

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR MAY 6, 2015, 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, pursuant to Education Code Section 54957
- d. PUBLIC EMPLOYEE APPOINTMENT—PRINCIPAL OF EAST PALO ALTO ACADEMY

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 APRIL 15, 2015, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the April 15, 2015, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the April 15, 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

Carlmont High School

7 Golf team members will travel to Carmel on May 5-6, 2015, to participate in the Central Coast Section (CCS) Golf Regional Championships. This field trip request is presented for ratification.

7 Golf team members will travel to Carmel on May 11-12, 2015, to continue participation in the CCS Golf Regional Championships if they do well at the May 5-6, tournament.

East Palo Alto Academy (EPAA)

15 Advisory students will travel to Ocean Beach on May 14, 2015. This is their last trip of the year before the students receive new advisors.

10 students will travel to Yosemite National Park on May 15-17, 2015, to participate in a car camping and backpacking trip with the Stanford Outdoor Outreach Program (SOOP).

10 students will travel to Lake Tahoe on May 22-24, 2015, to participate in a car camping and backpacking trip with SOOP.

Menlo-Atherton High School

20 Choir/Guitar students will travel to San Francisco and Auburn on May 22-24, 2015. Students will perform at a Veteran's organization event on Memorial Day, as well as camp and river raft on the American River.

Woodside High School

12 Special Education students will travel to Foster City on May 14, 2015, to participate in kayaking.

12 Special Education students will travel to Mount Hermon on May 19, 2015, to explore team building skills in a hands-on physically challenging environment.

8 Career Technical Education (CTE) students will travel to Mexico on July 2-8, 2015. The students will install a water filtration device at a rehabilitation center for disabled children and adults.

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 ratifies the field trip request for Carlmont High School's Golf team to go to Carmel on May 5-6, 2015; That the Board of Trustees approves the field trip requests for Carlmont High School's Golf team to travel to Carmel on May 11-12, 2015; EPAA Advisory students to Ocean Beach on May 14, 2015, Yosemite National Park on May 15-17, 2015, students to Lake Tahoe on May 22-24, 2015; Menlo-Atherton High School's students to San Francisco and Auburn on May 22-24, 2015; Woodside High School's Special Education students to Foster City on May 14, 2015, Special Education students to Mount Hermon on May 19, 2015, and CTE students to Mexico on July 2-8, 2015.

- d. APPROVAL OF SUMMER READING TEXTBOOKS FOR ALL SITES (consent)

SITUATION

Each spring all comprehensive sites in the Sequoia district assign Summer Reading to all students in mainstream English and above. Sites provide some copies of each of the titles through their book rooms and libraries and provide students with a list of other local resources through which they can borrow or purchase the books. At the start of the school year, students are assessed on their reading and assignments about the titles are integrated into class curriculum.

Some sites have begun to use a process called “The Big Read” in which all students in the school read the same book, and school-wide events, discussions and assignments become part of the school’s community building at the start of the school year. Other schools have only grade and course specific titles. Most offer students choices in the textbooks they read and provide students and parents with a rationale for the Summer Reading assignment.

Summer Reading lists from each site are included with the background materials. Titles new this year that have not been approved by the Board of Trustees are highlighted in yellow.

FISCAL IMPACT

Sites assume fiscal responsibility

RECOMMENDATION

That the Board of Trustees approves the summer reading textbooks for all sites.

e. **APPROVAL OF CYBER HIGH CONTRACTS (consent)**

SITUATION

Cyber High is an online credit recovery program that the district has made available to students for the past five years. First used for migrant students, the product’s visuals and clear instruction cause the district to expand student use to non-migrant students. Cyber High is a University of California “a-g” approved program. Cyber High will be available for all of the district’s students.

FISCAL IMPACT

\$56,355 from the General Fund budget.

RECOMMENDATION

That the Board of Trustees approves the contract for Cyber High licenses and services.

f. **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.

g. **AUTHORIZATION TO AWARD BID FOR UNINTERRUPTABLE POWER SUPPLY EQUIPMENT (consent)**

SITUATION

On March 30, and April 6, 2015, the district advertised for bids for Uninterruptable Power Supply Equipment. This equipment is needed to replace out-dated existing equipment, and to protect the district’s ongoing investment in its network infrastructure.

Eight bids were received on April 15, 2015.

Vendor	Total Cost
OM Office	\$164,999.00
GovConnection	\$169,741.16
Accu-Tech	\$179,053.45
CDW-G	\$181,866.13
Rexell	\$183,805.00
PCM-G	\$190,689.00
Graybar	\$209,402.89
GovConnection	\$224,494.44

OM Office provided the lowest qualified bid, at a cost of \$164,999.00 (plus tax).

FISCAL IMPACT

No impact to General Fund; all costs to be paid by Fund 21, Measure “A” funds

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to award the bid for Uninterruptable Power Supply Equipment to OM Office at the low bid price of \$164,999.

- h. AUTHORIZATION TO FILE NOTICE OF COMPLETION (consent)

SITUATION

On April 30, 2014, the Board approved awarding the bid to Gonsalvez and Stronck to construct a Bus Wash and Fueling System at the new Transportation and Maintenance facility located at 1061 Douglas Avenue, in Redwood City. The work on this project is now complete, and it is necessary to file a Notice of Completion.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file a Notice of Completion for Gonsalvez and Stronck to construct the Bus Wash and Fueling System project at the new Transportation and Maintenance facility at 1061 Douglas Avenue in Redwood City.

- i. APPROVAL OF DESIGNATION OF 2015-16 CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF) REPRESENTATIVES TO THE LEAGUE (consent)

SITUATION

Every year the California Interscholastic Federation (CIF) is required to obtain names of league representatives to every league in the state and to make certain that the league representatives are designated by the school district governing boards. It is a legal requirement that league representatives be so designated.

The Education Code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues, Education Code 33353 (a) (1). Included with the background materials are the CIF Ratification of Reps Forms for 2015-16.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees designates, the principals, vice-principals, and athletic directors at Carlmont, Menlo-Atherton, Sequoia, and Woodside high schools as its representatives to the California Interscholastic Federation for 2015-16.

- j. APPROVAL OF INSTALLATION OF GYMNASIUM BLEACHERS AT CARLMONT HIGH SCHOOL (consent)

SITUATION

The Carlmont Scott's Gymnasium bleacher system is over 50 years old and needs to be replaced. The condition of the existing bleacher system required numerous repairs over the years, is damaging the floor, and is becoming unsafe. Given these conditions staff has purchased a new state-of-the-art bleacher system and recommends hiring First Service to remove the old bleachers and install the new bleachers. The cost for this installation is \$40,137.

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 First Service in the amount of \$40,137 to remove the old bleachers and install a new bleacher system in the Gymnasium at Carlmont 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 SMARTER BALANCE ASSESSMENT CONSORTIUM

SITUATION

Smarter Balanced Assessment Consortium (SBAC) online testing began on Wednesday, April 8 and continues through the last day of school, Thursday, June 4, 2015. There are four required tests: English Computer Adaptive Test (CAT), English Performance Task (PT), Math CAT, and Math PT. Thus far, over 80 percent of SUHSD students have completed each of the four tests. Schools are currently in the process of ensuring the other 20 percent of our students have the opportunity to complete the full battery of assessments as well.

Test Administrator Preparation

SBAC calls test proctors, Test Administrators (TAs). Over 240 TAs were trained throughout the district. Test Administrators at each school site were trained to create a test Session ID, approve students as they log in to the SBAC browser, pause/end a test session, and monitor students' progress. By the end of the training, all TAs felt confident that they could administer the exam.

Technology Infrastructure

The Technology Department did an excellent job preparing schools to handle the wireless and hardware requirements for SBAC testing. Five of our schools were able to administer the SBAC tests simultaneously without any wireless issues.

The majority of SUHSD students took the SBAC tests on Chromebooks. The Chromebook display was clear and the font was large enough for students to read passages without any difficulty. The keyboard and touchpad were sufficient for students to type and navigate easily through the test.

Student Preparation

The hope for 2014-15 was that SUHSD would implement the State's online Interim Assessments (IAs) last fall. However, the IAs were not released until the last week in February of 2015. With the delayed release, school site staff coordinated efforts to expose all 11th grade students to a practice version of the SBAC tests. IAs will be implemented for all students in 2015-16.

Parent and Student Communication

All 11th-grade families were notified twice about Smarter Balanced testing occurring in April. One communiqué explained the basics surrounding SBAC testing and the other was a letter from the State Superintendent Tom Torlakson explaining the connection between SBAC testing and the California State University/Community College's Early Assessment Program. Individual schools also sent notifications of their testing schedules well in advance of their testing dates. The district also had information posted on the SUHSD website for both staff and families.

b. PRESENTATION OF QUAGLIA INSTITUTE OF STUDENT ASPIRATIONS

SITUATION

Dr. Russ Quaglia, founder of the Quaglia Institute of Student Aspirations (QISA), Dr. Mickey Corso, Chief Academic Officer of QISA, and Dr. Brian Connelly, QISA Senior Field Specialist, will present an overview of the Aspirations Framework, its current work at Woodside High School, as well as its work with the Aspirations Advocates program in the District. The presentation will include observations, assessments, and plans for the Aspiration Program for the 2015-16 school year, as well as an overview of the research plans intended to be generated from the program.

12. DISCUSSION ITEMS

a. DISCUSSION OF PROPOSED ACADEMIC INTEGRITY POLICY

SITUATION

Over the course of the 2014-15 school year, Superintendent's Staff has worked with constituents to develop a districtwide Academic Integrity Policy. The work commenced in the fall with Instructional Vice Principals looking collectively at each of the comprehensive high school's current policies. A sub-committee took the input from this discussion and drafted a proposal for Instructional Vice Principals and Principals to consider. After receiving feedback from both bodies, an attorney looked at the proposal and recommended changes were made. The policy went back to the Principals for consideration, and then back to the attorney for further review.

The proposal then was presented to Site Councils at all four comprehensive high schools, requesting input from the certificated staff, classified staff, parents and students who comprise these bodies. This input was reviewed by the Superintendent's Cabinet, and an updated draft was sent to legal counsel where additional recommended changes were made. The resulting policy was then taken back to Principal's Council and approved on April 28, 2015.

Included with the background materials is the proposed Academic Integrity Policy.

b. UPDATE ON STRATEGIC BUDGETING AND INPUT INTO 2015-16 BUDGET DEVELOPMENT

SITUATION

At the Board meeting on April 1, 2015, staff presented an initial report on how current budget allocations lined up with the district's newly-adopted Strategic Plan objectives. During the presentation, expenditures that needed further detail were identified, and staff has drilled down further on the specifics of the programs, staffing, supplies, and corresponding funding amounts that comprise each category. This update will be presented to the Board on May 6, and there will be opportunity to provide final input concerning the 2015-16 budgeting process.

13. PUBLIC HEARING

- a. None

14. ACTION ITEMS

- a. ADOPTION OF RESOLUTION NO. 1546, MAINTENANCE ASSESSMENT DISTRICT ENGINEER'S REPORT (by roll call vote)

SITUATION

On March 4, 2015, the Board of Trustees adopted Resolution No. 1535, initiating proceedings for the continuation of the Sequoia Union High School District Maintenance District in accordance with Section 22565 of the California Streets and Highways Code.

The engineering firm of SCI Consulting Group has prepared a report evaluating all parcels within the Sequoia Union High School District boundaries to determine the number of assessable parcels. The actual amount collected will change depending on the number of living units added or deleted since the count was taken last year. Exempt parcels are specifically listed in the Engineer's Report and include such parcels as vacant land, unimproved sites, churches, government, schools, hospitals, rest homes, community centers, etc.

The amount assessed will not change from the 2014-15 rate. The total amount generated by the Maintenance Assessment District will be approximately \$935,675 for the 2015-16 budget year. Staff recommends the adoption of Resolution No. 1511, which includes the following:

- Acceptance of the Engineer's Report including:
 - (1) Estimate of assessment
 - (2) Estimate of costs for the 2015-16 Maintenance Assessment District
 - (3) Method of assessment
 - (4) Assessment roll
- Designates that the public hearing will be held on June 10, 2015, 5:30 p.m., at the Sequoia Union High School District Office.
- Notice the public hearing by publishing a copy of this resolution once at least ten days prior to the hearing date as specified above.

At the June 10, 2015, meeting, the Board will hold a public hearing and then take action on continuing the Maintenance Assessment District for 2015-16. Upon adoption, the County Controller's Office will be

provided the necessary parcel and assessment data to appear on the property owners' regular tax bills received in the fall. Enclosed with the background materials are Resolution No. 1546, and the Engineer's Report.

FISCAL IMPACT

Approximately \$935,675 in revenue will be received from the Maintenance Assessment District. This will partially offset General Fund expenditures used in the upkeep of the District's outdoor facilities. However, the County administrative charge will reduce our available funds by approximately \$46,784.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1546, of Intention to Levy Assessments for Fiscal Year 2015-16, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Sequoia Union High School District Maintenance Assessment District.

- b. ADOPTION OF RESOLUTION NO. 1547, ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (TRAN) FOR 2015-16 (by roll call vote)

SITUATION

The Sequoia Union High School District receives most of its revenue through local property taxes. Most of this revenue is received by the District in two installments (December and April). Given that District expenses accrue regularly throughout the year, the District is in need of short term financing to meet cash flow needs. The District utilizes Oakwood Public Finance, Inc., financial advisors, to process the District's Tax and Revenue Anticipation Notes.

Through the cost effective pooled structure of the Cash Reserve Program, the District will be able to issue a Tax and Revenue Anticipation Note. An overview of this cash management concept and the program is provided below:

Tax and Revenue Anticipation Notes (TRAN): TRAN are short-term debt instruments issued by school districts throughout the State to create an additional reserve to the General Fund. In SUHSD this reserve will act as a cushion to the General Fund in the event of temporary cash flow needs. Cash flow needs may occur as a result of the timing mismatch between the receipt of revenues (generally received in an uneven fashion) and the expenditure of General Fund monies (generally paid out in a more level fashion).

TRAN Economics: Through participation in the program, the District will issue a one-year tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a non-taxable **or taxable** investment. This results in a positive spread between the borrowing rate and the investment return on the TRAN proceeds. Many districts that issue TRAN provide funding for their temporary cash flow needs, if any, and earn a profit on the financing even after the costs of issuance are deducted.

Cash Reserve Program Process: The Cash Reserve Program involves the following key steps in order to participate:

- (1) ***Pricing:*** The pricing of the issue will occur in early June. At that time the interest rate on the notes will be locked in.
- (2) ***Closing:*** Closing of the issue will occur in early July. The District will have access to the proceeds of the TRAN available to meet its temporary cash flow requirements, as needed, throughout the fiscal year.

The two-step process that must now be taken to proceed with the issuance is as follows:

- (1) The Board of Trustees adopts Resolution No. 1547, a resolution authorizing issuance of a note, delegating to the Superintendent authority to enter into the final note sale depending upon the terms of the transaction. The resolution is enclosed with the background materials.

- (2) Final terms of the transaction are presented to the Superintendent, and final commitment is given to participate.

FISCAL IMPACT

The issuance of a TRAN saves the District interest expense as it borrows funds to cover expenses until tax receipts are received. In a worst case scenario, the TRAN will have a net zero impact. At best, a small amount of additional interest will be added to the General Fund.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1547, authorizing the borrowing of funds for Fiscal Year 2015-16, and the issuance and sale of a 2015-16 Tax and Revenue Anticipation Note.

- c. ADOPTION OF RESOLUTION NO. 1548, YEAR-END BUDGET TRANSFER FOR 2014-15 (by roll call vote)

SITUATION

Each year it is necessary for the Board of Trustees to adopt a year-end budget transfer resolution in order for the County to process warrants without delay. The following recommendation was received from the County.

Education Code Sections 42601 and 85201 now require all districts to specifically identify the necessary budget transfers and request the County Superintendent to make those transfers. This will ensure that governing boards are fully aware of the transfers being made at year end. If such an over-expenditure should occur, and the County Office of the County Superintendent of Schools did not have such an authorization, it would be necessary to hold warrants until the Board of Education approved a transfer.

Resolution No. 1548 is enclosed with the background materials.

FISCAL IMPACT

No fiscal impact is known at this time; required transfers will be reported to the Board.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1548, for budgetary increases and transfers at year end, fiscal year 2014-15.

- d. PRESENTATION AND CONSIDERATION OF APPROVAL OF THE WASC/SPSA SITE PLAN FOR MENLO-ATHERTON HIGH SCHOOL

SITUATION

This item is on the agenda to provide an opportunity for Menlo-Atherton 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. Co-principals Simone Rick-Kennel and Matthew Zito 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 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 Site Plan for Menlo-Atherton High School.

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE MAY 20, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Presentation and Consideration of Approval of the WASC/SPSA Site Plan for Carlmont High School
- b. Report from the Redwood Implementation Task Force
- c. Report on Special Education
- d. Report from Summit Preparatory Charter High School

POSSIBLE AGENDA ITEMS FOR THE MAY 27, 2015, BOARD RETREAT, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

POSSIBLE AGENDA ITEMS FOR THE JUNE 10, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Presentation and Consideration of Approval of the WASC/SPSA Site Plan for Woodside High School
- b. Public Hearing on Local Control Accountability Plan
- c. Public Hearing on Proposed Budget for 2015-16
- d. Presentation on Sequoia Parent Education Program for 2014-15

POSSIBLE AGENDA ITEMS FOR THE JUNE 24, 2015, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Approval of Local Control Accountability Plan 2015-16
- b. Adoption of Official Budget for 2015-16
- c. Report on Professional Development