

SEQUOIA UNION HIGH SCHOOL DISTRICT  
BACKGROUND INFORMATION FOR  
AGENDA ITEMS FOR 3/4/15, 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. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;  
Employee Organizations: Sequoia District Teachers Association (SDTA)
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Agency Negotiator: James Lianides; terms and conditions; APN 049-161-020
- c. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT, pursuant to  
Government Code Section 54957

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 11 and 18, 2015, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the February 11 and 18, 2015, Board meetings.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the February 11 and 18, 2015, Board meetings.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

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

- c. APPROVAL OF FIELD TRIPS (consent)

### SITUATION

#### **Carlmont High School**

10 Students Offering Support (SOS) members will travel to Los Angeles Museum of Tolerance on March 27, 2015.

250-300 students will travel to Aqua Adventures Water Park in Fremont on June 1, 2015, to participate in their Senior Picnic organized by the Associated Student Body (ASB) club.

#### **Menlo-Atherton High School**

5 Special Education students will travel to Pescadero and Santa Cruz on April 7-8, 2015. Students will go camping and practice life and social skills taught in class.

18 Girls' Varsity Lacrosse team members will travel to Palos Verdes and Santa Barbara on April 17-20, 2015, to participate in a scrimmage game against Palos Verdes High School, and team building activities directed by the University of California (UC), Santa Barbara's Girls' Lacrosse coaching staff.

20 Choir members will travel to Cabrillo College on March 20, 2015, to perform at the Santa Cruz Jazz Festival.

54 Jazz/Concert Band members will travel to Anaheim on March 27-29, 2015, to attend the World Strides Heritage Music Festival.

55 Orchestra members will travel to New York City on April 2-5, 2015. They were invited, by audition, to perform at the World Strides Heritage National Band and Orchestra Festival at Carnegie Hall.

15 students will travel to Point Reyes National Seashore on May 3-5, 2015, to participate in hiking and camping. This is a community building experience for Academy students as well as teaching outdoor skills and local ecology.

#### **Redwood High School**

35 students will travel to Point Bonita Young Mens' Christian Association (YMCA) on April 7, 2015, to work with the YMCA group there and participate in a sand crab survey.

#### **Sequoia High School**

30 Health Careers Academy seniors will travel to Rob Hill Campground in San Francisco on March 17, 2015, to take part in teambuilding activities and environmental education.

50 students will travel to Hidden Villa on March 31- April 1, 2015, to study about nutrition and farm to table.

2 Debate Team members will travel to Santa Rosa on April 10-11, 2015, to participate in a debate tournament.

8 Black Student Union (BSU) students will travel to Modesto on March 20-22, 2015, to attend the annual leadership conference hosted by the United Black Student Unions of California.

#### **Woodside High School**

10-25 students will travel to Tomales Bay on May 16-17, 2015, to participate in kayak and hiking activities to explore and study organisms of Bay Area ecology.

### 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 Carlmont High School SOS students to Los Angeles on March 27, 2015, ASB to Fremont on June 1, 2015; Menlo-Atherton Special Education students to Pescadero and Santa Cruz on April 7-8, 2015, Girls' Lacrosse to Palos Verdes and Santa Barbara on April 17-20, 2015, Choir students to Santa Cruz on March 20, 2015, Jazz/Concert Bands to Anaheim on March 27-29, 2015, Orchestra to New York on April 2-5, 2015; students to Point Reyes National Seashore on May 3-5, 2015, students to Tomales Bay on May 16-17, 2015; Redwood High School students to Point Bonita YMCA on April 7, 2015, and Sequoia High School students to San Francisco on March 17, 2015, students to Hidden Villa on March 31-April 1, 2015, Debate Team to Santa Rosa on April 10-11, 2015, and BSU members to Modesto on March 20-22, 2015.

- d. APPROVAL TO HIRE CONSULTANT FOR CONSTRUCTABILITY REVIEWS OF PHASE ONE PROJECTS (consent)

SITUATION

The new classroom building construction plans for Phase One projects are currently in development for Carlmont, Menlo-Atherton, Sequoia and Woodside high schools. Staff recommends hiring Greystone West Company to provide constructability reviews on the completed construction drawings to ensure they are suitable for bidding. Included in the background materials is the proposal from Greystone West delineating the services provided at a total cost of \$95,000. Staff believes this extra level of review is necessary to ensure that costs are kept in line with the budget.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves hiring Greystone West Company in the amount of \$95,000 to provide constructability review services for Carlmont, Menlo-Atherton, Sequoia and Woodside high schools' Phase One projects.

- e. ADOPTION OF RESOLUTION NO. 1535, DIRECTING PREPARATION OF ANNUAL REPORT FOR SUHSD MAINTENANCE ASSESSMENT DISTRICT (by roll call vote)

SITUATION

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

Proposition 218, passed in November of 1996 required a one-time balloting of property owners to continue the Maintenance Assessment District. The successful balloting in 1997 permits the District to levy an annual assessment utilizing the same steps that were used prior to 1997-98. The first step to levy an assessment for Fiscal Year 2015-16 is that the Board adopts Resolution 1535, Directing SCI Consulting Group to prepare and file an Engineer's Report with the District.

Appropriate expenditures to charge to the Maintenance Assessment District, which fit community and school facility usage, include:

- Salaries of Grounds Department personnel
- Upkeep of fields and grounds
- General landscaping
- Water and irrigation systems
- Removal of graffiti
- Repairs to tennis/basketball courts
- Lighting
- Upkeep of parking lots used by the community
- Upkeep of walkways & pathways

A tentative budget will be prepared to show what type of projects will be accomplished through the Maintenance Assessment District; items listed are for upkeep and improvements which benefit community usage of school recreational facilities.

The current benefit rates are \$11.70 for Zone A and \$8.78 for Zone B per single family equivalent within the District.

The procedure to set up the Maintenance Assessment District is detailed in the attachments. The major steps are as follows:

- (1) Direct the Engineer to prepare the Engineer's Report
- (2) Develop a preliminary budget
- (3) Receive the Engineer's Report
- (4) Preliminarily accept the Engineer's Report and set the date and time of the public hearing
- (5) Hold public hearing, accept the Engineer's Report and order the levying of assessments for upcoming fiscal year
- (6) Assessment Engineer will file the levies with the County prior to the August 10 deadline

The Board is requested to authorize the Superintendent to proceed with preparing the resolutions, legal documents, and the Engineer's Report to determine whether the assessment should be levied. The current schedule is that on May 6, 2015, the Board will consider the resolution to preliminarily accept the Engineer's Report and schedule the public hearing for June 10, 2015, at which time the Board will be requested to approve the Engineer's Report and determine whether to proceed with levying the assessment.

The background materials include a copy of Resolution No. 1535 and Exhibit A, and an agreement for services for the 2015-16 Maintenance Assessment District.

#### FISCAL IMPACT

The passage of a Maintenance Assessment District will allow continuation of the District's present program; failure to adopt a resolution ordering the continuation of the Maintenance District levies would require a reduction in the General Fund budget of approximately \$935,000 for 2015-16. The cost of the Engineer's Report would be paid for out of the General Fund if the Maintenance Assessment District levies were not approved by the Board for the coming fiscal year.

#### RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1535, Directing Preparation of the 2015-16 Engineer's Report for the SUHSD Maintenance Assessment District, and authorizing the Superintendent to enter into agreements as outlined and attached to the resolution.

- f. ADOPTION OF RESOLUTION NO. 1536, RELEASE AND NON-REEMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES (by roll call vote)

#### SITUATION

The Education Code requires the Board of Trustees to notify temporary employees who have not signed probationary contracts for next year that they will be released from employment at the end of the school year. This is a routine action that must be taken although in some cases, the employees may be rehired for another temporary year assignment, depending upon need. Included with the background materials is Resolution No. 1536, Release and Non-reemployment of Temporary Certificated Employees.

#### FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1536, Release and Non-reemployment of Temporary Certificated Employees.

- g. ADOPTION OF RESOLUTION NO. 1537, NON-REEMPLOYMENT OF PROBATIONARY CERTIFICATED EMPLOYEES (by roll call vote)

SITUATION

Education Code 44929.21 states the governing board shall notify the probationary certificated employee on or before March 15 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 employees listed (names to appear in official minutes) on Resolution No. 1537, which is included in the background materials. The governing board must take action in order for notices on non-re-election to be presented to employees on or before March 15, 2015.

FISCAL IMPACT:

None

RECOMMENDATION:

That the Board of Trustees adopts Resolution No. 1537, Non-reemployment of Probationary Certificated Employees.

- h. 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 the Superintendent to send a letter of appreciation to the donor where appropriate.

- i. ACCEPTANCE OF GRANT FROM STARTUP EDUCATION (consent)

SITUATION

The District has been awarded a grant in the amount of \$120,000 from Startup: Education, a supporting organization of Silicon Valley Community Foundation. These funds will allow for the Aspiration Advocates at Sequoia and Woodside high schools to join Menlo-Atherton High School's Aspiration Advocate as full time released staff members. The Aspiration Advocates assist the District's most at-risk freshmen in completing ninth grade on track for graduation.

Startup will fund this grant in installments. The first disbursement of \$60,000 was received after the grant agreement was signed by both parties. The second disbursement of \$60,000 will be made on September 1, 2015, upon receipt and approval of the First Interim Financial Report for 2015-16.

Startup Education requires reports on the use of the funds, as outlined in the grant agreement included with the background materials.

FISCAL IMPACT

N/A

RECOMMENDATION

That the Board of Trustees accepts the grant from Startup Education, and requests the Superintendent to send a letter of appreciation to Startup: Education.

- j. RATIFICATION OF APPROVAL OF AMENDED CONTRACT WITH INFINITE CAMPUS (consent)

SITUATION

On October 14, 2009, the Board approved the selection of Infinite Campus as the District's Student Information System. Infinite Campus requires annual licensing fees that are based on student enrollment. The license renewal is due by March 1, 2015, for the upcoming 2015-2016 school year.

FISCAL IMPACT

The license fee renewal is \$78,056, and it is funded by the unrestricted General Fund.

RECOMMENDATION

That the Board of Trustees ratifies approval of the amendment to extend the term of contract for annual licensing fees for Infinite Campus in the amount of \$78,056.

- k. ADOPTION OF RESOLUTION NO. 1540, ADOPTING BIDDER PRE-QUALIFICATION PROCESS FOR SUHSD (by roll call vote)

SITUATION

Section 20111.6 was added to the Public Contract Code as of January 1, 2014, and requires the governing board of the school district to pre-qualify contractors for construction projects that use funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds from future state school bonds for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more. Pursuant to section 20111.6, all General Contractors or mechanical, electrical, and plumbing subcontractors involved in projects of \$1,000,000 or more shall be pre-qualified prior to submitting bids.

Enclosed with the background materials is the documentation for Resolution No. 1540, adopting the process for bidder pre-qualification for the Sequoia Union High School District.

FISCAL IMPACT

A processing fee is charged to the District for each scored pre-qualification packet; all expenses related to the pre-qualification process will be paid through Measure "A" funds.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1540, Adopting Bidder Pre-qualification Process for the Sequoia Union High School District.

- l. APPROVAL OF PROPOSAL TO PROVIDE COMMISSIONING SERVICES FOR PHASE ONE CONSTRUCTION PROJECT (consent)

SITUATION

The 2013 California Energy Code, which went into effect on July 1, 2014, requires that the Commissioning Services be provided for each of the Phase 1 Classroom Building projects. Pursuant to this requirement District staff has undergone a Request for Proposals (RFP) process to select the best Commissioning Agent for the Phase One projects.

The Commissioning Agent will serve the District throughout the project as an expert reviewing design and construction work to ensure that the buildings meet the District's technical requirements. They will provide a level of expertise and review beyond that of the Design Engineers or the Inspector of Record to test and evaluate building systems to make sure they are performing as intended. The Commissioning Agent will also provide training to District Maintenance and Operations staff. Below are the steps which were taken to arrive at the recommendation of award.

On January 8, 2015, SUHSD announced the issuance of the RFQ/RFP on the District website and the San Mateo County Times. The timeline was as follows:

- Invitation to bid advertised in San Mateo County Times: January 8 and 15, 2015
- Final date for bidders to submit questions: January 19, 2015
- Clarifications issued: January 27, 2015
- Deadline for Receipt of Proposals: January 27, 2015
- Selection of Finalists: February 4, 2015
- Interviews of Finalists: February 4, 2015

Seven (7) Qualifications/Proposals were received as follows:

<b>Firm</b>	<b>Amount</b>
Glumac	\$59,550
Engineering Economics, Inc.	\$121,159
3QC Inc.	\$127,495
Enovity Inc.	\$149,952
Guttmann & Blaevoet Consulting Engineers	\$181,800
Interface Engineering	<i>(Amount not provided in proposal)</i>
Kitchell	<i>(Amount not provided in proposal)</i>

The following four (4) firms were interviewed:

- 3QC Inc.
- Enovity Inc.
- Glumac
- Guttmann & Blaevoet Consulting Engineers

After careful evaluation, the committee selected the Glumac proposal for Phase One Commissioning Services in the amount of \$59,550.

#### FISCAL IMPACT

The fee for Commissioning Services for the Phase One projects at Carlmont, Menlo-Atherton, Sequoia, and Woodside high schools is \$59,550. All funds will be paid through Measure "A" bond funds.

#### RECOMMENDATION

That the Board of Trustees approves the proposal and awards the contract for Commissioning Services for Phase One projects to Glumac for the amount of \$59,550.

#### 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. SABBATICAL LEAVE REPORT

SITUATION

Article VII, Section 12.6.3 of the collective bargaining agreement between the Sequoia District Teachers Association (SDTA) and Sequoia Union High School District (SUHSD) states: "Within sixty (60) calendar days after returning to duty following a sabbatical leave, each sabbatical recipient shall submit in writing to the Human Resources Office on district approved forms, and with appropriate support materials, evidence of completion of the program for which the leave was granted. A report to the board will be scheduled for a board meeting within the first semester of the unit member's return from Sabbatical."

Laura Larkin from Sequoia High School will present the Board with her sabbatical report pursuant to Article VII, Section 12.6.3 of the collective bargaining agreement between the SDTA and SUHSD. A copy of the report is included with the background materials.

12. DISCUSSION ITEMS

a. FINALIZATION OF ORAL INTERVIEWS AND SELECTION PROCESS FOR APPOINTMENT OF INTERIM BOARD MEMBER

SITUATION

The applications for the vacant Board seat are due by March 5. The oral interviews are scheduled for March 11 at the Special Board Meeting scheduled to begin at 5:30 p.m.

At the February 18 meeting, the Board designated Trustees Sarver and Thomsen to finalize the oral questions based on input from the remaining Board members.

All submitted applications will be forwarded to Board members after the March 5 deadline.

This item is being brought forward to allow the Board to finalize how it wishes to conduct the oral interviews and to decide upon the process it wishes to utilize to select the interim Board member upon the completion of the interviews.

b. DISCUSSION OF THE PLANNING PROCESS FOR THE SMALL SCHOOL IN MENLO PARK

SITUATION

At the Joint Board Study Session held on February 25, both the Sequoia Union High School District Board and the San Mateo County Community College District Board were in agreement that the two districts should work together in the development of the small school in Menlo Park. It was discussed that students at the school would have access to both high school and college classes.

Further discussion focused on using the Early College model and Linked Learning as the foundation from which the small school would be based. It was agreed that each Board would further discuss the possible partnership and that this would lead to a joint committee to work on the school's development. This committee would bring periodic updates back to both districts' boards for feedback and direction.

Clearly, the Sequoia Union High School District will remain the lead agency in the school's development. There is an opportunity to design a unique school with a unique instructional pedagogy drawing upon the respective strengths of both districts and participating businesses.

District staff will be presenting some ideas at the March 4 meeting to help move the discussion forward in terms of process to develop the pedagogy, instructional theme, school structures, and business partnerships.

13. PUBLIC HEARING

a. None

14. ACTION ITEMS



a. ADOPTION OF 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, 2014, 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, this input 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 and compare and contrast it to 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, 2015, 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 it was approved on February 3. On February 18, the Strategic Plan was presented to the Board for discussion. The Sub-Committee took Board direction from this discussion to prepare the document which is included with the background materials.

FISCAL IMPACT

To be determined

RECOMMENDATION

That the Board of Trustees adopts the SUHSD Strategic Plan.

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

16. ADJOURNMENT

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
- b. Update on Planning Process for Small Schools
- c. Approval of Second Interim Budget
- d. Continuation of Discussion on Strategic Planning
- e. Report on Open Enrollment