

Approved Revised Minutes of Regular Meeting of the Board of Trustees  
Sequoia Union High School District  
Wednesday, May 20, 2015

Call to Order	The regular meeting of the Sequoia Union High School District Board of Trustees was called to order by President Weiner at 4:34 p.m., on Wednesday, May 20, 2015, in the Birch Conference Room at 480 James Avenue, in Redwood City, California.																											
Recess to Closed Session	The Board of Trustees recessed to Closed Session at 4:35 p.m. to:  a. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS  b. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides; Employee Organizations: Sequoia District Teachers Association (SDTA), American Federation of State, County and Municipal Employees (ASCME)  c. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, pursuant to Education Code Section 54957																											
Reception for Retirees	Retirees and their special guests visited with Board and staff members. The retirees for 2014-15 included: <table><tr><td>Marcia Blondel</td><td>Pamela Cote</td><td>Andy Frederick</td><td>Betty Neil</td></tr><tr><td>Zaida Bowers</td><td>Howard Cotter</td><td>Anne Frost</td><td>Don Parry</td></tr><tr><td>Jeremiah Brodkey</td><td>Esperanza Del Rosario</td><td>Frances Huber</td><td>Glenal Pruitt-Johnson</td></tr><tr><td>Sarah Cane</td><td>Helen Elwood</td><td>Alice Kleeman</td><td>Parvin Rezvani</td></tr><tr><td>Patricia Clay</td><td>Katharine Finlay</td><td>Mona Klein</td><td>Adan Sanchez</td></tr><tr><td></td><td></td><td></td><td>Kip Tircuit</td></tr></table>				Marcia Blondel	Pamela Cote	Andy Frederick	Betty Neil	Zaida Bowers	Howard Cotter	Anne Frost	Don Parry	Jeremiah Brodkey	Esperanza Del Rosario	Frances Huber	Glenal Pruitt-Johnson	Sarah Cane	Helen Elwood	Alice Kleeman	Parvin Rezvani	Patricia Clay	Katharine Finlay	Mona Klein	Adan Sanchez				Kip Tircuit
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Opened Public Session 5:35 p.m.	President Weiner opened the Public Session of the regular meeting at 5:35 p.m. in Birch Conference Room at 480 James Avenue, Redwood City, California.																											
Roll Call	<b>Present:</b> Amanda Breslauer, Student Trustee Carrie Du Bois Alan Sarver Chris Thomsen Allen Weiner		<b>Absent</b> Laura Martinez																									
Pledge of Allegiance	Student Trustee Amanda Breslauer led the Board of Trustees and audience in the Pledge of Allegiance.																											
Invitation to the Audience	President Weiner welcomed the audience and explained that the Consent Calendar consisted of routine or previously discussed items to be considered as a unit and voted upon by roll call vote. He explained the Public Comment section of the agenda was for permitting members of the audience to make presentations about items not on the agenda.																											
Approval of the Agenda	On a motion by Trustee Thomsen, seconded by Trustee Sarver, the Board of Trustees approved the Agenda as amended.																											
Report out on Closed Session	President Weiner said the Board took action in Closed Session to unanimously approve, by a vote of four in favor, Trustees Du Bois, Sarver, Thomsen, and Weiner, with zero against, and Trustee Martinez was absent, to expel students numbered 2014-15-32, 2014-15-33, 2014-15-34, and 2014-15-35 (names to appear in official minutes)—expel for the spring 2014-2015 semester and the fall 2015-16 semester and established December 15, 2015, as the date the students may apply for readmission.																											
Approval of Consent Calendar	On a motion by Trustee Thomsen, seconded by Trustee Sarver, the Board of Trustees approved the Consent Calendar. Voting “yes,”— Student Trustee Breslauer; Trustees Du Bois, Sarver, Thomsen, and Weiner; voting “no”—none, and absent—Trustee Martinez.																											
Approval of Minutes for 5/6/15, Board Meeting	On a motion on the Consent Calendar, the Board of Trustees approved the amended minutes for the May 6, 2015, Board meeting.																											
Approval of Personnel Recommendations	On a motion on the Consent Calendar, the Board of Trustees approved the Personnel Recommendations and the Addenda as indicated.																											

Approval of Field Trips	On a motion on the Consent Calendar, the Board of Trustees approved the field trip requests for Carlmont High School's Track and Field team to Fresno on June 5-7, 2015; Redwood High School's Independent Study students to Alcatraz on May 29, 2015; CTE students to Mexico on July 2-8, 2015. That the Board of Trustees ratifies the field trip request of East Palo Alto Academy students to Henry Coe State Park on May 15-17, 2015.
Approval of Construction Bids	On a motion on the Consent Calendar, the Board of Trustees approved the bid for the Transportation and Maintenance facility flooring project to R.E. Cuddie Company in the amount of \$61,675, and approved the Sequoia High School Increment One project, relocating modular classrooms and making site improvements to Sausal Corporation for the base bid and additive alternate in the amount of \$2,931,800.
Approval of Maintenance Bid	On a motion on the Consent Calendar, the Board of Trustees approved the bid received from B.T. Mancini in the amount of \$122,396 for the district-wide flooring replacement project, and the bid received from Andy's Roofing in the amount of \$391,500 for the Roof Replacement project at Summit Preparatory High School, 890 Broadway, in Redwood City.
Auth. to Hire Consultant for Project Management Services for Measure "A" Bond Projects	On a motion on the Consent Calendar, the Board of Trustees authorized the Superintendent to hire Allan France as an independent contractor to provide project management services to the district for Measure "A" bond projects in an amount not to exceed \$45,000.
Authorization to Declare Surplus Property	On a motion on the Consent Calendar, the Board of Trustees declared the listed items as surplus property, obsolete and unsuitable for use, and authorized the Superintendent to dispose of these surplus items in accordance with Education Code provisions.
Approval of Warrants	On a motion on the Consent Calendar, the Board of Trustees approved the Warrants for April 2015, totaling \$3,769,948.49.
Acceptance of Monthly Financial Reports	On a motion on the Consent Calendar, the Board of Trustees accepted the Monthly Financial Reports for April 2015.
Acceptance of Gifts	On a motion on the Consent Calendar, the Board of Trustees accepted the gifts and requested the Superintendent to send letters of appreciation to the donor where appropriate.
Approval of Bid to Upgrade Video Camera Equipment	On a motion on the Consent Calendar, the Board of Trustees approved the bid received from Ojo Technology for Video Camera Equipment at the low bid cost of \$52,251 plus tax.
Approval of New Textbook Proposal	On a motion on the Consent Calendar, the Board of Trustees approved the New Textbook, <i>A Thousand Splendid Suns</i> , by Khaled Hosseini.
Approval of New Book Pre-pilot Evaluation, <i>America's History</i>	On a motion on the Consent Calendar, the Board of Trustees approved the New Book Pre-pilot Evaluation, <i>America's History</i> , eighth edition.
Superintendent's Commendations	<p>Superintendent Lianides recognized Student Trustee Amanda Breslauer, for playing an important role in contributing the student voice to all we do. He thanked her for the leadership on the Student Advisory Council this year.</p> <p>Trustee Sarver complimented Ms. Breslauer on the outstanding job she did in researching the broader student perspective.</p> <p>Trustee Du Bois noted that Student Trustee Breslauer had a strong leadership style.</p> <p>Trustee Thomsen wished Ms. Breslauer much future success.</p> <p>Superintendent Lianides introduced and welcomed Abby Hartzell, who will be the new Student Trustee for 2015-16.</p> <p>Dr. Lianides also introduced Gregg Patner, the new Administrative Vice Principal at Carlmont High School.</p>

Public Comment	Madeleine Kane, Redwood City 2020 Coordinator of Community Engagement, presented an award from <i>Redwood City Together</i> to the Sequoia High School Dream Club. Ms. Kane noted that the Dream Club was formed in 2008, demonstrating youth development practices, and raising over \$15,000 on behalf of undocumented youth. Members of the Dream Club accepting the award were Samuel Medrano, Karoline Seto, and Alondra Soto.
Correspondence	None
Update on Special Education	<p>Director of Special Education Deborah Toups reported that the number of special education students in the district is 12 percent, down from 12.3 percent two years ago; she reported on the number of Special Education students at each site.</p> <p>Karen Breslow, Program Coordinator of San Mateo County Special Education Local Plan Area (SELPA), reported on a training collaboration forum with Sequoia district next year. She advised that the district has taken a leadership role in developing an educationally-based mental health model called Successful Transition Achieved with Responsive Support (STARS). The program provides mental health support services directly in the classroom at each of the comprehensive high school sites, and it is a model for other districts setting up mental health programs for students on Individual Education Plans (IEPs). Mrs. Breslow said there is also a plan under development that has a proven record of decreasing the amount of litigation districts experience.</p> <p>Sequoia High School English teacher David Brand reported positive results when co-teaching special education students in a mainstream classroom. Sequoia High School Math Co-teacher Jim Karditzas reported on the challenges of math instructors teaching students to read and working on grade-level standards. Sequoia High School teacher Dy Nguyen said she co-taught with Jonathan Hoffman and noted that students get better grades when they have two teachers in a positive inclusive classroom environment.</p> <p>In response to questions posed by President Weiner, Sequoia English Teacher Jonathan Hoffman reported the special education training has broadened expectations for all students and has changed instruction.</p> <p><i>(Student Trustee Amanda Breslauer left the meeting at 6:33 p.m.)</i></p> <p>Additional staff reporting included Brenda Bachechi and Richard Weigelt. Graduating Senior Luis Vargas reported on his accomplishments while enrolled in the STARS program at Carlmont.</p> <p>Program Specialist Claire Chandler reported on the Independent Living Skills (ILS) program. Woodside teacher Melissa Smilgys described the focus on functional academics. A video was shown exemplifying Unique Learning Systems. Adapted Physical Education Teacher and Kent Award recipient Jim Bell presented photos of students kayaking and playing hockey.</p> <p>Transition Resources for Adult Community Education (TRACE) Instructor Paulo Lopez reported the program is for students between 18-22 years of age who create micro businesses and donate a portion of profit back into the community. Students also volunteer at the local food bank. Graduating Student Garav Rai reported on his successes at TRACE.</p> <p>Orthopedically-Impaired Specialist Marie Favro described the Assistive Technology equivalency of books and paper, the instruction combines low and high technology to help students gain independence.</p> <p>Dr. Toups reviewed staffing and budget data; she noted recent accomplishments.</p> <p>Sequoia District Teachers Association (SDTA) President Edith Salvatore said last year a transition advisory board worked to streamline Special Education, and she thanked Assistant Superintendent David Reilly for managing these meetings. She noted that tonight the Board had heard from the best co-teaching pairs in the district and advised that some of our General Education teachers have not been as receptive. Special Education teachers are provided with case management periods but General Education teachers have only two preparatory periods. We are seeing students in co-teaching classes who do not have support in science and social studies; some students are doing well</p>

in co-teaching classes and some are not doing well. We want a model that serves the students who are not doing well.

Trustee Thomsen said he wants assurance that there are enough resources. He has observed the level of commitment of staff and recognizes how difficult it is to continuously improve services.

Trustee Du Bois suggested that Special Education staff report more frequently to the Board.

President Weiner noted that three years ago we moved to the co-teaching model because it was a better way to educate our students. He wanted to know if we are moving in the right direction.

Dr. Toups said Special Day Class teachers were working in isolation; they are now included and learning up-dated practices and creating positive movement forward.

Trustee Thomsen said we support improvement; patience is needed and was not certain that three years was enough time to make a determination.

Report from Summit Prep.  
Charter High School

Summit Preparatory Charter High School Executive Director Penelope Pak said the school's mission is to prepare a diverse student body for completing a four-year college education program. She presented a list of skills employers are looking for and a next generation instruction model providing students with content knowledge, real life experiences, and cultivating habits of success. Summit practices project-based learning; students set their own goals, plan their day; and each student has a personal learning plan. Ms. Pak reviewed demographic data and noted 99 percent of seniors have been accepted at four-year universities.

Trustee Du Bois noted the learning model does not work for some students; she asked about a concern that students are spending too much time at the computer.

Trustee Thomsen suggested a template be developed from which charter schools would present standardized data to the SUHSD Board. Executive Director Penelope Pak said current enrollment is 388 students, and staff will be admitting a larger freshmen class in the fall to bring the school enrollment up to 400. Trustee Thomsen suggested holding a common enrollment day. Superintendent Lianides noted that a plan for working together would bring good results.

Executive Direct Pak advised that Summit staff is fulfilling its charter obligation, and that the number one concern is the students.

Presentation of Draft EIR for  
M-A Facilities Master Plan

Consultant Chris Dugan, of MIG/TRA Environmental Sciences, reported that the Facilities Master Plan was released on May 6, 2015. Under the California Environmental Quality Act (CEQA), and district staff is presenting a draft Environmental Impact Report (EIR) for Menlo-Atherton High School. Mr. Dugan described the location of the project on the M-A campus and the effects of the project on the current environment. He reported that the campus will have an increased capacity of 90,000 square feet, resulting in new classrooms in a new, two-story building. Starting this summer the project will be implemented in phases over a five-year period.

Mr. Dugan reported the most significant effects would occur temporarily such as potential noise, traffic, and aesthetics (lights and glare). The benefit of the project would be to reduce the potential of classroom overcrowding. Chris Dugan described the five-step CEQA process and noted the district was in the middle of Step Two. He said there are three ways for the public to provide comment: oral, written or e-mail; and they are due by June 22, 2015.

Rod Derbyshire, resident of Menlo Oaks Drive, observed that the EIR does not include roads located in the County of San Mateo and ignores the county, town, and city limit lines. In particular, he is concerned about the intersection of Arlington and Ringwood.

Mary Ann Carmack, resident of Menlo Oaks Drive, said she has noted increased school traffic that includes speeding vehicles. A solution would be to have a safe on-campus student drop-off and pick-up area.

Remona Murray, resident living on Arlington Way and representing Menlo Oaks, proposed removing the bicycles, pedestrians, and buses at Arlington and Oak Grove; and then moving the bus stop on Ringwood to the “No Parking” side of the street.

Joan Dove, resident living on Oak Grove, said she is concerned about the report and there are noise issues on Oak Grove.

Anne Kortlander, resident in Menlo Oaks, noted another intersection not included in the EIR is Coleman and Ringwood, which is critical from a safety perspective for elementary school students. She suggested staggering release of the last period of class at M-A to avoid conflict at that intersection. She noted that overflow parking at M-A is spreading into Menlo Oaks and out onto Coleman; and Ms. Kortlander suggested including more parking in the master plan for M-A.

Trustee Sarver asked about specific sections of the EIR. He suggested that in regard to traffic: encouraging carpools at all campuses; publicizing riding bicycles to school, and bringing traffic/parking issues to the various agencies in the area. Trustee Sarver noted that creating the small school in Menlo Park will also impact the population coming to M-A, which should be reflected in the EIR. He also suggested putting up a temporary orange fence for a visual impact of the sight lines of the proposed new building on campus. In regard to lighting, he proposed installing low level security lights on fences that are directed back onto the campus.

In response to a question posed by Trustee Thomsen, Consultant Dugan advised that the report does include the tennis court modification however this is a “program” EIR, which is a more broad analysis of the project.

President Weiner noted that the Board will be asked to approve this EIR **if it determines that the benefits of moving forward with this project outweigh the environmental impacts. He noted that the long-term environmental impacts associated with traffic are not really a result of this project, as such, but of the increase in enrollment at M-A, which will occur whether or not we proceed with the proposed project.**

#### Update on San Mateo County Investment Pool

Assistant Superintendent Enrique Navas reported that the district earned less than one percent in the last quarter. In response to a question posed by President Weiner, Mr. Navas advised that the district was indeed reducing its risk.

#### Report on May Revision of 2015-16 State Budget

Assistant Superintendent Enrique Navas reported that the Governor released his revision to the State budget for 2015-16. Mr. Navas advised that the proposed one-time funding of \$601 per unit of Average Daily Attendance, which will amount to \$4.6 million for the district; he noted the caveat for this money is that by receiving these funds they will go into prior year unfunded reimbursements.

In response to a question posed by Trustee Du Bois, Mr. Navas advised we are increasing the pass-through by \$380,000 for a total of \$1.8 million. The district’s contribution is funded by local property taxes. Dr. Lianides noted the district is contributing \$1.8 million that will be transferred to its three charter schools. The supplemental grant comes from the state and goes directly to the charter schools.

#### 2015-16 Fund Balance and Reserve Requirement

Enrique Navas stated staff is recommending for the Board’s consideration and approval that commencing with the district’s Adopted Budget of FY 2015-16 the following actions being taken:

##### Fund 01—General Fund

- That a designation of fund balance in the amount of \$500,000 be established as a start-up fund for the new East Menlo Park small campus.
- That a designation of fund balance in the amount of \$400,000 be established to fund new short-term initiatives.
- That a designation of fund balance in the amount of \$200,000 be established to fund unexpected capital or non-capital outlay

- That a portion of the excess of the 6% reserve cap be designated as a reserve for property tax collection decline. Amount to be recommended after the multi-year projection has been completed. This amount will be known prior to the public hearing on the Adopted Budget.
- That a portion of the excess of the 6% reserve cap be designated as a reserve for enrollment growth related expenditures. Amount to be recommended after the multi-year projection has been completed. This amount will be known prior to the public hearing on the Adopted Budget.

Fund 17—Special Reserve Fund for Other than Capital Outlay Projects

- Staff will be recommending that the entire balance in Fund 17 be transferred and committed to Fund 20 – Special Reserve Fund for Postemployment Benefits.

Establish Fund 20—Special Reserve Fund for Postemployment Benefits

- This fund may be used pursuant to Education Code Section 42840 to account for amounts the Local Education Agency (LEA) has earmarked for the future cost of postemployment benefits but has not contributed irrevocably to a separate trust for the postemployment benefit plan. Amounts accumulated in this fund must be transferred back to the general fund for expenditure (Education Code Section 42842).
- Staff will be recommending that an amount equivalent to the pay-as-you-go amount, for current retiree benefits, be transferred as a contribution from Fund 01 - General Fund into Fund 20 – Special Reserve Fund for Postemployment Benefits.

Superintendent Lianides noted that the district is going to receive \$4.6 million from the state on top of the information presented. The 6 percent cap will be a statewide issue because other districts will need to address this cap going into 2016-17.

Menlo Park resident Jay Siegel suggested setting up an irrevocable trust for post employment benefits.

Trustee Sarver said he would like to continue to have a sense where the district is heading. Are there resources to cover aggressive project planning; he would like to see consideration of short-term initiatives not inhibiting the district in meeting unanticipated expenses.

President Weiner noted we need to find a way to retain the ability to control the reserves, and handle the risk of an economic downturn while dealing with growth. We might want to mitigate economic impact on our facilities; is there a way to consider obtaining extra funds for parking. He encouraged staff to move forward in the direction of funding unfunded liabilities.

Discussion of Proposed  
Academic Integrity Policy

Assistant Superintendent, Educational Services, Bonnie Hansen, reviewed changes made to the proposed policy on Academic Integrity.

Trustee Sarver suggested under **Letters of Recommendation**, that parents also be notified in the event a staff member rescinds a letter of recommendation for a student.

Carlmont Instructional Vice Principal Ralph Crame suggested that under **Letters of Recommendation**, the last sentence be changed to read: **In such circumstances the staff member shall notify the student's family and Administrative Vice Principal (AVP)** ~~The District requests that they be notified by the staff member~~ **within 24 hours if a recommendation is rescinded or amended.**

President Weiner recommended the following change on Page 4 of the SUHSD Academic Honesty Contract: **By signing this form, I acknowledge my understanding of** ~~agree to uphold~~ **the SUHSD Academic Integrity Policy.**

Superintendent Lianides advised this policy will be brought back on June 10, 2015, as an Action Item.

Presentation & Consideration of  
WASC/SPSA Site Plan for  
Carlmont High School

Carlmont High School Principal Lisa Gleaton reported that staff had just received word from the Western Association of Schools and Colleges (WASC) and the report is very good.

Carlmont Instructional Vice Principal and Incoming Principal Ralph Crame reported dropout rates were decreasing, and the percentage of Carlmont graduates University of California (UC) eligible increased to 70 percent; ninth graders with 50 units or more increased as well. Mr. Crame noted staff is looking at ways to mitigate stress levels for students taking Advanced Placement (AP)

exams, we have added two more AP classes, and are increasing Computer Science classes to six classes. There is also a downward trend in suspensions and expulsions. Mr. Crame reported that the student population is more focused on goals and college. There is a new approach to discipline and interventions. California English Language Development Test (CELDT) level comparisons showed students moving upward at least one level. Staff is looking to improve California High School Exit Exam (CAHSEE) passing rates in English and mathematics.

Principal Gleaton said the data looks good. We need to increase the number of graduates meeting the UC “a-g” requirements; analyze how Special Education and English Learner students are doing, and ask ourselves if we doing everything we can for all students. She noted challenges concerning drugs, too many AP classes, and student stress levels.

In response to a question posed by Trustee Du Bois, Superintendent Lianides reported that 15 percent of students were eligible for free and reduced-price lunches. She too is concerned with drugs and alcohol and considered it a health issue. Often it starts in middle school, and she suggested doing more partnering with the elementary districts on this issue.

Trustee Thomsen expressed concern with these issues as well as the amount of faculty collaboration time represented in the budget. He noted when looking at “a-g” requirements, there is an 11 percent gender gap between girls and boys across the district.

Principal Gleaton commented that School Loop has proved to be a very useful tool for staff, students and parents. She announced a new Robotics Team 100 program at Carlmont and noted there were eager staff members ready to provide support.

Trustee Sarver asked about exploring a districtwide policy limiting students to no more than three AP classes per year.

President Weiner thanked Principal Lisa Gleaton for being an extraordinary leader at Carlmont as well as an excellent administrator.

On a motion by Trustee Sarver, seconded by Trustee Du Bois, the Board of Trustees approved the WASC/SPSA Site Plan for Carlmont High School.

Approval of Board Candidate  
Policy for 11/3/15, Election

On a motion by Trustee Du Bois, seconded by Trustee Sarver, the Board of Trustees approved the recommended Board Candidate Statement Policy for the November 3, 2015, Consolidated Election.

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

President Weiner reminded members to send updated materials to Facilitator Dana Tom by Friday, May 22. He announced his intention to appoint Trustees Martinez and Sarver to the recently initiated Committee on Small Schools.

Trustee Sarver asked about a task force for implementing the Strategic Plan.

Trustee Du Bois said she attended the California School Boards Association Delegate Assembly and will forward materials to Board Members. The topics of interest to her included: teacher credentialing, demographics; truancy, releasing of Smarter Balanced Test results, and expulsion write-ups.

Trustee Thomsen commented that even though he liked hearing from Special Education staff tonight, he was hesitant to ask questions and suggested inviting Director Toups to a future meeting.

Superintendent Lianides noted that he and Dr. Toups are working on metrics of measurement for co-teaching; he said another measurement might be self esteem. The program was only rolled out this year; next year a more focused report will be presented based upon this work.

Meeting Adjourned to Closed  
Session at 11:06 p.m.

Trustee Sarver suggested putting some of the data on the Dashboard.

On a motion by Trustee Thomsen, seconded by Trustee Sarver, the Board of Trustees adjourned to reconvene in Closed Session at 11:06 p.m.

Respectfully submitted,

Allen Weiner, President

Alan Sarver, Clerk