

SEQUOIA UNION HIGH SCHOOL DISTRICT  
BACKGROUND INFORMATION FOR  
AGENDA ITEMS FOR 2/18/15, BOARD MEETING

1. CALL TO ORDER

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

2. CLOSED SESSION

- a. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS
- b. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;  
Employee Organizations: Sequoia District Teachers Association (SDTA)
- c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Agency Negotiator: James Lianides; terms and conditions; APN 049-161-020
- d. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/LEAVE REQUESTS, pursuant to  
Section 45195 of the Education Code
- e. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
Subdivision (a) of Section 54956.9 of the California Government Code
  - Student v. SUHSD OAH Case No. 2014100944

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 FEBRUARY 4, 2015, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the February 4, 2015, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the February 4, 2015, Board meeting.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

Enclosed with the background materials are the Personnel Recommendations for certificated and classified employees.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Personnel Recommendations as indicated.

c. APPROVAL OF FIELD TRIPS (consent)

SITUATION

**East Palo Alto Academy**

85 students will travel to University of California (UC) Santa Cruz on February 27, 2015. This is an added location the same day as the Natural Bridges State Beach trip, which was previously approved by the Board on February 4, 2015.

13 students will travel to Pinnacles National Park on March 7-8, 2015, for an overnight car camping trip with the Stanford Outdoor Outreach Program (SOOP).

**Menlo-Atherton High School**

6 Boys' Golf Team members will travel to Glendora on March 7-9, 2015, to compete in the Glendora Invitational Golf Tournament.

5 Boys' Golf Team members will travel to Fairfax on March 22-23, 2015, to compete in the Wildcat Golf Tournament.

20-25 Science students will travel to East Palo Alto on February 23 and 24, 2015, to analyze and assess San Francisquito Creek.

**Redwood High School**

40 students (including some students from Menlo-Atherton High School) will travel to Squaw Valley Resort on March 29, 2015, to participate in private snowboarding or skiing lessons. This is not a school related event but a separate trip for students to experience Lake Tahoe and skiing/snowboarding for the first time.

**Sequoia High School**

10 Key Club members will travel to the Anaheim Convention Center on March 13-15, 2015, to attend leadership training.

30 Associated Study Body (ASB) members will travel to San Jose on March 28-30, 2015, to participate in the California Association of Student Leaders (CASL) Leadership Conference.

18 Varsity Baseball Team members will travel to Selma High, CA on March 30, 2015-April 1, 2015, to compete in a tournament.

**Woodside High School**

24 students will travel to Ashland, Oregon on March 26-29, 2015, to attend the Shakespeare Festival.

FISCAL IMPACT

No fiscal impact on 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 East Palo Alto Academy students to UC Santa Cruz on February 27, 2015; students to Pinnacles National Park on March 7-8, 2015; Menlo-Atherton High School's Boys' Golf to Glendora on March 7-9, 2015; Boys' Golf to Fairfax on March 22-23, 2015; Science students to East Palo Alto on February 23-24, 2015; Redwood High School students (and some Menlo Atherton students) to Lake Tahoe on March 29, 2015; Sequoia High School's Key Club to Anaheim on March 13-15, 2015; ASB to San Jose on March 28-30, 2015; Varsity Baseball to Selma CA on March 30, 2015–April 1, 2015; Woodside High School's students to Ashland, Oregon on March 26-29, 2015.

d. AUTHORIZATION TO DECLARE SURPLUS PROPERTY (consent)

SITUATION

Enclosed with the background materials is a list of district surplus equipment, which has been declared either obsolete or beyond repair. Staff recommends that the Board declares these items as surplus/obsolete property per Education Code Sections 17545 - 17555.

FISCAL IMPACT

No impact on the General Fund

RECOMMENDATION

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

e. ACCEPTANCE OF MONTHLY FINANCIAL REPORTS (consent)

SITUATION

The Monthly Financial Reports for January 2015 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the Monthly Financial Reports for January 2015.

f. APPROVAL OF WARRANTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for January 2015, totaling \$4,516,945.69

- g. ADOPTION OF RESOLUTION NO. 1538, FOR LAND USE COVENANT AND OPERATION AND MAINTENANCE AGREEMENT FOR MYRTLE STREET, EAST PALO ALTO (by roll call vote)

SITUATION

On January 15, 2014, the Board approved the Lease-lease Back agreement with Charles Pankow Inc., to construct the new two-story, 11-classroom building at 980 Myrtle Street in East Palo Alto. Part of this work involved soil mitigation for hazardous soils containing high levels of pesticides. The mitigation was partially removing soils and capping soils onsite with asphalt and hardscape work.

Because soil mitigation was under the oversight of the Department of Toxic Substance Control, the district is required to enter into a land use covenant as well as an operation and maintenance agreement with the California Department of Toxic Substances Control. Resolution No. 1538 and the documents referenced above are included with the background materials; they have all been reviewed by legal counsel.

FISCAL IMPACT

No impact to the General Fund; all costs paid by state-matching funds.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1538, for the Land Use Covenant and Agreement, and the Operation and the Maintenance Agreement Between SUHSD and the California Department of Toxic Substances Control for 980 Myrtle Street in East Palo Alto.

- h. APPROVAL OF CONTRACT FOR ENVIRONMENTAL TESTING SERVICES (consent)

SITUATION

Kellco Services, Inc. has been retained by both the Construction and Maintenance departments during fiscal year 2014/2015 for the purpose of providing a full spectrum of environmental surveying and testing services, as well as monitoring air quality for the possible existence of mold, asbestos and/or lead district-wide. Included with the background materials is the contract with Kellco Services, Inc. not to exceed \$60,000.

FISCAL IMPACT

Monies will be allocated as needed to Deferred Maintenance, Measure "A" and state-matching funds.

RECOMMENDATION

That the Board of Trustees approves the contract with Kellco Services, Inc. for environmental testing services.

- i. REPORT ON DISTRICT CONTRACTS UNDER \$35,000 (info/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.

- j. APPROVAL OF CONTRACT FOR SERVICING HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT (consent)

SITUATION

Southland Industries will provide labor and material for installation of new or replacement Heating Ventilation and Air Conditioning (HVAC) equipment, preventative maintenance, cleaning and repair services on AERCO boiler/heater units, CSI INET 7 control system, software programming district-wide and freezer/cooler units in Food Service at the district office. Included with the background materials is the contract with Southland Industries. The cost of services is not to exceed \$50,000.

FISCAL IMPACT

\$21,922.70 will be paid by the General Maintenance Fund and  
\$28,077.30 will be paid by the Cafeteria Fund

RECOMMENDATION

That the Board of Trustees approves the contract with Southland Industries for servicing HVAC equipment.

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

SITUATION

During the first quarter of the 2014-2015 Academic Year, East Palo Alto High School invested 7-8 hours per week for Remi Sobomehin to work as Restorative Justice (RJ) Facilitator. This position was created with the mission of providing proactive and reactive Restorative Justice support to help create a community and culture based in understanding and compassion, while setting and maintaining a standard of excellence in relationships and personal responsibility. Concurrently, the mission of this contracted position is to reduce the number suspensions by 10% each year for three years.

Mr. Sobomehin will:

- Host Harm Circles to help students restore the community after they have inflicted various forms of harm.
- Conduct teacher/student mediations
- Conduct RJ Interventions
- Complete RJ Check-ins after mediations have been completed to ensure students are holding to their agreements
- Provide peer mediations
- Complete reports and monitor contracts so that student/program progress can be tracked.

Due to LCAP funding increase, EPAA increased the hours for this role to a minimum of 15 hours a week (and will increase again in the spring) to invest more time in proactive Restorative Justice, including assisting teaching the Restorative Justice class, which trains 15 students to lead mediations and harm circles. Through identifying underlying emotional motives in their own actions and helping students practice taking responsibility for their behavior, students are prepared to collaborate with the EPA Youth

Court to lead harm circles and RJ mediations. Remi Sobomehin also will be working with the Student Government to create a culture that proactively creates a peaceful school community.

FISCAL IMPACT

Cost: \$37,000 paid from LCAP (\$20,000) Morgan Stanley grant to Stanford New Schools for After School programs (\$17,000)

RECOMMENDATION

That the Board of Trustees approves the contract with Remi Sobomehin for Restorative Justice facilitation services at East Palo Alto Academy.

I. APPROVAL OF CAHSEE WAIVERS (consent)

SITUATION

The State Board of Education adopted regulations that govern the administration of the California High School Exit Examination (CAHSEE) to provide a waiver procedure that would allow certain disabled students to utilize test modifications. Senate Bill 1476 moved the waiver process for the CAHSEE to the local level by giving local governing boards the authority to grant such waivers. This waiver is required for disabled students who took one or both portions of the CAHSEE with a modification and attained the equivalent of a passing score on the test(s). On March 2, 2005, the Board of Trustees approved CAHSEE Waiver Procedures, including required documentation, that are based upon state-developed eligibility criteria.

The Board is asked to review the waiver request of two Sequoia students who attained the equivalent of a passing score on the Math and/or the ELA test with the use of modifications. For purposes of confidentiality, the waiver application is provided to the Board under separate cover. The Director of Special Education has reviewed the waiver request and required documentation, and she has certified that the student has met all state and board requirements and is eligible for waiver of the requirements.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the CAHSEE waivers requested.

m. ADOPTION OF RESOLUTION NO. 1539, NON-REEMPLOYMENT OF PROBATIONARY CERTIFICATED EMPLOYEE (by roll call vote)

SITUATION

Education Code 44929.21 states the governing board shall notify the probationary certificated employee on or before March 15th of the employee's second complete consecutive school year of employment in the district of the decision to reelect or not reelect the employee for the next succeeding school year. The school administration has determined not to re-elect the probationary employee listed on the attached resolution (employee number to appear in official minutes). The governing board must take action in order for notices on non-reelection to be presented to the employee on or before March 15, 2015.

FISCAL IMPACT:

None

RECOMMENDATION:

That the Board of Trustees adopts Resolution No. 1539, release of designated probationary certificated staff.

- n. AUTHORIZATION TO HIRE ARCHITECT FOR MENLO-ATHERTON INTERIM HOUSING PROJECT AND FIRE SUPPRESSION IMPROVEMENTS (consent)

SITUATION

On June 25, 2014, the Board approved entering into Master Planning Contracts with architectural firms, including LPA, Inc. Staff is preparing for the Phase 1, G-Wing Project at Menlo-Atherton High School.

The existing G-Wing buildings (11 classrooms) will be demolished this summer in order for the new project to proceed. The new project is to build a twenty-one (21) 2-story classroom building.

The interim modular classrooms are required to replace demolished classrooms and will consist of twelve (12) modulators. Three (3) will be purchased and nine (9) will be leased until the new classroom building is complete.

It is necessary to hire LPA Inc., to provide architectural services and construction administration for the interim housing project. In addition, LPA Inc will provide services to improve the fire suppression systems on campus which will be needed for the new classroom building. The total cost for these architectural services is \$92,000. Proposal is provided in the background materials.

FISCAL IMPACT

No impact to General Fund: The costs will be paid by Measure A bond funds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to hire LPA, Inc. in the amount of \$92,000 to provide architectural services for the Menlo-Atherton High School Interim Housing project and fire suppression system improvements.

- o. APPROVAL OF CONTRACT FOR DIFFERENTIATION INSTRUCTION AND COMMON CORE STATE STANDARDS FOR EAST PALO ALTO ACADEMY TEACHERS (consent)

SITUATION

The Elevated Achievement Group, Inc. will work with the East Palo Alto Academy (EPAA) teachers on differentiated instruction and the Common Core State Standards implementation. The purpose of this work is to provide professional development to EPAA in the implementation of the Common Core State Standards (CCSS) and differentiated instruction.

The professional development sessions will include face-to-face training sessions on the CCSS and differentiation, in-classroom coaching support and observational walks utilizing the EAG Achievement Walk™ tool to both create a benchmark for current instructional practices as well as provide evidence of change in practice due to the professional development.

**CCSS—Impact on Curriculum in ELA/Literacy and Mathematics**

This professional development will focus on the effective elements of planning CCSS ELA/Literacy and Math instructional units. Participants will look at unit assessments that align with the Smarter Balanced Assessments and understand the impact of effective unit planning to align instruction to meet the assessment content and context requirements.

Participants will:

- Understand the standards and their development.
- Understand content and context requirements of unit assessments as a formative assessment tool.
- Understand how to develop ELA/Literacy and Mathematics CCSS instructional units to meet summative assessment outcomes.
- Plan and create an instructional units designed to meet needs of diverse learners in untracked classrooms.

### **CCSS—Impact on Differentiated Instruction and Delivery in ELA/Literacy and Mathematics**

This professional development will focus on the elements of effective ELA/Literacy and Math CCSS lesson design that are designed to meet the needs of all diverse learners.

Participants will:

- Understand the elements of an effective lesson that addresses all diverse learners.
- Understanding the elements of a lesson that is sequenced to include gradual release from the teacher to independent work by the student.
- Participate in a model lesson that demonstrates the elements of effective CCSS instruction, differentiation and effective instructional delivery.
- Plan and deliver effective CCSS literacy lessons that recognize the needs of diverse learners through thoughtful differentiation.

### **In-Class Coaching Support**

Following the initial delivery of the professional development sessions, EPAA will be provided with in-classroom coaching support. This coaching support is designed to support teachers in the implementation of the learned content, emphasizing the common core standards and the needs of diverse learners, covered during face-to-face sessions. There are a variety of levels that can occur during this application stage: co-planning and co-presenting by both the expert and the stakeholder, co-planning by both but presenting by the stakeholder, planning and presenting by the stakeholder as the expert observes and offers feedback and suggestions. This application stage can also be scaffolded to first focus on the content, then the process, with eventual integration of the content and process. All of this support takes places in the actual setting of implementation.

### **EAG Achievement Walk™ tool**

EAG also utilizes our Achievement Walk™ tool to provide continuous evaluation that is grounded in student achievement. Achievement Walks™ will be conducted in buildings to assess the application of learned content in school and classroom practice. This data is used to both assess application as well as to inform the quality of the professional development and to determine specific stakeholder needs.

### **FISCAL IMPACT**

\$40,000 to be funded by a grant to EPAA from the Eustace-Kwan Family Foundation.

### **RECOMMENDATION**

That the Board of Trustees approves the contract with Elevated Achievement Group, Inc. for Differentiation Instruction and Common Core State Standards for East Palo Alto Academy teachers.

9. SPECIAL RECOGNITIONS
  - a. Superintendent's Commendations
10. PUBLIC COMMENT



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

11. INFORMATION ITEMS

- a. None

12. DISCUSSION ITEMS

- a. PRESENTATION AND DISCUSSION OF THE STRATEGIC PLAN

SITUATION

Over the course of the 2014-15 school year the district has undertaken the development of a new Strategic Plan. On August 13, 2015, Pivot Learning Partners proposed a process that was approved by the Board on September 3. The duration of September was spent in five stakeholder input sessions, as well as individual sessions with Board members.

On October 7 and 21 the input received was analyzed at Strategic Planning Committee meetings, with big ideas compiled from this analysis. In addition, the Strategic Planning Committee decided to survey the community for a broader base of input. A sub-committee of the Strategic Planning Committee developed the survey, which was completed by 2,539 stakeholders in November. The Strategic Planning Committee met on December 2 to disaggregate the survey data, to compare and contrast it into the big ideas that came out of the October committee meetings. The Strategic Planning Committee then charged the sub-committee with taking the group's findings for further review and then drafting a plan. The sub-committee met on December 11 and January 15 to this end and a draft was shared with the Strategic Planning Committee. On January 22, the sub-committee met to incorporate the Strategic Planning Committee's directions.

The resulting draft was sent out to the Strategic Planning Committee, which met to review and then approved the plan on February 3. This approved draft is included with the background materials and will be presented to the Board on February 18, 2015.

Based upon the outcome of the Board discussion, the draft Strategic Plan will either be brought to the Board for adoption on March 4 or sent back to the Strategic Planning Committee with recommendations for edits/changes/additions.

- b. CONTINUATION OF BUDGET DISCUSSION FROM FEBRUARY 11, 2015, MEETING

SITUATION

At the conclusion of the February 11 Board Study Session on the 2015 budget, staff was given a directive to bring recommendations to the Board as how to best organize and align expenditures to major strategic planning themes and/or key Board priorities such as safety net/reducing the achievement gap categories.

Staff will bring recommendations to the Board for further discussion and development.

13. PUBLIC HEARING

- a. None

14. ACTION ITEMS

- a. None

Background

February 18, 2015

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE FEBRUARY 25, 2014, JOINT BOARD MEETING WITH SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE MARCH 4, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE MARCH 11, 2015, SPECIAL BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE MARCH 18, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

a. Report on Advanced Placements