 2016- 2017 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 San Mateo Yellow Cab.

m. APPROVAL OF FIELD TRIPS (consent)

SITUATION

**Carlmont High School**

25 Cheer Team members will travel to Sonoma State University on July 15-17, 2016, to attend a cheer camp.

**East Palo Alto Academy (EPAA)**

70 students will travel to University of California (UC), Merced on October 20, 2016, to visit the campus and get a sense of college life and what the university has to offer.

96 students will travel to University of California (UC), Santa Cruz, on October 20, 2016, to learn about university requirements and participate in a campus tour.

**Menlo-Atherton High School**

10-12 Science students will travel to Nevada City on September 2, 2016, to backpack through the Tahoe National Forest. Students will be exposed to a variety of ecosystems and geological formations.

**Sequoia High School**

35 Team Ascent members will travel to San Mateo on June 30, 2016, to participate in a team building activity at the California Canoe & Kayak (CCK) Boathouse.

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 Cheer Team to Sonoma State University on July 15-17, 2016; EPAA students to UC Merced and UC Santa Cruz on October 20, 2016; Menlo-Atherton High School Science students to Nevada City on September 2, 2016, and Sequoia High School's Team Ascent to San Mateo on June 30, 2016.

n. APPROVAL OF AGREEMENT FOR SPECIALIZED VISION AND ASSISTIVE TECHNOLOGY SERVICES FOR 2016-17 (consent)

SITUATION

This is a renewal for Adrian Amandi, Teacher of the Visually-Impaired (TOVI) and Assistive Technology Specialist to continue to provide specialized vision services and assistive technology services to a student who is blind. The student will be in high-level classes requiring many adaptations, including Braille, for her to access the curriculum.

The contract cost has greatly decreased for the 2016-2017 school year because the District directly hired a Teacher of the Visually-Impaired (TOVI) who will be an Intern in the fall, and Mr. Amani will function as her Master Teacher. Once the new TOVI completes her Internship and has learned all of the programming from Mr. Amani, his services will no longer be needed. A copy of the agreement is enclosed with background materials. Additional information concerning the services provided is available upon request.

FISCAL IMPACT

6.5 hours per week at \$185/hour at 42 weeks of instruction and one additional week for Individual Education Plans (IEPs) and unplanned needs; 2 hours per week at \$185/hour at 42 weeks of instruction for assistive technology services. The total amount of this contract is not-to-exceed \$75,000. This contract decreased by \$50,000 over last year.

RECOMMENDATION

That the Board of Trustees approves the agreement with Adrian Amandi, Teacher of the Visually-Impaired for Specialized Vision Services and Assistive Technology Services for a special education student for the 2016-17 fiscal year.

- o. APPROVAL OF ARCHITECTURAL PROPOSAL (consent)

SITUATION

In the revised master plan for Sequoia High School, a synthetic turf field and practice lights in the front of campus facing El Camino Real is identified as a top priority. Currently, a soggy and undersized practice field is located there. With the recent growth at Sequoia High and the resurgence in its athletic programs, the existing baseball and softball field is regularly impacted by the soccer and Lacrosse teams. Installing a secondary synthetic turf field will provide relief to the athletic program and reduce landscape maintenance costs and water usage.

FISCAL IMPACT

No impact to the General Fund; all costs will be paid by Measure A and construction-related funds.

RECOMMENDATION

That the Board of Trustees approves the architectural proposal from LPA, Inc. to design a secondary turf field in a fixed fee amount of \$149,800 and a not to exceed \$4,000 for reimbursable expenses for a total contract amount of \$153,800.

- p. APPROVAL OF CHANGES TO FACILITIES MASTER PLAN FOR MENLO-ATHERTON HIGH SCHOOL (consent)

SITUATION

Staff recommends that the Board approves changes to the Facilities Master Plan for Menlo-Atherton High School. District and Menlo-Atherton staff have been reprioritizing the bond project list for Menlo-Atherton High School as the bond program moves into Phase II. In the case of Menlo-Atherton, priorities are being tweaked slightly and re-ordered for Phase II.

FISCAL IMPACT

No impact to the General Fund; all costs will be paid out of bond or construction-related funds for the projects listed.

RECOMMENDATION

That the Board of Trustees approves the changes to the Menlo-Atherton Facilities Master Plan.

q. APPROVAL OF BID FOR EXTERIOR GATES AT SEQUOIA HIGH SCHOOL (consent)

The Department of State Architects (DSA) has required that certain gates be modified for safety and egress purposes at Sequoia High School as part of the approval of the A-Wing Classroom Project. Three very large gates must be replaced (but will remain in the Spanish style of the original 1920's campus) and a handful of other gates will be removed or modified.

The following informal bid was received on June 27, 2016:

CONTRACTOR:	BASE BID ( <i>plus \$10,000 contingency</i> ):
Venezia Construction, Inc.	\$88,875

FISCAL IMPACT

No impact to the General Fund; all costs for the replacement gates will be paid by Measure "A" bond funds.

RECOMMENDATION

That the Board of Trustees approves the informal bid from **Venezia Construction Inc.**, in the amount of **\$78,875 plus a \$10,000 contingency for a total contract value of not-to-exceed \$88,875** to replace and remove the exterior gates at Sequoia High School as mandated by the Department of State Architect.

r. APPROVAL OF TESTING, INSPECTION, AND GEOTECHNICAL SERVICES (consent)

SITUATION

On June 10, 2016, the Division of the State Architects (DSA) approved the new Multi-purpose and Classroom Building project at Redwood High School. DSA requires the District to hire a testing and inspection firm as well as a geotechnical-monitoring firm for the duration of construction. Staff requested quotes from three testing and inspection firms and selected the lowest proposal.

Staff is recommending hiring Consolidated Engineering Laboratories in the amount of \$82,914.30 to provide testing and inspection services. Staff is also recommending hiring Cornerstone Earth Group in the amount of \$35,600 to provide geotechnical observation services per the approved California Geological Survey geotechnical report that was prepared by Cornerstone Earth Group.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves hiring Consolidated Engineering Laboratories in the amount of \$82,914.30 for testing and inspection services at Redwood High School, and hiring Cornerstone Earth Group in the amount of \$35,600 for geotechnical services at Redwood High School.

s. 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.

- t. APPROVAL TO AWARD FOOD AND SUPPLY BID FOR 2016-17 (consent)

SITUATION

On May 17 and May 24, 2016, staff advertised for bids to purchase food, paper and cleaning supplies for the Food Services Department. The bids were received on June 8, 2016. Approximately 200 food items and 100 supply items were bid. Pricing shall remain firm through June 30, 2017. If a vendor is unable to honor prices on any item(s), the District’s purchasing obligations will not be binding and the District has the option to solicit and award new quotes for said item(s). The vendors listed below submitted bids and were awarded specific food and supply items based on quality, price, general adaptability for school food service use and the department’s ability to meet minimum order requirements. An itemized list of awarded items is available for review. The amount listed for each vendor is an estimated cost of items awarded for the 2016-17 school year:

<u>VENDOR</u> (food and food service supplies)	<u>AMOUNT</u>
<b>The Danielson Company</b>	<b>\$200,000</b>
<b>Sysco Food Services of San Francisco</b>	<b>\$130,000</b>
<b>Gold Star Foods</b>	<b>\$ 10,000</b>
<b>Buchanan Food Services</b>	<b>\$ 10,000</b>

FISCAL IMPACT

No impact to the General Fund; the Cafeteria Fund will fund approximately \$35,000 for paper and cleaning supplies and \$315,000 for food products.

RECOMMENDATION

That the Board of Trustees approves the bids and authorizes the Superintendent to make purchases on a line-item basis from The Danielson Company, Sysco Food Services, Gold Star Foods and Buchanan Food Service for food, paper and cleaning supplies, totaling approximately \$350,000. A recap of the bids received is available upon request.

- u. APPROVAL OF JOB DESCRIPTION FOR DIRECTOR OF FOOD SERVICES (consent)

SITUATION

This is to update the qualifications for the job description for the position of Director of Food Services. Under the direction of the Assistant Superintendent of Administrative Services, the director position is responsible for the overall operation of the district’s food service program, including planning, ordering, cooking and service operations; v. elated work as required.

This position will be categorized as a classified supervisory position on the Management Salary Schedule, Range VI.

FISCAL IMPACT

None



RECOMMENDATION

That the Board of Trustees approves the updated job description for Director of Food Services.

- v. APPROVAL OF JOB DESCRIPTION FOR FOOD SERVICES SUPERVISOR (consent)

SITUATION

This is to re-activate and update the job description for the position of Food Service Supervisor. Under the direction of the Director of Food Service, the supervisor position will be responsible for the direct supervision, scheduling, attendance tracking and monitoring of the food services site staff and will also be responsible for the food services safety and accident prevention training. In addition, this position will be responsible for accounting functions of the department as well as supervising the catering service and maintaining menu production records and reporting.

This position will be categorized as a classified supervisory position on the Supervisor Salary Schedule, Range 18.

FISCAL IMPACT

This is a re-classification of an existing Sr. Office Assistant position to provide additional support to the department. The salary differential will be funded out of the Food Service Program, with support from the General Fund.

RECOMMENDATION

That the Board of Trustees approves the job description for the Food Service Supervisor.

- w. APPROVAL OF AGREEMENT FOR MAXIM NURSING SERVICES FOR SPECIAL EDUCATION STUDENTS (consent)

SITUATION

This is a renewal for Maxim to continue to provide fulltime nursing services at school for three (3) students. One nurse is assigned to a student who has a tracheotomy tube and a G-tube for feeding. The trach tube requires a nurse to monitor the student's breathing. Maxim covers the G-tube feedings for two other students during a four-hour period. The funds for this second nurse will come out of the Local Education Agency (LEA) Medi-Cal billing. The Maxim staff is familiar with the students and can educate others at school about the students' needs and care. Additional information concerning the service provided is available upon request.

FISCAL IMPACT

Rate is \$50.25 an hour. The contract renewal is not-to-exceed \$100,000 for the 2016-2017 school year. It is estimated that \$25,000 will be paid out of reimbursements the District receives through the LEA Medi-Cal billing option.

RECOMMENDATION

That the Board of Trustees approves the agreement with Maxim for nursing services for special education students for 2016-17.

- x. APPROVAL OF AGREEMENT FOR PREMIER HEALTHCARE NURSING SERVICES FOR SPECIAL EDUCATION STUDENT (consent)

SITUATION

This is a renewal for Premier Healthcare to continue providing fulltime nursing services at school for a student who has a tracheotomy tube. The tube requires a nurse to monitor the student's breathing.

The Premier Healthcare staff is already familiar with the student and can educate others at school about student's needs and care. Additional information concerning the service provided is available upon request.

FISCAL IMPACT

Rate is \$67 an hour. The contract renewal is not-to-exceed \$89,000 for the 2016-2017 school year.

RECOMMENDATION

That the Board of Trustees approves the agreement with Premier Healthcare for nursing services for a special education student for 2016-17.

- y. APPROVAL OF AGREEMENT FOR INTERPRETATION SERVICES FOR DEAF STUDENTS FOR 2016-17 (consent)

SITUATION

Recently, the class closed for Deaf and Hard-of-Hearing Services at San Mateo Union High School District. Two of the students in the program were Sequoia students, and both require services of an interpreter who signs. The District was paying San Mateo Union for these services. Now Partners in Communication will provide the interpretation services in our District for these two students. It is extremely difficult to find certified Interpreters for the Deaf. In addition, because of the success of cochlear implants, the incidence of deafness has greatly decreased and there is less demand for specialized programs for the deaf.

A copy of the agreement is enclosed with background materials. Additional information concerning the services provided is available upon request.

FISCAL IMPACT

Rate is \$90 an hour plus mileage and travel reimbursement. The contract is not-to-exceed \$225,000 for the 2016-2017 school year. Interpretation must be provided all day in all of the students' classes, during lunch, and in between classes, to allow the students access to a method of communicating.

RECOMMENDATION

That the Board of Trustees approves the agreement with Partners in Communication for interpretation services for two deaf students for the 2016-17 fiscal year.

- z. 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. Data Director, is owned by Houghton Mifflin Harcourt, and will be discontinued as a product beginning July 1, 2016.

The contract has been amended to purchase additional staff training sessions. The training sessions are not to exceed six days at a cost of \$1,500 per session.

Staff recommends that SUHSD the additional staff product training sessions.

FISCAL IMPACT

The license fee and set up total of \$9,000 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 \$9,000.

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. REPORT ON SPECIAL EDUCATION AND THE EFFECTIVENESS OF CO-TEACHING IN SUHSD

SITUATION

In May of 2015, staff made a thorough presentation on the programs for Students With Disabilities (SWDs) that had been created in the District since 2011. The Board had requested at that time, an annual presentation on Special Education with a focus on data and the effectiveness of co-teaching.

Co-teaching has given students with disabilities the same opportunities to access the general education setting like their nondisabled peers. Data will be presented to show how SWDs have done in attendance, discipline, graduation rates, and the number of "a-g" college requirement classes since co-teaching was introduced, with fidelity, at all four comprehensive campuses.

The sample for the report was collected from Infinite Campus (IC) and then crosschecked to students in the Special Education Information System (SEIS) for the 2011-12 and 2015-16 school years. The 2011-2012 school year was chosen because that was the year just prior to implementation of co-teaching and the last year of Resource content classes at all high schools.

The data will show the increase in our population of students with disabilities as well as an increase in staffing.

12. PUBLIC HEARING

- a. NONE

13. DISCUSSION ITEMS

- a. FOLLOW-UP DISCUSSION OF POSSIBLE TRANSITION FROM "AT-LARGE" ELECTION METHOD TO A "BY DISTRICT" ELECTION METHOD

SITUATION

The Sequoia Union High School District currently elects its five Trustees by the "At Large" method. That means that 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.

At its June 15, 2016, meeting, the Board discussed whether moving to a “*By District*” method would be in the best interest of the District. The Board received a presentation from National Demographics Corporation (“NDC”), which works with local public entities on these issues. The NDC presentation provided information on the California Voting Rights Act, Sequoia Union High School District demographics, Board electoral history, as well as the re-districting process in the event that the District opts to transition to a “*By District*” method. The NDC PowerPoint presentation that the Board received on June 15 is included as an attachment.

At the June 15 meeting the Board agreed to agendize the item again at the June 29 meeting and directed the Superintendent to send a message out to parents concerning the possible change and invite them to the June 29 meeting to give input. The Superintendent also sent an email to all staff regarding the Board discussion on June 29. Also, at the June 15 meeting the Board made a commitment to take a vote at its August 17, 2016, meeting on whether to initiate a redistricting process.

California Law disfavors “*At Large*” based elections. In 2002, California legislature 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.” Since the passage of this law, at least 135 school districts throughout the state have transitioned to “*By District*” elections.

In addition, on May 19, 2016, a lawyer for the Mexican American 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.

b. DISCUSSION OF EXPULSION PLACEMENT PRACTICES

SITUATION

Staff was recently informed that the 2015-16 costs of placing a SUHSD student at Gateway, a San Mateo County Office of Education operated community day school, have risen considerably over the last three years (2013-14 = \$183,000, 2014-15 = \$780,000, 2015-16 = \$1.1 million). The change from 2013-14 was due primarily to the transition to the Local Control Funding Formula, which affected county office funding. However, the \$325,000 increase from 2014-15 to 2015-16 was due to a significant decline in overall enrollment at Gateway. The cost per student at Gateway is calculated by dividing the fixed costs of the program (\$1.7 million, as provided by the county office) by the distribution of student enrollment per participating district. Thus, as enrollment declines, the cost per student rises proportionately. In 2015-16 the SUHSD expelled fourteen students fewer than in 2014-15 and assigned them to Gateway for shorter periods. However, given that SMUHSD also reduced its numbers, the net result was that SUHSD comprised a higher percentage of remaining students at Gateway, thus, incurring a higher percentage of fixed costs.

While Gateway is open to all high school districts in the county, it is primarily used by the Sequoia Union High School District and to a lesser extent, the San Mateo Union High School District. The annual budget for Gateway is \$1.7 million, and in the 2015-16 school year its day-to-day enrollment was in the 30-35 student range. Gateway’s staff consists of two probation officers, two teachers, a principal, and several classified staff. The budget also includes portions of the salaries of county office staff assigned to oversight or supervisory roles.

Given trend data, the county office projects that there will be a lower number of students at Gateway for the 2016-17 school year. The county office is now estimating that in 2016-17 the annual cost of a full year student placement will be approximately \$70,000, however, the cost could rise even higher if enrollment numbers drop beyond current projections. The San Mateo Union High School District (SMUHSD) is also very concerned and may be rethinking its limited use of Gateway for its expelled students. Besides referring certain expelled students to Gateway, the SMUHSD also makes greater use of suspended expulsions and alternative district placements as a consequence for an expellable act.

Staff, along with a representative from the SMUHSD, met recently with San Mateo County Office of Education Superintendent, Anne Campbell. The county office staff agreed to investigate means to reduce fixed costs for 2016-17 and will inform districts in mid-July as to the extent to which this is possible. They also will form a study group this fall to examine the long-range viability of the Gateway program and stated that there is no commitment to keep Gateway open beyond the 2016-17 school year given declining enrollment and rising per-student cost trends.

This is being brought forward for Board discussion in terms of developing both a short-term and long-term plan. The current practice of the district is to refer an expelled student to Gateway for one semester prior to being eligible for re-admittance unless the expellable act occurs late in a semester in which case the expulsion will carry forward into the second semester. In all cases, a returning student is assigned to another high school upon being readmitted and the student receives on-going counseling from Acknowledge Alliance.

On a short term basis the district may choose to continue its current practice of referring expelled students to Gateway for a full semester and a re-admittance policy that includes placement at a new site with follow up counseling. The district may also modify this practice and allow for a number of suspended expulsions in certain cases with alternative in-district placements similar to that of SMUHSD. This strategy may accomplish the intent of the expulsion with less academic disruption for the student. However, sending fewer students to Gateway or sending them there for less time will not reduce overall costs to SUHSD or SMHUSD (assuming they still participate). The county office will continue to pass on the full cost of the Gateway program to the participating districts based on each district's average daily attendance. In mid-July staff will have more information from the county office as to what reductions in fixed costs the program can make and a better estimate on the possible range of per student cost for 2016-17. Given the late date in terms of planning and notification from the county office, the district has few options for 2016-17 other than to continue with Gateway for students whose expellable acts necessitate a placement outside the district for a limited term or to very quickly over the summer design and implement an in-house program and/or alternative placement program.

As a long term solution, the district will need to consider whether to create its own comprehensive program or partner with SMUHSD in creating a joint program. Given that the 2015-16 charge for Gateway to the Sequoia Union High School District is estimated at \$1.1 million and costs for 2016-17 could be considerably higher, there are ample resources already being expended that could be re-designated to a high quality program of academic support and wrap around services for district students in need of such a program.

This item is being brought forward for discussion. Attached are current district policies relating to student discipline that can guide the discussion. Also, a number of site administrators will be present to respond to Board member questions.

c. DISCUSSION OF BOARD BYLAW BB 9320, MEETINGS AND NOTICES

SITUATION

Board Bylaw 9320 addresses meetings and notices and was one of the board bylaws that the subcommittee identified as needing full board discussion. It was last reviewed in February 2000. Specifically BB 9320 calls for two meetings per month with one being for business and one for study sessions. It also calls for the meetings to begin at 7:00 p.m. and conclude by 10:00 p.m.

This policy clearly needs updating and this discussion may include other aspects of BB 9320 such as "mailings," public participation in study sessions, and an annual meeting with the Student Advisory Council.

BB 9320 is being brought forward for discussion. Based on Board input, it will be brought back for either a first reading or adoption on August 17, 2016. A copy of the bylaw is included with the background materials.

14. ACTION ITEMS

a. APPROVAL OF SUHSD CONSOLIDATED APPLICATION FOR 2016-17

SITUATION

The California Department of Education (CDE) requires school districts to apply annually for the State and Federal categorical funds for which they are eligible. As part of this application process, each district is required to receive approval of their funding selections from their local governing board. The funds (all Federal) that the SUHSD is eligible to apply for under the Consolidated Application (ConApp) are: Title I, Part A (Basic Grant); Title II, Part A (Teacher Quality); Title III, Part A Immigrant, and Title III, Part A Limited English Proficient (LEP).

Within the ConApp for 2016-17, the following is included:

**A) Local Education Agency (LEA) Plan-Goal 2 Budget Update**

LEAs that participate in the Title III LEP and/or Immigrant Student Sub-grant program must have a plan in accordance with the Elementary and Secondary Education Act (ESEA), to submit for review each sub-grant year (ESEA, Title III, Part A, Section 3114).

**B) Title III, Part A LEP Consortium MOU-SUHSD and East Palo Alto Academy (EPAA)**

All LEAs that generate a formula sub-grant of less than \$10,000 in any school year must apply for and participate in the Title III, Part A, LEP student program as a member of a consortium. This was the case for EPAA during 2015-16, thus staff established the SUHSD and EPAA Consortium of which SUHSD is the lead agency. It is anticipated the EPAA sub-grant will be less than \$10,000 for 2016-17 and thus are applying for such funds as a consortium once again.

**C) Title I Schoolwide Program-Redwood High School**

Title I Targeted Assistance Programs (TAP) provides supplemental educational services to only students identified as needing additional support based on a District Title I Criteria, whereas Title I School-wide Programs (SWP) focus on serving all students in a designated school site. Schoolwide program schools combine their resources, as allowed, and focus on improving the system and/or all structures related to student learning, hence maximizing the impact of Title I funds. Title I Schools wishing to operate as SWP, must have a minimum of 40% of their total enrollment from low-income families [Section 1114(a)(1) of Title I of ESEA]. In addition, they must develop a comprehensive school improvement plan that is on-going, unique to their needs and owned by the school community (teachers, staff, students, parents, etc:).

Redwood High School qualifies to participate as a Title I SWP for the following reasons:

- 77.7% of their total population is from low-income families as per the 2015-16 California Longitudinal Pupil Achievement Data System (CALPADS) Report 1.1-Enrollment
- Redwood High School, through the task force, conducted a needs assessment that resulted in the plans for the “new Redwood High School” which include restructuring of the school day, classes and programs offered, teacher assignments, etc.
- Redwood High School’s Western Association of Schools and Colleges/Single Plan for Student Achievement (WASC/SPSA) has been revised to ensure it includes and addresses the components of a Title I School-wide Program by adding the Title I School-wide Program Addendum

FISCAL IMPACT

The 2016-17 entitlements are yet to be determined; for reference, the entitlements for the SUHSD for 2015-16 were: Title I: \$820,837; Title II: \$205,019; Title III-Immigrant: \$20,968, and Title III-LEP (Consortium): \$127,103.

RECOMMENDATION

That the Board of Trustees approves the SUHSD Consolidated Application for 2016-17 for Title I, Part A (Basic Grant); Title II, Part A (Teacher Quality); Title III, Part A Immigrant, and Title III, Part A LEP funds.

- b. APPROVAL OF EAST PALO ALTO ACADEMY CONSOLIDATED APPLICATION FOR 2016-17

SITUATION

The California Department of Education (CDE) requires school districts to apply annually for the state and federal categorical funds for which they are eligible. As part of this application process, each district is required to receive approval of their funding selections from their local governing board. The funds (all Federal) for which SUHSD is eligible to apply under the Consolidated Application (ConApp) are: Title I, Part A (Basic Grant); Title II, Part A (Teacher Quality), and Title III, Part A, Immigrant.

FISCAL IMPACT

The 2016- 17 entitlements are yet to be determined, but for reference, the entitlements for 2015-16 were: Title I: \$112,683; Title II: \$205,019, and Title III-Immigrant: \$295.

RECOMMENDATION

That the Board of Trustees approves the East Palo Alto Academy Consolidated Application for 2016-17 for Title I, Part A (Basic Grant); Title II, Part A (Teacher Quality), and Title III, Part A-Immigrant funds.

- c. APPROVAL OF SUHSD LOCAL CONTROL 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 (EC) §52060 states that the governing board of each school district shall adopt a LCAP using a template adopted by the state board and that it should be effective for a period of three years with updates done on or before July 1 of each year.

The SUHSD Board-approved LCAP is due to the San Mateo County Office of Education by June 30, 2016, for review and ultimate approval. 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 SUHSD LCAP followed by the 2016-17 LCAP Goals and the 2015-16 Annual Progress Report in Section 2. Finally, the use of the calculated LCFF for SUHSD is found in Section 3A and 3B.

FISCAL IMPACT

LCFF plays out differently in the SUHSD—which is a Basic Aid district—as opposed to 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 percentage 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 approves the SUHSD Local Control Accountability Plan for 2016-17.

- d. APPROVAL OF EAST PALO ALTO ACADEMY LOCAL CONTROL ACCOUNTABILITY PLAN FOR 2016-17

SITUATION

Per Title 5 California Code of Regulations Section 15497, charter schools must complete the Local Control Accountability Plan (LCAP) and Annual Update template adopted by the State Board of Education (SBE). Charter schools are encouraged to follow a process similar to that required for a school district, which is to hold an initial public hearing to solicit recommendations and comments on the LCAP and annual update, followed by a subsequent public meeting for adoption of the plan. The final plan will be submitted to the San Mateo County Office of Education on June 30, 2016.

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 approves the East Palo Alto Academy's amended LCAP for 2016-17.

- e. ADOPTION OF PROPOSED BUDGET FOR 2016-17

SITUATION

The District's budget for 2016-17 is ready for adoption and submission to the San Mateo County Office of Education. Once the Official Budget is adopted, it will be sent to the County Office of Education for evaluation before being forwarded to the State.

The budget assumptions included in the multi-year revenue and expenditure projections are based on State funding information as of the May Revise and preliminary data from the State Budget bill. The multi-year projection, however, does not include any potential settlement costs from collective bargaining as negotiations are going to continue in the fall.

Enclosed with the background materials is a document showing the highlights of the district budget being presented to the Board for adoption. Staff will be making a presentation at the Board meeting.

The budget document is included in the background materials. Staff will make a presentation at the meeting.

FISCAL IMPACT

As indicated

RECOMMENDATION

That the Board of Trustees adopts the Proposed Budget as the Official Budget for 2016-17 as presented.

- f. APPROVAL 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 occurred in October of 2015, the District opted to put a plan in place for 2016-17 and 2017–2018. Staff recommends that the funds be split evenly over the next two years, making the projected budget for 2016-17, \$397,000. The budget listed below was presented to the Board of Trustees for discussion at its June 15, 2016, Meeting:

- Teacher Cohorts - \$65,000
- Reading Certification Program - \$20,000
- Classified Staff Professional Development - \$100,000
- TIPS Clerical Support for Ravenswood Addition - \$10,000
- Planning Time for Co-Teaching Teams - \$40,000
- 60% of a Full Time District English Coach – \$81,000
- 60% of a Full time District Math Coach - \$81,000

FISCAL IMPACT

An increase of \$397,000 to the General Fund budget.

RECOMMENDATION

That the Board of Trustees approves the Budget for the Teacher Effectiveness Grant.

- g. APPROVAL OF CONSTRUCTION BID FOR THE NEW REDWOOD HIGH SCHOOL MULTI-PURPOSE AND CLASSROOM BUILDING

SITUATION

On June 24, 2015, the Board approved Quattrocchi Kwok Architects, to begin design on the new multi-purpose, two-story classroom building at Redwood High School. The buildings are now designed and approved by the State. The multi-purpose building will also serve as a site auxiliary and District gymnasium and includes a culinary arts facility, food service space and a new student union. The new classroom building will have specialized facilities for science, digital arts, and the Redwood Environmental Academy and Leadership program. It also contains five (5) general classrooms, as well as administrative and counseling offices.

Bids were accepted for the Redwood High School new Multi-Purpose and Classroom Building Project on Wednesday, June 22, 2016. The following responsive bids were received:

CONTRACTOR:	BID AMOUNT <i>(including a \$700,000 contingency)</i>
Gonsalves & Stronck Constr. Co., Inc.	\$17,783,000
BHM Construction	\$17,878,580
Roebbelen Contracting Inc.	\$18,990,000
Alten Construction Inc.	\$19,073,000
Midstate Construction Corp.	\$19,200,000

The District also received pricing on gymnasium bleachers in the form of an alternate. Bids were higher than the most recent estimate completed by Dan Barlett Consulting Inc., although staff had anticipated that there would be additional costs for steel products and the electrical portion of the job.

If approved by the Board, approximately \$1,900,000 will need to be moved from the money budgeted for additional small campuses and transferred to the Redwood main project and temporary work. That will reduce the balance for a possible second small high school. It is hoped that the contingency will not be fully expended, and that part of those dollars will ultimately reduce the amount of money taken from the additional campus allocation of the bond.

FISCAL IMPACT

No impact to the General Fund; all costs will be paid from Measure “A” bond monies or state-matching funds.

RECOMMENDATION

That the Board of Trustees approves the Redwood High School Multi-Purpose and Classroom Building Project bid with Gonsalves & Stronck in the amount of \$17,783,000 (base bid and contingency) and Alternate 1 for gymnasium bleachers for \$41,000, for a total contract amount of \$17,824,000.

- h. ADOPTION OF RESOLUTION NO. 1577, TO REQUESTING SAN MATEO COUNTY TO LEVY TAXES IN ANTICIPATION OF THE ISSUANCE OF BONDS (by roll call vote)

SITUATION

An election was held in the Sequoia Union High School District (the “District”) on June 3, 2014, for the issuance and sale of general obligation bonds of the District for various purposes in the maximum amount of \$265,000,000 (the “2014 Authorization”). The first series of bonds from the 2014 Authorization was issued on October 22, 2014, in the amount of \$112,000,000. The schedule for issuing the second series of bonds authorized under the 2014 Authorization (the “Bonds”) in the estimated amount of \$100,000,000 currently anticipates selling such Bonds after the time that the San Mateo County (the “County”) Auditor-Controller calculates the taxes to be levied for District bonded debt during fiscal year 2016-17.

Therefore, Resolution No. 1577 is being brought before the Board now to formally request that, pursuant to Education Code Section 15252, the Board of Supervisors of the County adopts a tax rate and levy a tax for the Bonds. The tax rate will be based upon an estimated debt service schedule prepared by the District’s Financial Advisor.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1577 to ensure that property taxes are levied during fiscal year 2016-17 for the payment of the Bonds. The Bonds are expected to be sold in December 2016.

- 15. BOARD OF TRUSTEES’/SUPERINTENDENT’S COMMENTS, COMMITTEE REPORTS, AND AGENDA SETTING

- 16. ADJOURNMENT