

Approved Minutes of Regular Meeting of the Board of Trustees  
Sequoia Union High School District  
Wednesday, May 11, 2016

Call to Order	The regular meeting of the Sequoia Union High School District Board of Trustees was called to order by President Alan Sarver at 4:31 p.m., on Wednesday, May 11, 2016, in Birch Conference Room at 480 James Avenue, in Redwood City, California. He announced anyone wishing to address the Board on Closed Session matters may do so at this time.		
Recessed to Closed Session	The Board of Trustees recessed to Closed Session at 4:32 p.m. to consider a Student Discipline/Expulsion; to conference with Labor Negotiators, Agency Designated Representative James Lianides, Employee Organization Sequoia Union High School District Teachers' Association (SDTA), and American Federation of State, County and Municipal Employees (AFSCME), and consider a Public Employee Discipline/Dismissal/Release.		
Opened Public Session 5:38 p.m.	President Sarver opened the Public Session of the regular meeting at 5:38 p.m. in Birch Conference Room at 480 James Avenue, Redwood City, California.		
Roll Call	<table><tr><td><b>Present:</b> Carrie Du Bois Georgia Jack Alan Sarver Chris Thomsen Allen Weiner</td><td><b>Absent:</b> Abby Hartzell, Student Trustee</td></tr></table>	<b>Present:</b> Carrie Du Bois Georgia Jack Alan Sarver Chris Thomsen Allen Weiner	<b>Absent:</b> Abby Hartzell, Student Trustee
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Invitation to the Audience	President Sarver welcomed the audience and explained that the Consent Calendar consisted of routine or previously discussed items to be considered as a unit and voted upon by roll call vote. He explained the Public Comment section of the agenda was for permitting members of the audience to make presentations about items not on the agenda.		
Pledge of Allegiance	President Sarver led the Board of Trustees and audience in the Pledge of Allegiance.		
Approval of Agenda	On a motion by Trustee Thomsen, seconded by Trustee Jack, the Board of Trustees approved the Agenda.		
Report Out on Closed Session	President Sarver reported that the Board took action in Closed Session by a vote of four members (Trustees Du Bois, Jack, Sarver, and Thomsen) in favor with one member (Trustee Weiner) abstaining, to approve the expulsion of one student, Case No. 2015-16-19 (name to appear in official minutes) to expel for the spring 2015-2016 semester and fall 2016-17 semester and established December 5, 2016, as the date that the student may apply for readmission.		
Amended Consent Calendar	Removed and voted upon later in the meeting.  8o. Approval of Cyber High License Renewal Agreement for 2016-17.		
Approval of Consent Calendar as Amended	On a motion by Trustee Weiner, seconded by Trustee Thomsen,, the Board of Trustees approved the Consent Calendar as amended. Voting "yes,"—Trustees Du Bois, Jack, Sarver, Thomsen, and Weiner; voting "no"—none, and absent—Student Trustee Hartzell. Trustee Weiner noted, with appreciation, the fact that the consultant for Item 8k. to adopt the Tax and Revenue Anticipation Note (TRAN) resolution was in the audience.		
Approval of Minutes of April 20 and 27, 2016, Board Meetings	On a motion on the Consent Calendar, the Board of Trustees approved the minutes for the April 20, as amended, and the May 27, 2016, Board meetings.		
Approval of Personnel Recommendations	On a motion on the Consent Calendar, the Board of Trustees approved the Personnel Recommendations and Addenda as indicated.		
Approval of Rev. Job Description Grounds Maintenance Lead	On a motion on the Consent Calendar, the Board of Trustees approved the revised job description for Grounds Maintenance Lead position.		
Auth. Declaring Property as Surplus	On a motion on the Consent Calendar, the Board of Trustees declared the listed items as surplus property, obsolete and unsuitable for use, and authorized the Superintendent to dispose of these surplus items in accordance with Education Code provisions.		

Approval of Contract Amendmt. for National Aquatic Services	On a motion on the Consent Calendar, the Board of Trustees approved the amendment to the original contract with National Aquatic Services for \$40,513.84.
Approval of Warrants	On a motion on the Consent Calendar, the Board of Trustees approved the Warrants for April 2016 totaling \$7,451,568.38.
San Mateo County Quarterly Investment Report	On a motion on the Consent Calendar, the Board of Trustees accepted the San Mateo County Quarterly Investment Pool Report.
Acceptance of Gifts	On a motion on the Consent Calendar, the Board of Trustees accepted the gifts and requested that the school site sends a letter of appreciation to the donor where appropriate.
Adoption of Res. No. 1571, Exempting District from City Zoning Ordinances at 150 Jefferson Dr., Menlo Park	On a motion on the Consent Calendar, the Board of Trustees adopted Resolution No. 1571, Exempting Sequoia Union High School District from Application to the City of Menlo Park Zoning Ordinances Pursuant to Government Code Section 53094 for Construction of School Facilities and Improvements at 150 Jefferson Drive, in Menlo Park, California.
Adoption of Res. No. 1572, Levying Assessment, Approving Engineer's Report for Maint. Assessmt. District for 2016-17	On a motion on the Consent Calendar, the Board of Trustees adopted Resolution No. 1572, of Intention to Levy Assessments for Fiscal Year 2016-17, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Sequoia Union High School District Maintenance Assessment District.
Adoption of Res. No. 1573, Issuance of TRAN for 2016-17	On a motion on the Consent Calendar, the Board of Trustees adopted Resolution No. 1573, Authorizing the Borrowing of Funds for Fiscal Year 2016-17, and the Issuance and Sale of a 2016-17 Tax and Revenue Anticipation Note (TRAN).
Auth. to Contract w/ D. Castellanos Architects, Energy Consultants	On a motion on the Consent Calendar, the Board of Trustees authorized the Superintendent to Contract with Derivi Castellanos Architects for Proposition 39 Energy Consultant Services.
Approval of Amended Contract with G & K Services	On a motion on the Consent Calendar, the Board of Trustees approved the amendment to the original contract with G & K Services from \$34,000 to \$42,000.
Approval of Field Trips	On a motion on the Consent Calendar, the Board of Trustees approved the field trip requests for Carlmont High School's Track team to Clovis on June 3-5, 2016, and the ratification of the Golf team's trip to Carmel on May 10-11, and 17, 2016.
Approval of Common Core Textbooks	On a motion on the Consent Calendar, the Board of Trustees approved the recommended Common Core textbooks
Approval of New Course Proposal	On a motion on the Consent Calendar, the Board of Trustees approved the new course proposal: <i>Race, Immigration, and Ethnicity in the United States.</i>
Report on Construction Contracts Under \$35,000	On a motion on the Consent Calendar, the Board of Trustees ratified construction-related district contracts under \$35,000 for the third quarter of fiscal year 2015-16.
Approval to Hire Testing & Geotechnical Services for Construction Projects	On a motion on the Consent Calendar, the Board of Trustees approved hiring Testing Engineers in the amount of \$123,528 for the Carlmont High School new S-Wing classroom building; Consolidated Engineering Laboratories in the amount not to exceed \$47,697.30, and Cornerstone Earth Group in the amount not to exceed \$74,500 for the Woodside High School new J-Wing project.
Approval of Change Order and Construction Contingency	On a motion on the Consent Calendar, the Board of Trustees approved a change order with Guerra Construction Group in an amount not to exceed \$91,000 to construct an ADA pathway at Carlmont High School, and the Board approved a district-controlled contingency for the Menlo-Atherton High School Guidance Department expansion in the amount of \$65,000.
Approval of Construction Bids for Replacement of Roofing	On a motion on the Consent Calendar, the Board of Trustees approved the Menlo-Atherton High School Western Roofing Services bid in an amount not to exceed \$637,000 (base bid plus a \$30,000 district-controlled contingency) and Woodside High School roof replacement bid with Western

Roofing Service in the amount not to exceed \$451,000 (base bid plus a \$30,000 district-controlled contingency).

Approval of Job Description-Dir. of Purchasing/Support Services On a motion on the Consent Calendar, the Board of Trustees approved the job description and salary placement for the Director of Purchasing and Support Services.

Approval of Contract Renewal w/ Commercial Energy for Nat. Gas On a motion on the Consent Calendar, the Board of Trustees approved the contract renewal with Commercial Energy for natural gas for the 2016-17 fiscal year.

Special Recognitions Superintendent Lianides recognized Redwood High School Instructor Fred Kessler for his exemplary service by acting appropriately under a stressful situation. Dr. Lianides also recognized Ms. Jacqueline Dixon who was also an essential partner during this crisis. They both are proactive and do a tremendous job staying on top of situations.

The Superintendent recognized three Redwood students for graduating early and enrolling in college: Sulema Contreras, Dejah Magee, and Natalia Espinoza.

Public Comment None

Correspondence President Sarver said he received a letter from San Mateo County Office of Education in regard to the Second Interim Report and the fact that the report is consistent with the State's Criteria and Standards. The County Office concurs with the District's positive certification.

Trustee Jack noted a letter was received regarding a student drop-out, and the issue involved class structure. Trustee Jack suggested that, even though the parent/student issue was worked out, the Board should discuss the larger issue of students without support in large core classes.

Dr. Lianides advised because there is more than one perspective to consider in every situation, after talking with the principal he would respond to the parent and pass the information on to the Board.

In response to a question posed by Trustee Du Bois, President Sarver said he would make a conscious effort to share all correspondence received with Board members.

Update on Measure "A" by Citizens' Bond Oversight Committee Chairman of the Measure "A" Citizens' Bond Oversight Committee, John Violet, reported that the Committee met six times in 2015. It receives financial updates on committed expenditures, audits, and upcoming project costs. It also looks at projects and tours bond project sites.

Trustee Jack thanked Mr. Violet and Ms. Carlson for the work the Committee is doing in serving the community.

Discuss Budget Planning for 2016-17 Assistant Superintendent, Administrative Services, Enrique Navas reported that the main revisions to the 2016-17 State budget will take place next week. Because the state projects a downturn in revenue, there may be changes in Average Daily Attendance (ADA) and charter school funding. Mr. Navas said the district is projecting an increase in property tax revenue for 2016-17 of 6.5 percent; then 5.5 percent in 2017-18, and 5.0 percent in 2018-19. Negotiations with employee groups are underway; there are no salary increases in the budget. However the budget includes a 5 percent increase in health and welfare benefits; an increased costs for both certificated and classified retirement systems; \$500,000 for implementation of the Affordable Care Act, and \$2.3 million for the current cost of retiree benefits. The Assistant Superintendent reviewed the increased staffing projections.

In response to a question posed by President Sarver, Superintendent Lianides expressed confidence with the projected increase in property tax for 2016-17. Mr. Navas said the Governor has said that school districts should remain cautious about spending down reserves.

In response to questions posed by Trustee Du Bois, Enrique Navas said he would put together a program budget.

Trustee Thomsen suggested if funding does not come the emphasis should be on the small school, alternative school (in general) and long-term English Learners (EL). Superintendent Lianides advised that the district maintains two Independent Studies (IS) teachers, who support both the fifth-year senior and IS programs. The key to success is coordinating strategies for long-term EL students with our partner elementary districts (both Redwood City and Ravenswood City elementary districts also want this to be a focus). He noted that all of our district's long-term EL students are in English support classes. This is a complex issue, and highly-qualified staff will continue this work next year. Trustee Thomsen said he wants assurance that the district has enough resources put toward making progress in this area.

Assistant Superintendent, Educational Services, Bonnie Hansen, noted that there are also new items in the budget that will support long-term EL students.

In response to a question posed by Trustee Thomsen, Enrique Navas advised that the Groundskeeper program had been cut by 50 percent; it is difficult for crews to maintain the grounds districtwide, and he recommends adding 1.0 FTE Groundskeeper to the 2016-17 budget.

President Sarver noted that the budget is an overview of the district's sources of revenue and expenditures. Last year a programmatic budget was presented showing the percentage of a structured budget which helps Board members look at program. He requested a version of the program-oriented budget in order to look at priorities across the district.

Trustee Jack said she agreed and requested Mr. Navas contact School Services of California President, John Gray, to discuss how we can best serve our students. Mrs. Jack requested information on who is funding what program. She noted concern about class size and requested this be a Board discussion item. She asked about maximizing the rental of swimming pools.

Assistant Superintendent Bonnie Hansen advised that the sites have discretion in regard to class size. Mr. Navas offered to provide school site budgets to the Board. He noted that the sites keep the funds accrued from rental of their facilities.

Sequoia District Teachers' Association President Edith Salvatore noted that last year the Board talked about putting budget numbers with the "bubbles" program budget. In regard to donations and partnerships there are inequities from site to site. We are planning next year's master schedules now, and she expressed concern that the planning may include larger class sizes.

Trustee Weiner said he would like a way to look at the budget that allows the Board to make more policy decisions, and he thought that last year we were moving in that direction.

Enrique Navas said the program budget would show how resources are distributed and aligned with the budget.

In response to a question posed by President Sarver, Superintendent Lianides suggested a Special Board Meeting to discuss the budget on June 8, 2016. He said it would not be a time to make big changes. The 2016-17 budget is close to being balanced, and negotiations are not yet completed for next year.

There was agreement by the Board to hold a Special Meeting on the budget on June 8, 2016.

#### Update on "Live in Peace" and SWAG Programs

Heather Starnes, Director of "Live in Peace" and the grant, Students Who Achieve Greatness (SWAG), reported that the program is located on the district's facility on Green Street, in East Palo Alto. There are 80 students in the robust program, and 65 attend every day.

Long-time resident of East Palo Alto Bob Hoover thanked Superintendent Lianides and the City of East Palo Alto for starting the SWAG program last summer. All of the 26 seniors in the program graduated, and the juniors will graduate in June and are prepared to register for college. Mr. Hoover noted of most importance is motivating students for school and to believe they can achieve; this cannot be done by educators alone, it needs to be a community partnership. The recruiting is working well; most students are brought in by other students, parents, and teachers.

An early graduate of the program, and former Redwood High School student Daisy, reported that SWAG really helped her, and noted the program offers lots of activities to motivate students.

Marina said she attends Woodside High School and is the first girl to play on the football team. She said her grades have improved, and the program has changed her life.

Ms. Starnes advised the number one goal is to move students up academically and show them there is a different world out there. There are case managers, with 20 students per case manager. There is a multi-disciplinary team that works in partnership with Sequoia district, two police departments, and the probation department. We are capturing and framing the data to track movement.

Trustee Du Bois said she believed ninth graders need more help in the large comprehensive high schools.

Superintendent Lianides said there will be a full-time teacher from Redwood that would work at Green Street, and there is funding for an additional .5 FTE teacher to work with students in the afternoon, paid through the grant. This program turns lives around.

Trustee Thomsen echoed the support and recognized the effort being put into the program.

In response to a question posed by Trustee Jack, Heather Starnes said when students are not coming to school we go to their homes and follow up with them.

Trustee Weiner noted that the focus on multi-disciplinary approach is good.

Follow-up on Board Study Session Superintendent Lianides reported the Study Session was well attended and he was impressed with the students.  
on Student Academic Stress

Trustee Jack there were validating conversations around expectations and the anxiety produced because of the focus on college admissions; developing a stronger parent education program, and talking about what counselors need to do. She noted there were differing levels of understanding at different sites concerning rigor and appropriate course loads; it was suggested there should be more coordination of testing.

Trustee Thomsen said academic stress is an important and complicated topic; he hoped the principals will work with district leadership and bring something back to the Board.

Trustee Du Bois said as a parent the stress is real. A small thing we can do to set a different tone and culture is refraining from sending grades out every day.

Trustee Thomsen noted it is important that the Board set a culture for in the way it reviews testing development, and the changes with Common Core.

President Sarver said there was a large variety of input. The common thread was more communication and providing parents with a broader picture of what is going on. What is key are the conversations going on at the sites, listening and making decisions to do what is best for the students. The Board should learn by listening before it guides.

Approval of BoardDocs Online  
Board Agenda Platform

Superintendent Lianides reported that staff evaluated three platforms, and Trustee Du Bois had attended a demonstration. When looking at access from a Board, parent, and staff perspective, staff is recommending the BoardDocs LT version at \$3,000 per year. The training would occur in June, and we would go "live" with the first official online platform Board meeting in August.

On a motion by Trustee Weiner, seconded by Trustee Jack, the Board of Trustees approved pursuing BoardDocs LT board management system for electronically publishing and revising agenda items and support documents.

Approval of Revised CTE  
Graduation Requirement

Assistant Superintendent, Educational Services, Bonnie Hansen advised we have more than enough Career Technical Education (CTE) courses to accommodate this graduation requirement. Under the proposed system, students would be required to take a minimum of 20 credits from two of the following containers, with a class in Visual Performing Arts (VPA) being a mandatory choice:

- 1) Visual Performing Arts (VPA)
- 2) World Language Year III or above
- 3) CTE (CTE courses must comply with the 2013 CTE Mode Curriculum Standards)

In response to questions posed by Trustee Weiner, Mrs. Hansen advised that staff will see what the Subject Area Council can do in regard to clarifying the VPA requirement for future generations. Dr. Lianides said to simplify the process the revised CTE graduation requirement will be effective for the Class of 2020.

On a motion by President Sarver, seconded by Trustee Du Bois, the Board of Trustees approved the revised Career Technical Education graduation requirement beginning with the Class of 2020.

Approval of Strategic Planning  
Goals and Action Steps

Assistant Superintendent Bonnie Hansen noted that all of the recommended changes had been made. Trustee Du Bois said she wanted to better define equity and certain other issues. She requested an agenda item on Aspirations Advocates.

Superintendent Lianides said the Strategic Plan developed a year ago is the official document. This is more of a plan for staff in regard to meeting the goals embedded in the main document.

Trustee Thomsen recommended that the Board approved the Action Steps.

Trustee Weiner said in the beginning he was skeptical, but the Board is trying to use the Strategic Plan to drive focus. This is a useful tool, and he commended the bond community and staff for developing this tool.

Trustee Jack said it was a starting point, and she looked forward to pulling out the most critical items.

On a motion by Trustee Weiner, seconded by Trustee Jack, the Board of Trustees approved the Strategic Planning Goals and Action Steps.

Approval to Increase Facility Use  
Fees at School Sites

Assistant Superintendent, Administrative Services, Enrique Navas, said facility use fees had not been increased since 2009. Staff conducted a review of the current fee schedule, compared usage fees of surrounding districts, and analyzed facilities maintenance costs. The proposed fee schedule is closely aligned with current fees charged by the San Mateo Union and Palo Alto Unified high school districts; it includes increased costs for facility maintenance.

In response to a question posed by Trustee Jack, Mr. Navas advised that the swimming pools are shut down during December and part of January. Dr. Lianides said there is not much interest in pool rental during this time period; and if there was, a premium fee would be charged.

Superintendent Lianides advised that funds generated for facilities usage remain at the sites to supplement budgets, which is an unusual practice.

President Sarver suggested maximizing rentals of the Performing Arts Centers in the summer months.

Mr. Navas noted that the Computer Labs districtwide will no longer be available to rent.

On a motion by Trustee Weiner, seconded by Trustee Jack, the Board of Trustees approved the increase for use of Facility Fees at the school sites.

Approval of Cyber High License  
Renewal Agreement for 2016-17

In response to questions posed by Trustee Jack, Bonnie Hansen said she would send data on the number of students using Cyber High to the entire Board.

The online credit recovery program is for mainly 11<sup>th</sup> and 12<sup>th</sup> grade students who did not pass, or received a “D,” in a class and need to make it up. The courses are student-paced and are offered at all schools.

On a motion by Trustee Jack, seconded by Trustee Du Bois, the Board of Trustees approved the Cyber High licenses and renewal of services agreement for 2016-17.

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

Superintendent Lianides announced the Student Trustee for 2016-17 is Shayan Weerasekepa from Sequoia High School, and he will be introduced to the Board on May 25. The Student Advisory Council team interviewed six candidates and selected Shayan, who has been very active at Sequoia High School.

President Sarver said he attended the Work Force Education Summit, two transportation meetings, and two education roundtables.

Trustee Du Bois requested as future agenda items: an update on Redwood High School, in regard to attendance, the extended school day, and the school’s redesign; two years of data for Aspirations Advocates, including absences, grade point averages, and credits earned.

Dr. Lianides suggested that because grades came out in June, it was recommended that the report take place next fall. The best way to compare data would be to compare data for the most at-risk kids prior to the first year of Aspirations Advocates’ existence. Trustee Du Bois said there are students in crisis now that are being missed, and she would like to discuss them.

Trustee Jack requested reports on grant funding and truancy.

There was consensus by the Board to put off the discussions on Redwood High School and Aspirations Advocates until the fall.

Trustee Thomsen suggested that Assistant Professor at Stanford Jennifer Langer-Osuna presented work at a Stanford fellows seminar that may be relevant to the district’s plans for the new small school. She is interested in the dynamics of project-based team work with diverse groups of students.

Adjourned Meeting at 9:11 p.m.

On a motion by Trustee Jack, seconded by Trustee Weiner, the Board of Trustees adjourned its meeting at 9:11 p.m.

Respectfully submitted,

Alan Sarver, President

Chris Thomsen, Clerk