

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 4/1/15, 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)

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 MARCH 11 AND 18, 2015, BOARD MEETINGS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the March 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

15 Junior State of America (JSA) Club members will travel to Santa Clara on April 24-26, 2015, to attend the JSA Spring Conference.

East Palo Alto Academy (EPAA)

10 students will travel to Point Reyes on April 10-12, 2015, for a backpacking trip under the direction of Stanford Outdoor Outreach Program (SOOP) leaders.

10 students will travel to Muir Beach on April 18, 2015 for a day hike under the direction of SOOP leaders.

30 students will travel to Humboldt State University and Trinidad State Beach on May 6-7, 2015. This field trip request is presented for ratification to add Trinidad State Beach to the already approved Humboldt State University trip that was approved by the Board on March 18, 2015.

Menlo-Atherton High School

13 Advanced Via Individual Determination (AVID) members will travel to Santa Cruz on April 20-22, 2015, for their AVID senior trip.

13 students will travel to Fresno on April 25-28, 2015, to participate in the Future Homemakers of America-Home Economics Related Occupations (FHA-HERO), leadership meeting and State finals of competitive recognition events.

19 students will travel to California Polytechnic (Cal Poly) State University on May 3-4, 2015. Students have been completing research on a higher level physics topic with the goal of presenting their research at Cal Poly and participating in a Master Class.

Woodside High School

14-60 AVID students will travel to University of California, Santa Cruz, and the Beach Boardwalk on April 9, 2015.

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's JSA Club to Santa Clara on April 24-26, 2015; East Palo Academy students to Point Reyes on April 10-12, 2015, students to Muir Beach on April 18, 2015, students to Humboldt State University and Trinidad Beach on May 6-7, 2015; Menlo-Atherton High School AVID students to Santa Cruz on April 20-22, 2015, FHA-HERO students to Fresno on April 25-28, 2015, students to Cal Poly on May 3-4, 2015, and Woodside High School's AVID students to UC Santa Cruz and Beach Boardwalk on April 9, 2015.

- d. AUTHORIZATION TO DECLARE PROPERTY SURPLUS (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. AUTHORIZATION TO APPROVE PURCHASE OF MICROSOFT SOFTWARE LICENSES (consent)

SITUATION

The district is currently running an old version of Microsoft Office (Version 2007). The last time an update was purchased was in 2008. Given articulation agreements with local junior colleges (and the need to be in proper compliance), the district needs to purchase upgrades to Microsoft Office and Microsoft Server.

Additionally, in order to better meet the needs of our staff users, the district will be migrating from Novell file servers to Microsoft file servers. The district will be adding new servers that will run on the latest Microsoft Server software.

After evaluating the costs of leasing versus purchasing, the Technology and Information Services Department staff has determined that it is in our best interest to purchase this software; given our migration to Google Apps for Education, it is very likely that this will be the last time we purchase Microsoft software.

The cost of this purchase—for 1000 licenses of Microsoft Office 2013 (with rights to upgrade to Office 2016) as well as licensing for Microsoft Windows and servers—is \$62,093.

FISCAL IMPACT

No impact to the General Fund: all costs are reimbursed by California Microsoft Voucher funds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to approve the purchase of Microsoft Software Licenses from PC Mall Gov. in the amount of \$62,093.20.

- f. APPROVAL OF JOB DESCRIPTION OF GUIDANCE COUNSELOR (consent)

SITUATION

The proposed job description is an update of the existing job description for “Guidance Advisor” from December 1989. This updated job description reflects the re-negotiated title of the position as it appears in the current collective bargaining agreement with the Sequoia District Teachers Association.

This update was created through the collaborative efforts of the Head Guidance Counselors, Guidance Counselors, the Assistant Superintendent of Educational Services, and the Assistant Superintendent of Human Resources and Student Services.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the job description for Guidance Counselor.

- g. APPROVAL OF CTE NEW COURSE PROPOSALS: MOBILE APPS DEVELOPMENT AND DRAMA I (consent)

SITUATION

Mobile Apps Development (Sequoia High School)

Increasingly, students at Sequoia High School have indicated an interest in exploring technology fields. Current offerings in JAVA and SQL provide students the opportunity to master more advanced skills in programming and database architecture. The Mobile Apps Development elective will allow students to master the steps of designing and building applications for mobile devices such as smart phones or tablets. The course will be project based with: large and small assignments, lab-practical exams, writing, and student presentations. The course will follow a curriculum developed over the 2014-15 school year by Sequoia teachers Cameron Dodge and Victoria Mitchell. The course proposal has been presented to and approved by the Career Technical Education (CTE) Task Force, Subject Area Council, Instructional Vice Principals, and the Principals' Council.

Mobile Apps Development will fulfill the district's CTE requirement and will be submitted for the University of California (UC) "G" elective requirement. There is no pre-requisite for enrollment in the class and the course is designed to be accessible to all students interested in the field, regardless of prior knowledge or experience.

Drama I (Carlmont High School)

Staff recommends approving the proposed Drama I course as a CTE course to meet the district's graduation requirement. Drama as it is designed at Carlmont High School, leads into more advanced drama courses (Drama II, Drama III, and Drama IV). Students participating in the Drama program are better prepared to pursue a career in acting. Students get quality instruction from a Drama teacher that stays current on the latest trends in the acting world and is part of the cast in local performances.

FISCAL IMPACT

Mobile Apps Development: No fiscal impact. The development of the course and funding for two sections in 2015-16 and 2016-17, will be covered by a donation from Facebook.

Drama I: No fiscal impact. Carlmont currently offers these courses.

RECOMMENDATION

That the Board of Trustees approves the new CTE courses, Mobile Apps Development and Drama I, as presented.

- h. APPROVAL OF CONTRACT WITH BAY AREA BIOTECHNOLOGY EDUCATION CONSORTIUM (BABEC) FOR GENE CONNECTION PROGRAM (consent)

SITUATION

The Bay Area Biotechnology Education Consortium has provided services for Sequoia district science teachers for many years. Science teachers use this curriculum to offer students a hands-on, real life experience involving genetics testing. The Gene Connection Program lends schools the lab equipment and solutions and teachers rotate the use of these materials for their Gene Connection units. This unique program and partnership are very important to the ninth and tenth grade science curriculum at all sites.

FISCAL IMPACT

118 Class Sections @ \$300 ea.; totaling \$35,400; costs charged to the five school sites depending on how many class sections are needed.

RECOMMENDATION:

That the Board of Trustees approves the contract with Bay Area Biotechnology Education Consortium (BABEC) for the Gene Connection program.

- i. APPROVAL OF AMENDED AGREEMENT WITH SPENCER ASSOCIATES FOR PROFESSIONAL ARCHITECTURAL SERVICES (consent)

SITUATION

On October 8, 2014, the Board approved a master contract with Spencer Associates for design services at the district's Sequoia High School campus. Spencer Associates was hired to provide architectural services for a new ten (10) classroom building. Since that time, staff has identified two additional renovation projects at Sequoia High School that need to be completed before the beginning of the second semester of the 2015-16 academic year.

The first project is to convert an existing food services kitchen and serving window into a Culinary Arts facility (Home Economics). The estimated renovation cost is approximately \$700,000, and the cost to hire Spencer Associates to provide architectural services is \$102,800.

The second project at Sequoia High School is to convert the existing Home Economics classroom (Room 128) into a Science classroom. The estimated renovation cost is \$600,000, and the cost to hire Spencer Associates to provide architectural services is \$71,500.

Staff has prepared an amendment to the existing contract with Spencer Associates which includes these two projects within the scope of the architectural services provided. The amended agreement has been approved by legal counsel. Both proposals are included with the background materials and incorporated by reference into the amendment. The total amount authorized to be expended under the amendment is \$174,300.

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 the amended agreement with Spencer Associates for the Culinary Arts Renovation Project in the amount of \$102,800 and the Room 128 Science Conversion Project in the amount of \$71,500 at Sequoia High School.

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. UPDATE ON STRATEGIC BUDGETING

SITUATION

At the March 4, 2015, Board meeting, the Board voted to approve the SUHSD Strategic Plan. During that meeting, it was determined that to begin the implementation process of the plan, it made sense for the Board to see how current budget allocations lined up with the Strategic Plan's objectives. Included with the background materials are the plan's guiding principles and the categories of monies currently used to fund each principle. At the April 1 Board meeting, Superintendent's Staff will report on the programs, staff, supplies and corresponding funding amounts that comprise each category.

The goal will be to place the entire district General Fund budget within the various “buckets” and include a description of services, activity, and funding source(s). The document presented at the April 1 meeting will be a work in progress, subject to discussion and input, as staff further aligns the budget with the Strategic Plan and the academic Dashboard.

b. PRESENTATION OF DISTRICT’S INITIAL BARGAINING PROPOSAL TO SEQUOIA DISTRICT TEACHERS’ ASSOCIATION

SITUATION

Before the commencement of bargaining, each party is required to “sunshine” their contract proposal. In October 2014, the District and the Sequoia District Teachers' Association (SDTA) completed a total revision of their agreement, and a two-year agreement was signed with limited re-openers for 2015-16 to include salary and benefits as well as one article of each party’s choosing.

The SDTA has selected to re-open Article XII: Class Size. The SDTA’s initial bargaining proposal also includes proposed changes to the Side Letter Agreement related to East Palo Alto Academy.

The District has chosen to re-open Article VII: Leaves. The District will also propose changes to the Side Letter Agreement related to East Palo Alto Academy.

c. UPDATE ON MASTER PLANS FOR CARLMONT, SEQUOIA, AND WOODSIDE HIGH SCHOOLS

SITUATION

On October 8, 2014, Quattrocchi Kwok Architects (QKA) provided an update of the Facilities Master Planning work. Since that time, each of the three architectural firms engaged in the master planning have been working closely with their site committees to complete their Facilities Master Plans. On March 18, 2015, updates on master planning for Menlo-Atherton and Sequoia high schools were presented.

At this Board meeting, QKA will present an overview of the Facilities Master Plan and an update to the draft Master Plan for Sequoia High School. HMC Architects will present draft Master Plans for Carmont and Woodside high schools.

These Master Planning drafts are presented for Board members’ information, review and comment; and they are included with the background materials. A final Master Plan will be returned for approval at a future Board meeting.

12. DISCUSSION ITEMS

a. “SCHOOL PRINCIPLES” FOR MENLO PARK SMALL SCHOOL

SITUATION

Staff proposes the following “school principles” on which to base the development of the Menlo Park small school: Science Technology Engineering Math (STEM)-focus, linked learning, and a partnership with the community college district.

STEM-focus

The location of the small school site in Menlo Park presents great opportunity for the District to foster the development industry partnerships and collaborations. Situated within a nexus of STEM-centered companies, service providers, and research organizations in the areas of the biological sciences, computer science, multi-media art, engineering, environmental technologies, and kinesiology, the Menlo Park school has the potential to realize a linked learning approach to preparing students for both college and careers. Furthermore, in the fall of 2014, 1,333 English-speaking parents, 87 Spanish-speaking parents, 271 staff members and 848 students completed surveys asking what they would consider to be of highest interest for students for small magnet school themes. All four groups prioritized health science and medical technology. Three of the four groups prioritized computer science or digital and media arts.

The Menlo Park small school will serve primarily students residing in the southern part of the District (i.e. Redwood City, Menlo Park, and East Palo Alto); however, students residing in all parts of the District will be welcome to consider this unique educational opportunity as well. The abundance of potential industry partners will enable the school to provide individualized, personalized work-based experiences for students; the ability to differentiate learning in this context will enable the school to serve a heterogeneous population of students.

Linked Learning

Staff recommends a pedagogical approach based on the common core standards comprised of a hybrid blend of linked learning and direct interactive instruction. Two “Knowledge Briefs” from the Stanford Center for Opportunity Policy in Education (SCOPE) have been included as attachments: “Preparing 21st Century Citizens: The Role of Work-Based Learning in Linked Learning” (August 2013) and “Design Thinking: A Process for Developing and Implementing Lasting District Reform” (March 2011).

The briefs provide a summary of the elements of worked-based learning in a linked learning context, as well as an overview of a design-thinking approach to district reform and small school implementation. The design-thinking approach, if adopted by the District, will assist in the implementation of such an innovative model, in that many of the elements of an effective work-based, linked learning approach will require creative solutions, new constructs, and new policy. Some considerations, as mentioned in the “Work-Based” brief, include flexible scheduling and increased collaboration and planning time for teachers.

Partnership with Community College District

Staff also recommends a partnership with the Community College District with the goal to offer the content-specific courses that will provide students with the practical and theoretical knowledge to apply to work-based learning environments. Specifically, the Canada College “Areas of Study” listed in the Instructional Programs section of the Spring 2015 Course Catalog correlate to a number potential industry partners in the Menlo Park area. It will be necessary to partner with the Community College District in order to offer specific courses in the areas such as kinesiology, radiologic technology, nursing, engineering, environmental technology, and computer science. Without a partnership with the Community College District, it will be difficult to offer the variety of specific courses that correlate to local industry partners, as a single District teacher will not be able to provide such content-specific expertise in all of the aforementioned areas of student on a full-time basis.

Next Steps

Staff recommends the formation of a Menlo Park School Development Task Force comprised of district staff, two board members, several community college district representatives, teachers, students, and select potential industry partners. The task force will be charged with developing these “school principles” as well as exploring additional considerations, including, but not limited to, standards-based reporting, a year-round calendar, flexible scheduling, and Aspirations framework, corporate donations, and community outreach.

b. DISCUSSION OF SAN MATEO COUNTY ALL-MAIL BALLOT PILOT PROGRAM

SITUATION

On August 15, 2014, Governor Brown signed into law Assembly Bill 2028 (Mullin) authorizing the San Mateo County an all-mail ballot pilot program to conduct up to three elections wholly by mail. This program provides a unique opportunity for all jurisdictions in the County, including for SUHSD, to increase voter participation while substantially reducing the costs of conducting local elections. District voters will benefit by being able to vote by mail while still having polling places voting options on Election Day.

SUHSD will benefit because the planned election should be substantially less expensive to conduct than traditional elections, and those savings could be used to increase funding existing and new instructional programs and other initiatives.

The San Mateo County Registration and Election Division plans for the upcoming November 3, 2015, Consolidated Municipal, School and Special District Election to be the first vote by mail election under this pilot program. County jurisdictions holding elections are encouraged to participate in the all-mail ballot election on November 3, 2015. The SUHSD is scheduled to hold a Board election in November.

The San Mateo County Registration and Elections Division provided the following key points and dates regarding the implementation of the AB 2028 All-Mail Ballot Pilot Program:

- **Governing Body Resolution.** The Board of Trustees of the SUHSD by resolution, authorizes the all-mail ballot election and notifies the Chief Elections Officer and Secretary of State of its intent to conduct an all-mail ballot election at least 88 days prior to the date of the election (August 7, 2015).
- **Polling Places.** On Election Day, there will be at least one polling place in each city where voters can request and cast a ballot, if they still wish to vote in person. They can also turn in the vote-by-mail ballot at any polling place in the County on Election Day.
- **Early Ballot Drop Off.** The San Mateo County Registration and Elections Division will have ballot drop off locations in each city and voting centers beginning 28 days before the election to ensure voters have plenty of options in casting their ballot.
- **Postage.** All San Mateo County registered voters will receive a ballot in the mail along with a return envelope and prepaid postage. Thus, voters will not have to pay any costs for submitting a ballot by mail.
- **Election Cost.** Yolo County, the first county in California to conduct a vote by mail election under this pilot project, experienced a cost savings of 43%. San Mateo County is confident that participating jurisdictions will also experience substantial cost savings.

Based on data from the San Mateo County Registration and Election Division the following table shows the actual participation percentages for the two past SUHSD elections:

Election	Registered Voters	Ballot Cast	Absentee	Election Day	Early Voting
Nov. 5, 2013 - Board of Trustees	128,228	34,047 26.6	25,840 20.2%	8,036 6.3%	171 0.1%
June 3, 2014 – Bond Election	126,331	37,326 29.5%	28,454 22.5%	8,670 6.7%	202 0.2%

FISCAL IMPACT

The SUHSD funds its Board and bond elections from the operating General Fund budget. If the Board of Trustees opted to hold its future elections as all-mail elections, SUHSD could experience substantial cost savings. Assuming that the last two SUHSD elections were all-mail elections and an estimated cost savings of 30%, the following table shows the estimated savings to the District:

Election	Actual Cost to SUHSD *	40% Estimated Cost Savings
Nov. 5, 2013 - Board of Trustees	\$ 212,954	\$ 85,182
June 3, 2014 - Bond Election	\$ 191,092	\$ 76,437

* The total cost of the election is paid for by all jurisdictions on the same ballot. This amount represents the District share of the total cost of the election.

c. DISCUSSION OF POSSIBLE BOARD RETREAT

SITUATION

At the last Board meeting under the topic of future agenda items, the possibility of a Board Retreat was discussed given the recent appointment of Board Member, Laura Martinez. This item is being brought forward for further discussion as to whether a Board Retreat should be planned, what should be the agenda of such a meeting, and what would be a possible date.

In planning for the April 1 Board meeting, the Board President and Superintendent explored a possible agenda for a Board Retreat. It would consist of a discussion of governance relating to the role of the Board which would then transition into a discussion of the implementation plan for the newly adopted district strategic plan. Staff will present its ideas as to the major topics to be addressed in the implementation plan and the proposed format of the plan. This would present an opportunity for Board input and direction prior to this task commencing.

13. PUBLIC HEARING

SITUATION

- a. PUBLIC HEARING ON SDTA INITIAL BARGAINING PROPOSAL TO SUHSD FOR 2015-16

SITUATION

Before the commencement of bargaining, each party is required to “sunshine” its initial contract proposal and a public hearing is held. The public hearing offers an opportunity for the Board to hear comments on the initial bargaining proposal put forward by the Sequoia District Teachers Association.

14. ACTION ITEM

- a. PRESENTATION AND CONSIDERATION OF APPROVAL OF THE WASC/SPSA SITE PLAN FOR REDWOOD HIGH SCHOOL

SITUATION

This item is on the agenda to provide an opportunity for Redwood High School staff and students to report on programs and activities at the school that are aligned to the district’s Vision and Long-term Goals. Principal Miguel Rodriguez will lead the presentation.

The Western Association of Schools and Colleges/Single Plan for Student Achievement (WASC/SPSA) is posted on the district’s website (www.seq.org), and it will be cross-referenced in other sections to help ensure visitors can find it easily. There is a hard copy available at 480 James Avenue, Redwood City, in the Educational Services office for those who are unable to access the electronic version.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the WASC/SPSA Report for Redwood High School.

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE APRIL 15, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Report on Advanced Placements