

SEQUOIA UNION HIGH SCHOOL DISTRICT
REVISED BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR JUNE 24, 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. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Agency Negotiator: James Lianides; terms and conditions: 535 Old County Road, San Carlos
- b. APPEAL OF EXPULSION ORDER
- c. PUBLIC EMPLOYEE APPOINTMENT: Assistant Superintendent

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 JUNE 10, 2015, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the June 10, 2015, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the June 10, 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 BOARD MEETING DATES FOR 2015-16 (consent)

SITUATION

Included with the background materials is the revised SUHSD Board of Trustees Regular Meeting Schedule for fiscal year 2015-16, which was discussed on June 10, 2015, and it is recommended for approval. It should be noted that the first board meeting of the year is scheduled for July 22, 2015, and the list shows approximately two board meetings per month throughout the entire school year.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the revised SUHSD Board of Trustees' Meeting Dates for 2015-16.

d. APPROVAL OF FIELD TRIPS (consent)

SITUATION

Menlo-Atherton High School

30 Science students will travel to Arroyo de Oro Creek on September 8 and September 10, 2015, to assess the ecological health of the creek.

10 Science students will travel to Big Basin State Park on October 2-4, 2015, to backpack and camp along Sky to Sea Trail.

Sequoia High School

11 Girls' Varsity Basketball team members will travel to Las Vegas on July 20-27, 2015, to participate in a basketball tournament exposing them to competition with teams from all over the country. This will help them gain experience and improve their skills.

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 request for Menlo-Atherton's Science students to Arroyo de Oro Creek on September 8 and 10, 2015; Science students to Big Basin State Park on October 2-4, 2015, and Sequoia High School's Girls' Basketball Team to Las Vegas on July 20-27, 2015.

e. APPROVAL OF REQUEST TO DECLARE TEXTBOOKS OBSOLETE OR NON-ACCOUNTABLE (consent)

SITUATION

Attached with the background materials is an itemized list of obsolete/non-accountable textbooks from Carlmont High School and Sequoia High School. These items are either obsolete and/or damaged beyond repair. Therefore, staff recommends that the Board declare these items as obsolete/non-accountable textbooks per Education Code Sections 60500 - 60510. (See attached list)

FISCAL IMPACT

No impact to the General Fund.

RECOMMENDATION

That the Board of Trustees declares the listed items as obsolete and unsuitable for use, and authorize the Superintendent to dispose or transfer of the listed items in accordance with Education Code provisions.

- f. APPROVAL OF NEW COURSE PROPOSALS (consent)

SITUATION

International Baccalaureate (IB) French Standard Level (SL)—Sequoia High School
(course is for Seniors only)

As students have already studied most of the grammatical points in French, they spend their fourth year mastering and perfecting their skills by using their French in as many real world situations as possible. A strong focus is placed on reading French texts, newspapers, and watching French news and movies to help students become comfortable with real daily use of French. In addition to this direct target language input, students will be placed in situations where they need to create spontaneous speech on different topics as well as their normal lives. The intent of the French 4 content is to make students a functioning citizen, not just a tourist, in any Francophone country. This course's goal will emphasize with less of a focus on grammar and more of a focus on real life situations and contexts where students are encouraged to actually use their French in spontaneous situations to discuss and debate anything from politics to the most recent French film. This course allows seniors who started language their sophomore year have access to IB curriculum; it follows French I and French 2/3 ICAP.

Debate and Public Leadership—Woodside High School

The Debate and Public Leadership course will help students build skills of original research, argumentation, civic literacy, and public speaking, using the competitive team activity of debate as focus and motivation. Policy debate as taught in the course is positioned as a direct preparation for college studies in political science, public policy, sociology, communication studies, and history. This course will be open to grades 9-12 and counting towards the Elective graduation requirement credit.

Career Technical Education (CTE) Course Proposal
Digital Art I—Carlmont High School

This course provides an opportunity for students to merge and develop their artistic and technical abilities. The class provides students with an understanding of the processes and strategies used in solving art and design problems through lectures, demonstrations, samples, readings, critiques and assignments. Students' imagination and creative abilities will be challenged through hands-on projects utilizing animation, websites, graphics, and interactive mobile applications. The goals of this course are to make connections between traditional art techniques and their digital counterparts. The course will educate and train the students in different hands-on digital media applications, discuss career opportunities in digital art and fulfills the UC A-G requirements for Visual and Performing Arts as well as Fine Arts for graduation.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the IB French SL, Debate and Public Leadership, and CTE Digital Art I courses as presented.

- g. 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.

- h. APPROVAL OF BID FOR CISCO WIRELESS ACCESS POINT EQUIPMENT (consent)

SITUATION

On May 12 and 19, 2015, district staff advertised for bids for Cisco Wireless Access Point Equipment. This equipment is needed to replace out-dated existing equipment, and to support the district's ongoing investment in its wireless network infrastructure.

The bids were received on June 11, 2015; four bids were submitted.

Vendor	Total Cost
CDW-G	\$142,441.00
NetXperts, Inc.	\$153,658.00
Hello Direct, Inc.	\$178,940.00
Business Services	\$178,996.00

The vendor CDW-G provided the lowest qualified bid, at a cost of \$142,441 (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 approves the bid for Cisco Wireless Access Point Equipment to CDW-G. for \$142,441 plus tax.

- i. ADOPTION OF FACILITY MASTER PLANS FOR CARLMONT, SEQUOIA, AND WOODSIDE HIGH SCHOOLS (consent)

SITUATION

As part of the planning for Measure A Projects, each comprehensive high school developed a facility master plan with their site construction committee. Draft master plans were provided to the Board earlier in the year. As initial projects are launching, it is time for the Board to take official action and approve the master plans.

Yearly updates will be provided to the Board, as projects are completed and budgets change due to escalation and market conditions.

FISCAL IMPACT

No impact to the General Fund; all projects will be funded through approved Measure A bond funds.

RECOMMENDATION

That the Board of Trustees adopts the Facility Master Plans for Carlmont, Sequoia and Woodside high schools.

- j. APPROVAL OF FEE PROPOSAL FOR DESIGN OF REDWOOD HIGH SCHOOL MAIN BUILDING AND GYMNASIUM (consent)

SITUATION

Preliminary design work for the Redwood High campus reconstruction began earlier this year. In order to begin construction in June of 2016, design must begin this summer with Quattrocchi Kwok Architects (QKA) and the site team. The attached fixed fee proposal covers the design of a new main building (administrative offices, 6 regular classrooms 2 Career Technical Education [CTE] spaces, and staff/student restrooms) and a gym, student union, and Culinary Arts auxiliary building. The fee conforms to standards created by the State office of Public School Construction.

FISCAL IMPACT

No impact to the General Fund; all design fees (and the cost of the buildings themselves) will be paid out of Measure A bond funds.

RECOMMENDATION

That the Board of Trustees approves the fixed fee proposal from Quattrocchi Kwok Architects for the design of two new buildings on the Redwood High School campus.

- k. APPROVAL OF CONSTRUCTION CONTRACT WITH VENEZIA CONSTRUCTION INC. (consent)

SITUATION

On June 2, 2015, staff issued an informal bid solicitation for 1) increasing the size of the Carlmont ASB room, 2) adding a large fire-rated window between Science rooms B-3 and B-4 to create a space for Robotics, and 3) and installing an IEP conference area in Room Five. Bids were solicited from four class B general contractors. On June 12th, the District received three bids for the Carlmont work, as follows:

<u>Contractor</u>	<u>Bid Amount</u>	<u>Comments</u>
Venezia	\$98,813.80	Responsive
Cal Pacific	\$106,000.00	Responsive
John Ledos	\$ 82,270.40	Non responsive bid: <i>Missing Bid form, addenda acknowledgement, bid bond, notary acknowledgement of signatures, noncollusion declaration, subcontractor list, statement of compliance & Iran contract act certification.</i>
Skye Construction		Did not submit a bid.

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 lowest responsive bid from Venezia Construction in the amount of \$98,813.80 for the remodeling of three rooms at Carlmont High School this summer.

- l. APPROVAL OF AUTHORIZATION FOR THE SUPERINTENDENT OR DESIGNEE TO TAKE ACTION ON BIDS (consent)

SITUATION

On April 1, 2015, the Board approved hiring Spencer Associates to provide architectural services for a new Culinary Arts classroom and the renovation of Room 128 (formerly the Home Economics classroom) at Sequoia High School. Staff is planning to informally bid the abatement and demolition of these two rooms. The work is planned to start in mid-July. Staff is seeking authorization for the Superintendent or designee to be able to approve this bid, which is due July 9, 2015.

FISCAL IMPACT

No impact to the General Fund; all costs to be paid by Measure A Bond funds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent or designee to take action on bids for the abatement and demolition of the proposed culinary arts facility and Room 128 classroom at Sequoia High School.

- m. APPROVAL OF WARRANTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for May 2015, totaling \$6,545,247.09

- n. ACCEPTANCE OF MONTHLY FINANCIAL REPORTS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

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

- o. APPROVAL OF CONTRACT FOR SECURITY MONITORING AND INSTALLATION SERVICES (consent)

SITUATION

California Security Alarms, Inc. provides monitoring of intrusion and existing fire alarm systems district wide. California Security Alarms, Inc. also provides labor, parts and materials needed for installation of new intrusion alarm equipment, and routine maintenance and/or repair services only on intrusion alarm equipment district wide. Staff recommends that the Board approves the following contracts extending these services through June 30, 2016.

- | | |
|--|----------|
| • Intrusion and Fire Alarm Monitoring, Maintenance and Repairs | \$60,000 |
| • Installation of New Intrusion Alarm Systems District Wide | \$60,000 |

FISCAL IMPACT

\$120,000 to be paid primarily from Maintenance and Operations funds and on an as-needed basis by the Construction Department.

RECOMMENDATION

That the Board of Trustees approves the contracts with California Security Alarms Inc., through June 30, 2016, in the amounts of \$60,000 for intrusion and fire alarm monitoring and repair services; \$60,000 for installation only of new intrusion alarm equipment district wide.

- p. APPROVAL OF CONTRACT FOR ENVIRONMENTAL AND ENGINEERING SERVICES (consent)

SITUATION

The district's Maintenance and Facilities departments are required to provide inspections, testing and monitoring for air, asbestos and lead sampling surveys district wide for both construction and maintenance projects. KELLCO Services Inc. will provide those services on as needed basis during the 2015-16 fiscal year.

FISCAL IMPACT

Projects will be funded by the Maintenance and Construction on an "as needed" basis not to exceed \$80,000.

RECOMMENDATION

That the Board of Trustees approves the contract with KELLCO, Services, Inc.

- q. APPROVAL OF CONTRACT FOR SERVICING ELEVATORS (consent)

SITUATION

The district is required by State of California to service and maintain all elevators and associated equipment. This includes quarterly maintenance visits on wheelchair lifts and stage lifts. . KONE Elevators, Inc. will provide monthly maintenance services on all elevators district wide and will also provide equipment repair services as needed and all mandatory elevator testing required by the state. A draft copy of the proposed contract with KONE is included with the background materials.

FISCAL IMPACT

KONE will be paid by Maintenance and Operations Department funds.

RECOMMENDATION

That the Board of Trustees approves the contract for elevator services with KONE Elevators, Inc. for 2015-16 in an amount not to exceed \$62,240.

- r. APPROVAL OF CONTRACT WITH LUND-PEARSON-MCLAUGHLIN FIRE PROTECTION SYSTEMS (consent)

SITUATION

Lund-Pearson-Mc Laughlin Fire Protection Systems will provide labor, equipment and material in order to perform all required inspections and testing on fire sprinkler equipment district wide.

FISCAL IMPACT

Services performed will be paid out of Maintenance and Operations funds.

RECOMMENDATION

That the Board of Trustees approves the contract for Lund-Pearson-Mc Laughlin Fire Protection Systems for 2015-16 in the amount of \$44,230.

- s. APPROVAL OF CONTRACT WITH SOUND AND SIGNAL (consent)

SITUATION

Sound and Signal will provide labor and material for the installation of new equipment and repair services performed on existing fire alarm and intercom equipment district wide.

FISCAL IMPACT

Services and funded by Maintenance and Operations.

RECOMMENDATION

That the Board of Trustees approves the contract with Sound and Signal for 2015-16 in the amount of **\$85,000**.

- t. APPROVAL OF CONTRACT WITH CROWN WORLDWIDE MOVING AND STORAGE (consent)

SITUATION

Crown Worldwide Moving and Storage will provide packing, moving, and storage services for the 2014-2015 fiscal year. This is for the relocation of Maintenance and Transportation departments to the corporate yard on Mills Way. Included with the background materials is the contract with Crown Worldwide Moving and Storage not to exceed \$27,000.

FISCAL IMPACT

Funds will vary depending on the project.

RECOMMENDATION

That the Board of Trustees approves the contract with Crown Worldwide Moving and Storage for relocation services in an amount not to exceed \$27,000 for the 2014-2015 fiscal year.

- u. APPROVAL OF CAHSEE WAIVERS (consent)

SITUATION

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

The Board is asked to review the waiver requests of one Woodside student who attained the equivalent of a passing score on the ELA test with the use of modifications and one Menlo-Atherton student who attained the equivalent of a passing score on the Math test with the use of modifications. For purposes of confidentiality, the waiver application is provided to the Board under separate cover.

The Director of Special Education has reviewed the waiver request and required documentation, and she has certified that the student has met all state and board requirements and is eligible for waiver of the requirements.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the CAHSEE waivers requested.

v. **ADOPTION OF POLICIES BP4160, BP4160.1, BP4260, BP4360, AND AR4121, RELATIVE TO PAID SICK LEAVE FOR TEMPORARY/SUBSTITUTE PERSONNEL (consent)**

AB 1522 established minimum requirements for paid sick days for California employers. Under AB 1522, beginning July 1, 2015, employees who work 30 or more days for an employer within a calendar year will be entitled to paid sick days. A covered employee will accrue paid sick days at the rate of not less than one hour per 30 hours worked.

At the outset, it is important to note that AB 1522 was recently enacted and most of its provisions, including the portions requiring provision of sick leave, become effective July 1, 2015. Thus the law is new, untested and takes a “one size fits all” approach to providing sick leave to employees. This means AB 1522 does not account for unique employment situations often found in school districts. The information provided below reflects the District’s current understanding of the new law which will evolve over time through court cases.

In general terms, AB 1522 requires employers to provide paid sick leave to eligible employees. In addition to using the paid sick leave for the employee’s own illness or medical appointments, leave under AB 1522 must also be available for employees to use for attending to the diagnosis, care, treatment, or preventative care of family members. Additionally, the District must allow victims of domestic violence, sexual assault or stalking to use paid sick leave in order obtain medical care or legal assistance.

An employee is eligible for paid sick leave if she/he works at least thirty days within a year, or twelve months, of employment. Employees accrue one hour of leave for every thirty hours worked. An eligible employee may start using accrued sick leave after the “90th day of employment.” AB 1522 does not specify whether this means ninety calendar days or ninety working days; however, staff’s recommendation is that employers use calendar days to determine when use of sick leave may begin.

The pay rate for the sick leave is the same as the employee’s regular hourly rate. If the employee has multiple hourly wages, the employer pays the employee the average of all wages paid to the employee during the ninety-days prior to when the sick leave is taken.

AB 1522 requires all accrued and unused paid sick leave to be carried over to the following year of employment; however, it permits employers to establish policies to limit both use and accrual of paid sick leave as follows:

- **Accrual:** The employer may limit the accrual of sick leave to 48 hours per year.
- **Use Per Year:** The employer may limit an employee’s use of paid sick days to twenty-four hours or three days per year.
- **Use Per Absence:** The employer may require the employee to use leave in reasonable minimum increments, not to exceed two hours.

Finally, the District is not required to provide compensation to an employee or “cash out” accrued unused sick leave upon resignation or termination. However, if the employee is rehired within one year from the date of separation, previously accrued and unused sick leave must be reinstated and the employee may immediately use and begin accruing sick leave.

AB 1522 applies equally to all employees, regardless of whether they are full-time or part-time, temporary or substitute, represented or non-represented.

The staff is recommending a “front load” approach to addressing the requirements presented by AB1522 by which an employee who is employed for more than 90 calendar days in a given school year and who works at least 30 days will be provided with twenty-four hours or three days per year. These hours will not “roll over” to the following school year if unused.

With the addition of BP 4160.1, the Board is being asked to approve the following changes to existing board policy:

BP 4160: The third sentence should be changed to: "Substitute and temporary employees shall be entitled to paid sick leave to the extent provided by federal or state law and as outlined in BP 4160.1."

BP 4260: The third sentence should be changed to: "Substitute and temporary employees shall be entitled to paid sick leave to the extent provided by federal or state law and as outlined in BP 4160.1."

BP 4360: The third sentence should be changed to: "Substitute and temporary employees shall be entitled to paid sick leave to the extent provided by federal or state law and as outlined in BP 4160.1."

AR 4121: Delete the first paragraph under “Arrangements For Certificated Staff Substitutes.”

FISCAL IMPACT

It is difficult to estimate the fiscal impact, as it is unknown to what degree this sick leave will be accessed by substitute and temporary employees.

RECOMMENDATION

That the Board of Trustees adopts BP 4160.1 and the changes to BP 4160, BP 4260, BP 4360 and approves AR 4121.

- w. APPROVAL OF THE SUHSD CONSOLIDATED APPLICATION FOR 2015-16 (consent)

SITUATION

The California Department of Education (CDE) requires school districts to apply annually for the state and federal categorical funds for which they are eligible. As part of this application process, each district is required to receive approval of their funding selections from their local governing board. The funds (all federal) that the SUHSD is eligible to apply for under the Consolidated Application (ConApp) are: Title I Part A (Basic Grant), Title II Part A (Teacher Quality), Title III Part A Immigrant, and Title III Part A LEP.

FISCAL IMPACT

The 2015-16 entitlements are yet to be determined, but for reference, the entitlements for the SUHSD for 2014-15 were: Title I: \$873,318, Title II: \$208,256, Title III-Immigrant: \$22,067, and Title III-LEP: \$140,199.

RECOMMENDATION

That the Board of Trustees approves the SUHSD Consolidated Application for 2015-16 for Title I Part A (Basic Grant), Title II Part A (Teacher Quality), Title III Part A Immigrant, and Title III Part A LEP funds.

- x. APPROVAL OF THE EPAA CONSOLIDATED APPLICATION FOR 2015-16 (consent)

SITUATION

The California Department of Education (CDE) requires direct-funded charter schools to apply annually for the state and federal categorical funds for which they are eligible. As part of this application process, each direct-funded charter school is required to receive approval of their funding selections from their local

governing board. The funds (all federal) that the East Palo Alto Academy (EPAA) is eligible to apply for under the Consolidated Application (ConApp) are: Title I Part A (Basic Grant), Title II Part A (Teacher Quality), Title III Part A Immigrant, and Title III Part A LEP.

FISCAL IMPACT

The 2015-16 entitlements are yet to be determined; for reference, the entitlements for EPAA for 2014-15 were: Title I: \$111,939; Title II: \$1,542; Title III-Immigrant: \$372; and Title III-LEP: \$10,167.

RECOMMENDATION

That the Board of Trustees approves the EPAA Consolidated Application for 2015-16 for Title I Part A (Basic Grant), Title II Part A (Teacher Quality), Title III Part A Immigrant, and Title III Part A LEP funds.

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 ITEM

- a. REPORT FROM REDWOOD IMPLEMENTATION TASK FORCE

SITUATION

Last fall a task force was created to examine the current instructional program at Redwood Continuation High School. Its recommendations were presented to the Board in January as an action item (see attached). This spring an implementation task force has been meeting regularly to plan for the instructional changes called for in the original task force's recommendations. The timeline for the implementation plan is closely tied to Redwood's re-construction plans, which have an August 2017 completion date. At that time Redwood will more fully be able to implement a career based elective program that will offer culinary arts, health studies, digital arts, and a large classroom for construction / machinist activities. It is expected that these electives will be offered in partnership with organizations such as JobTrain and local unions and businesses. In addition to the specialty classrooms, a gym will also be built on the Redwood campus.

This fall Redwood students will be enrolled in the full day, six period academic program with 47 minute periods and a built in advisory period before lunch. Additional elective classes will be offered. The implementation task force has also developed clear guidelines for enrollment and continued academic progress of fifth year students.

This summer an oversized portable will be brought to the Redwood campus to house a satellite adult school program that will focus on fifth year seniors whose best option for high school graduation is to work towards obtaining a GED certificate. Current plans are to use this portable in the afternoon for a JobTrain program open to all students in the digital arts in which elective credits can be earned. There are also discussions underway for the machinist automotive trades union to have a presence on the campus this fall. To further support fifth-year seniors that reside within the Ravenswood attendance area, additional academic and social supports will be offered at our Green Street site through the SWAG program administered by Live in Peace. Staff is working on a plan in which elective credit will be given through the Adult School program to students participating in the SWAG program.

Redwood High School has been holding orientation meetings this spring for new students that will be transferring to the campus this fall. The idea is to get students to the Redwood program as juniors so that they will have more time to catch up on credits. Currently, there are approximately 250 students enrolled at Redwood for this fall, which is significantly lower than the 320-340 in prior years.

There is no waiting list for the school and, thus, this drop in enrollment can be attributed to a combination of more effective programs at the comprehensive high schools to keep students on track for graduation and to the effects of declining enrollment in the two communities (North Fair Oaks and east Palo Alto) in which most Redwood students reside.

The attachments described the immediate and more long-term plans for Redwood based on the work of the two task force groups that met during the 2014-15 school year.

Redwood Task Force Members—Fall

Christopher Beetley Hagler
Ralph Crame
Lionel de Maine
Jacqueline Dixon
Tina Dress

Carrie Du Bois
Elana Henderson
Fred Kessler
James Lianides
Dodi McDonald

Donald Milhaupt
Miguel Rodriguez
Gregory Stein
Jeffrey Watkins
Allen Weiner
Sharifa Wilson

Redwood Implementation Task Force—Spring

Christopher Beetley Hagler
Lionel de Maine
Bonnie Hansen

James Lianides
Dodi McDonald
Miguel Rodriguez

Steven Schmidbauer
Gregory Stein

12. PUBLIC HEARING

- a. None

13. DISCUSSION ITEM

- a. None

14. ACTION ITEMS

- a. APPROVAL OF SUHSD LOCAL CONTROL ACCOUNTABILITY PLAN FOR 2015-16

SITUATION

As part of the state's new Local Control Funding Formula (LCFF) and related Local Control and Accountability Plan (LCAP), Education Code (EC) §52060 states that the governing board of each school district shall adopt a LCAP using a template adopted by the state board and that it should be effective for a period of three years with updates done on or before July 1 of each year.

The SUHSD Board-approved LCAP is due to the San Mateo County Office of Education by June 30, 2015 for their review and ultimate approval. A complete summary and timeline of each step of the LCAP development and review process, including stakeholder engagement, is contained in Section 1 of the SUHSD LCAP. Furthermore, the SUHSD LCAP and related materials and resources, including the 2014-15 Annual Progress Report and Survey for public input, are posted online in the SUHSD LCFF/LCAP web site: <http://www.seq.org/?id=248>.

FISCAL IMPACT

LCFF plays out differently in Basic Aid districts, such as the SUHSD, than in revenue limit districts. Proportionately, the "calculated" LCFF funds for SUHSD are considerably less than the actual LCFF funds received by revenue limit districts. For 2015-16, the SUHSD "calculated" Supplemental & Concentration Grant funding is \$3,472,293. This is reflected in the activities listed in LCAP Section 2. The distinction between the budget amounts reflected in the SUHSD LCAP versus those of revenue limit districts is noteworthy because, unlike revenue limit districts whose LCAP budget and activities will reflect a significant percentage of their total district budget, the SUHSD LCAP will reflect only a small percentage of the District's budget and activities, i.e., the SUHSD provides significantly more services and activities than what is contained in the LCAP.

RECOMMENDATION

That the Board of Trustees approves the SUHSD Local Control Accountability Plan for 2015-16.

b. **ADOPTION OF PROPOSED BUDGET FOR 2015-16**

SITUATION

The California Education Code requires that the Board of Trustees adopt the district budget each year by the statutory deadline of July 1. Further the California Department of Education (CDE) requires that a set of forms be submitted with the adopted budget data for the district. In order to comply with these requirements the Administration is submitting for approval the necessary documentation to adopt the Sequoia Union High School District budget for the 2015-2016 fiscal year.

This budget document provides detailed information for the restricted and unrestricted general fund programs. In an effort to present the District's operating budget in a more 'user friendly' way, income and expenditures are broken down by various resources based on the funding source. In addition, all the required CDE forms are included.

The ordinary ongoing operations of the District are accounted for in the General Fund. The General Fund is made up of separate sub-funds. The restricted funds account consists of restricted money given to the District for a specific purpose, such as, Restricted Lottery, Economic Impact Aid, Routine Restricted Maintenance and Special Education. All other income not for a specific purpose is placed in the unrestricted fund. .

Expenditures from the General Fund are also broken down by restricted or unrestricted sources depending upon the program source of funding. Restricted funds must not end the year in a deficit position. If restricted program expenditures exceed the level of income and the budget encroaches on the unrestricted fund, a transfer of revenue must be made to balance the expenditures. Examples of restricted programs requiring a contribution from unrestricted revenue are Special Education and Home-to-School Transportation,

In addition to the General Fund, the District operates other funds that have specific purposes.

- The **Charter Schools Special Revenue Fund (Fund 09)** is used for charter schools reporting as part of the authorizing district but reported outside of the district's general fund.
- The **Adult Education Fund (Fund 11)** is used for the purposed of recording all Adult Education income and expenditures and it is earmarked to support the adult education program throughout the district.
- The **Cafeteria Fund (Fund 13)** is used for the purpose of recording only income and expenditures related to the operation of the District's Food Services program.
- The **Deferred Maintenance Fund (Fund 14)** is used to combine the State's apportionment and the District's matching funds for Deferred Maintenance purposes. Expenditures in this fund are for major repair or replacement of plumbing, heating, roofing, and other items that have been approved by the State Allocation Board (SAB). The approval of projects is based on a five-year deferred maintenance plan that must be filed with SAB. Currently the State of California has suspended this matching program and has folded the deferred maintenance fund balance in the unrestricted general fund.
- The **Special Reserve Fund for Postemployment Benefits (Fund 20)** is used to account for amounts the Board of Trustees has earmarked for the future cost of postemployment benefits but has not contributed irrevocably to a separate trust for the postemployment benefit plan.
- The **Building Fund (Fund 21)** is used to account for the sale of bonds approved by the voters. Bond proceeds are used for construction, remodeling, and modernization and infrastructure repairs throughout the district.
- The **Capital Facilities Fund (Fund 25)** is used to separate moneys received from the fees levied upon developers or other agencies as a condition of building or expanding what is called "habitable space." Expenditures from this fund are limited to the expansion or improvement of sites due to increased enrollment.

- The **Special Reserve Fund for Capital Outlay (Fund 40)** is used for capital improvement purposes. Major expenditures over the past several years include: portions of the cost for construction and equipment of the new buildings throughout the District and the replacement of copiers for the sites.

District Average Daily Attendance

REPORT OF ATTENDANCE - P2 ADA - 2010-11 Through 2014-15

DESCRIPTION	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15
Regular Day Classes	7,007.44	7,149.43	7,372.16	7,430.97	7,651.65
Continuation Education	196.52	216.48	220.24	200.70	244.79
Home or Hospital	5.81	5.34	1.65	1.88	1.88
Special Education	278.74	315.99	151.99	133.83	0.00
Special Education-Non-public Schools	28.25	34.55	34.15	32.70	34.16
Community Day School	66.16	41.94	49.72	22.88	0.00
Extended Yr-Special Education	7.50	43.15	0.00	0.00	0.00
Extended Yr-Non-public Schools	5.26	4.01	0.00	4.86	4.44
TOTAL	7,595.68	7,810.89	7,829.91	7,827.82	7,936.92
Cumulative Enrollment Related to ADA					
Total P(2) A.D.A.	7,595.68	7,810.89	7,829.91	7,827.82	7,936.92
October CBEDS	8,271	8,339	8,401	8,507	8,550
A.D.A. as a % of October CBEDS	91.8%	93.7%	93.2%	92.0%	92.8%

Budget assumptions

State Funding

As of the writing of this report, the Legislature has passed all the legislative vehicles necessary to enact the state budget for 2015-16. The District proposed budget incorporates the Governor's May Revision proposals that had an impact on the district expenditures, e.i. the proposed increases in the CalSTRS employer contributions and the proposed one-time \$601 per unit of average daily attendance of discretionary funding, and the additional property tax in lieu for the increase funding gap for the Local Control Funding Formula for charter schools.

Local Property Tax

Property taxes are projected to increase by 8.0% for FY 2015-16 and 5.5% for FY 16-17 and FY 17-18. The multi-year projection includes this anticipated increase, but still pending is the final settlement with Genentech and the appeals on assessed valuation that property owners file with the County Assessor's Office.

Redevelopment Agencies

As a result of the dissolution of the Redevelopment Agencies (RDA) in California (ABX1 26) Sequoia Union High School District received in FY 13-14 the negotiated and statutory pass-through payments plus the residual balances of the former RDAs in the district. The budget includes \$4.2 million projected revenue from this source for FY 15-16. Note that due to the variable nature of the obligations of the former RDAs the future revenue streams will not be known until late in the fiscal year.

Collective Bargaining

The District and its employee groups concluded all collective bargaining negotiations through FY 15-16. The multi-year projection includes a 5.0% on-going salary increase for all employee groups.

Multi-year Projection

The table below shows key budget assumptions used to prepare the District's budget for 2014-15 and multi-year projection:

Budget Projections	2015-16	2016-17	2017-18
REVENUES			
Net change in property tax	+8.0%	+5.5%	+5.5%
"Fair Share" State funding reduction	-\$5.7 M (on-going)	-\$5.7 M	-\$5.7 M
Proposition 30 – Educational Protection Account	\$1.6 M	\$1.6 M	1.6 M
RDA Successor Agency funding	+\$4.2 M	+\$4.2 M	+\$4.3 M
EXPENDITURES			
Certificated Salaries	Additions <ul style="list-style-type: none"> Cost of negotiated step/column increases certificated staff Additional prep periods for Athletic Director Additional counselor position for MAHS Continuation of technology resource teacher position Five teachers will be added district-wide for enrollment growth Reductions <ul style="list-style-type: none"> The number of Program Improvement (PI) Full Time Equivalents (FTE) staff will be reduced district-wide from 15 to 13 due to smaller numbers of ninth/tenth-grade students requiring support sections 	<ul style="list-style-type: none"> 5.0 FTE teachers for enrollment 	<ul style="list-style-type: none"> 5.0 FTE teachers for enrollment
Proposition 30 – Education Protection Account - Certificated staffing for Program Improvement	\$1.6 M (seven years)	\$1.6 M	\$1.6 M
Certificated & Classified Salaries The multi-year projection does include any potential settlement cost from collective bargaining.	\$4.0 Million – on going	\$0	\$0
CalSTRS – employer contribution	10.73%	12.58%	14.43%
CalPERS – employer contribution	11.847%	12.66%	16.1%
Increase in health costs ⁽¹⁾	5%	5%	5%
Charter school in lieu taxes ⁽²⁾	\$8.2 M	\$8.6 M	\$9.0 M

⁽¹⁾ It does not include the impact of the Federal Health Care Reform.

⁽²⁾ Estimate in lieu property tax for charter schools is based on the preliminary figures from the California Department of Finance. The final language of the Local Control Funding Formula increases the base grant amount for the charter schools at full implementation. The actual amount of the in lieu property tax is to be determined.

**NEGOTIATIONS SCENARIOS
SEQUOIA UNION HIGH SCHOOL DISTRICT
PROJECTED GENERAL FUND BUDGET
MULTI-YEAR PROJECTION
FY 2015-2016 Through FY 2017-18**

Assumptions:

REVENUES	
+ Property tax revenue is projected to increase by 8.0% in FY 15-16, 5.5% for FY 16-17 and FY 17-18	
+ Former RDA revenue is projected at \$4.2 million per year	
- Assumes property tax in lieu for charter schools would increase incrementally until full implementation of the LCFF - \$1.3 million FOR fy 15-16	
EXPENDITURES	
- Additional certificated staffing for projected enrollment growth	
- Health insurance premiums are projected to increase by 5% - \$0.7 million per year	
- PROPOSED additional CalSTRS employer contribution:	
- FY 15-16 from 8.88% to 10.73%	
- FY 16-17 from 10.73% to 12.58%	
- FY 17-18 from 12.58% to 14.43%	
- PROPOSED additional CalPERS employer contribution:	
- FY 15-16 from 11.771% to 11.847%	
- FY 16-17 from 11.847% to 13.05%	
- FY 17-18 from 13.05% to 16.6%	
- Additional liability insurance premium starting in FY 15-16 - \$0.1 million	

GENERAL FUND (Fund 01)		2014-15 Budget	2015-16 Budget (Projected)	2016-17 Budget (Projected)	2017-18 Budget (Projected)
(+)	REVENUES	123,357,559	131,988,736	132,420,099	138,389,298
(-)	EXPENDITURES	126,247,778	129,797,252	134,416,368	138,583,754
(=)	NET INCREASE (DECREASE) IN FUND BALANCE	(2,890,219)	2,191,484	(1,996,269)	(194,457)
(+)	BEGINNING FUND BALANCE - Jul. 1	14,232,099	11,341,880	13,533,364	11,537,095
(=)	ENDING FUND BALANCE - Jun. 30	11,341,880	13,533,364	11,537,095	11,342,638
(-)	DESIGNATED RESERVES		9,639,446	7,504,604	7,185,125
	3.0% - REQUIRED RESERVE FOR ECONOMIC UNCERTAINTIES	3,787,433	3,893,918	4,032,491	4,157,513
(+)	SPECIAL RESERVE ENDING BALANCE (FUND 17) - Jun.30	4,566,704	0	0	0
(=)	PROJECTED AVAILABLE ENDING BALANCE - Jun. 30	15,908,584	0	0	0
		12.6%	0.0%	0.0%	0.0%

The District will have 45 days after the State Budget has been signed into law to inform the Board of any funding changes.

The multi-year projection includes a transfer in FY 2015-16 of the balance of \$4.5 million in Fund 17 - Special Reserve for Other Than Capital Outlay to Fund 20 – Reserve for Post-employment Benefits.

Summary Table 2 below shows revenues and expenditures for the unrestricted general fund.

**SEQUOIA UNION HIGH SCHOOL DISTRICT
UNRESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2
(In \$1,000's)**

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
REVENUES				
REVENUE LIMIT SOURCES				
State Aid	3,419	3,419	0	0.0%
Education Protection Account	1,570	1,570	0	0.0%
Secure/Unsecured Tax/Subventions	103,568	111,642	8,074	7.8%
Revenue Limit Transfer	0	0	0	0.0%
In Lieu Property Tax	(6,988)	(8,154)	(1,166)	16.7%
REVENUE LIMIT TOTAL	101,569	108,477	6,908	6.8%
FEDERAL REVENUE SOURCES				
Miscellaneous Federal Grants	71	40	(31)	-43.7%
FEDERAL REVENUE TOTAL	71	40	(31)	-43.7%
STATE REVENUE SOURCES				
Mandated Cost Reimbursement	877	440	(437)	-49.8%
State Lottery	1,153	1,029	(124)	-10.8%
Tier III Programs	0	0	0	0.0%
Other State Revenue	0	4,770	4,770	0.0%
STATE REVENUE TOTAL	2,030	6,239	4,209	207.3%
LOCAL REVENUE SOURCES				
Maintenance Assessment District	0	0	0	0.0%
Community Redevelopment Funds	1,535	1,245	(290)	-18.9%
Rental and Leases	386	156	(230)	-59.6%
Interest Income	250	300	50	20.0%
Gain/Loss On Investment	0	0	0	0.0%
Interagency Services	540	500	(40)	-7.4%
Other Local Revenue	492	30	(462)	-93.9%
Other Transfers In	335	346	11	3.3%
OTHER LOCAL REVENUE TOTAL	3,538	2,577	(961)	-156.5%
TOTAL REVENUE	107,208	117,333	10,125	14.0%
TRANSFERS				
INTERFUND				
Contributions From Restricted General Fund				
Oversight Fee - EPAA	0	163	163	0.0%
INTRAFUND				
Contributions From Restricted General Fund				
Mandated Cost - Site Discretionary	64	0	(64)	-100.0%
Community Redevelopment	1,905	0	(1,905)	-100.0%
Contributions to Restricted Programs				
Nurses	(18)	(22)	(4)	22.2%
Restricted Routine Maintenance Account	(3,826)	(3,875)	(49)	1.3%
SDTA	(39)	(19)	20	-51.3%
Special Education	(13,319)	(13,443)	(124)	0.9%
TITLE II	(311)	(275)	36	-11.6%
INTERFUND TRANSFERS TOTAL	(15,544)	(17,471)	(1,927)	12.4%
(+) UNRESTRICTED GENERAL FUND REVENUES TOTAL	91,664	99,862	8,198	8.9%

SEQUOIA UNION HIGH SCHOOL DISTRICT
UNRESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2
(In \$1,000's)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
SALARY & EMPLOYEE BENEFIT EXPENDITURES				
CERTIFICATED SALARIES				
Teacher Salaries	37,174	38,784	1,610	4.3%
Librarians, Counselors, Nurses and Psychologists	3,646	3,973	327	9.0%
Central and Site Administrators	3,753	3,967	214	5.7%
CERTIFICATED SALARIES TOTAL	44,573	46,724	2,151	4.8%
CLASSIFIED SALARIES				
Instructional Aides	716	718	2	0.3%
Library Aides/Guidance/Attendance	1,607	1,668	61	3.8%
Security Aides	721	728	7	1.0%
Maintenance/Custodians	3,119	3,263	144	4.6%
Bus Drivers/Mechanics/Dispatcher	2,156	2,290	134	6.2%
Director/Supervisor/Central Administrator	1,419	1,483	64	4.5%
Secretarial/Clerical	3,480	3,516	36	1.0%
Other Classified	696	624	(72)	-10.3%
CLASSIFIED SALARIES TOTAL	13,914	14,290	376	2.7%
EMPLOYEE BENEFITS				
STRS	3,960	4,834	874	22.1%
CalPERS	1,575	1,620	45	2.9%
FICA/Medicare	1,728	1,799	71	4.1%
Health, Welfare and Life Insurance	11,194	12,284	1,090	9.7%
State Unemployment Insurance	33	42	9	27.3%
Workers' Compensation Insurance	1,124	1,366	242	21.5%
Retiree Benefits	2,003	2,083	80	4.0%
Other Benefits - Cash In Lieu	433	485	52	12.0%
EMPLOYEE BENEFITS TOTAL	22,050	24,513	2,463	11.2%
SALARY & EMPLOYEE BENEFIT EXPENDITURES TOTAL	80,537	85,527	4,990	6.2%
PERCENTAGE OF TOTAL BUDGET	87.1%	87.6%		

SEQUOIA UNION HIGH SCHOOL DISTRICT
UNRESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2
(In \$1,000's)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
NON-PERSONNEL EXPENDITURES				
BOOKS, SUPPLIES & MATERIALS				
Textbooks and Core Curricula Materials	122	57	(65)	-53.3%
Books and Other Reference Materials	60	41	(19)	-31.7%
Materials and Supplies	1,971	1,833	(138)	-7.0%
Food	60	80	20	33.3%
Building Maintenance/Groundkeeping Materials	0	5	5	0.0%
Non-Capitalized Equipment	163	102	(61)	-37.4%
BOOKS, SUPPLIES & MATERIALS TOTAL	2,376	2,118	(258)	-10.9%
CONTRACTUAL AND OTHER EXPENSES				
Consulting Services	354	303	(51)	-14.4%
Car Allowances/Mileage Reimbursement, Travel and Conferences	189	157	(32)	-16.9%
Dues and Memberships	71	62	(9)	-12.7%
Insurance	676	736	60	8.9%
Utilities (Gas, Electric, Waste Disposal, Sewer, Water)	2,619	2,899	280	10.7%
Rentals, Leases, Repairs and Non-capitalized Improvements	381	398	17	4.5%
Transfers of Direct Costs	(210)	(172)	38	-18.1%
Interest Expense	190	215	25	13.2%
Contracted Services	2,132	2,038	(94)	-4.4%
Legal Advertising, Legal Fees, Audit Fees, Other	224	248	24	10.7%
Non-Public School Tuition	0	0	0	0.0%
Telephone, Internet Service and Postage	394	512	118	29.9%
CONTRACTUAL AND OTHER EXPENSES TOTAL	7,020	7,396	376	5.4%
CAPITAL OUTLAY & EQUIPMENT				
Capital Outlay/Computer Equipment	195	162	(33)	-16.9%
CAPITAL OUTLAY & EQUIPMENT TOTAL	195	162	(33)	-16.9%

SEQUOIA UNION HIGH SCHOOL DISTRICT
UNRESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2
(In \$1,000's)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
OTHER OUTGO				
Transfer of Indirect Cost	(162)	(154)	8	-4.9%
Transfer to Adult Education Fund	993	1,038	45	4.5%
Transfer to Cafeteria Fund	450	550	100	22.2%
Transfer to Deferred Maintenance	0	0	0	0.0%
Transfer to East Palo Alto Academy Charter School	87	84	(3)	-3.4%
Transfer to Special Reserve	0	0	0	0.0%
Transfers to State/County/Other District	960	947	(13)	-1.4%
OTHER OUTGO TOTAL	2,328	2,465	137	5.9%
NON-PERSONNEL EXPENDITURES TOTAL	11,919	12,141	222	1.9%
PERCENTAGE OF TOTAL BUDGET	12.9%	12.4%		
(-) UNRESTRICTED GENERAL FUND EXPENDITURES TOTAL	92,456	97,668	5,212	5.6%
(=) NET INCREASE IN FUND BALANCE	(792)	2,194	2,986	-377.0%
(+) BEGINNING UNRESTRICTED FUND BALANCE	10,848	10,056	(792)	-7.3%
(=) PROJECTED FUND BALANCE	10,056	12,250	2,194	21.8%

Summary Table 3 below shows revenues and expenditures for the restricted General Fund.

**SEQUOIA UNION HIGH SCHOOL DISTRICT
RESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 3
(In Thousand of Dollars)**

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
REVENUES				
REVENUE LIMIT SOURCES				
Property Tax Transfer	3,623	3,921	298	8.2%
REVENUE LIMIT TOTAL	3,623	3,921	298	8.2%
FEDERAL REVENUE SOURCES				
Carl Perkins Grant	225	185	(40)	-17.8%
IDEA - Basic Entitlement	1,388	1,392	4	0.3%
No Child Left Behind/IASA Title I - Basic Grant	1,017	987	(30)	-2.9%
Title II - Improving Teacher Quality	207	207	0	0.0%
Title III - Limited English Proficient and Immigrant Ed	184	161	(23)	-12.5%
All Other Federal Funding	455	450	(5)	-1.1%
FEDERAL REVENUE TOTAL	3,476	3,382	(94)	-2.7%
STATE REVENUE SOURCES				
Special Education - High Cost Pool	100	200	100	100.0%
State Lottery	240	240	0	0.0%
Drug/Alcohol/Tobacco Funds	164	811	647	394.5%
Other State Income	1,615	709	(906)	-56.1%
STATE REVENUE TOTAL	2,119	1,960	(159)	-7.5%
OTHER LOCAL REVENUE SOURCES				
Maintenance Assessment District	892	892	0	0.0%
Rentals & Leases	376	325	(51)	-13.6%
Interagency Services	79	40	(39)	-49.4%
Other Local Revenue	5,622	4,136	(1,486)	-26.4%
OTHER LOCAL REVENUE TOTAL	6,969	5,393	(1,576)	-22.6%
INTERFUND TRANSFERS				
Contributions To Unrestricted General Fund				
Mandated Cost - Site Discretionary	(64)	0	64	-100.0%
Community Redevelopment	(1,905)	0	1,905	-100.0%
Contributions From Unrestricted General Fund to:				
Nurse	18	22	4	22.2%
Restricted Routine Maintenance Account	3,826	3,875	49	1.3%
SDTA	39	19	(20)	-51.3%
Special Education	13,319	13,443	124	0.9%
TITLE II	311	275	(36)	-11.6%
INTERFUND TRANSFERS TOTAL	15,544	17,634	2,090	13.4%
(+) GENERAL FUND REVENUES TOTAL	31,731	32,290	559	1.8%

SEQUOIA UNION HIGH SCHOOL DISTRICT
RESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 3
(In Thousand of Dollars)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
SALARY & EMPLOYEE BENEFIT EXPENDITURES				
CERTIFICATED SALARIES				
Teacher Salaries	10,247	9,473	(774)	-7.6%
Librarians, Counselors, Nurses and Psychologists	392	376	(16)	-4.1%
Central and Site Administrators	394	397	3	0.8%
CERTIFICATED SALARIES TOTAL	11,033	10,246	(787)	-7.1%
CLASSIFIED SALARIES				
Instructional Aides	3,201	3,366	165	5.2%
Library Aides/Guidance/Attendance	259	245	(14)	-5.4%
Security Aides	69	53	(16)	-23.2%
Maintenance/Custodians	1,752	1,664	(88)	-5.0%
Bus Drivers/Mechanics/Dispatcher	0	0	0	0.0%
Director/Supervisor/Central Administrator	147	145	(2)	-1.4%
Secretarial/Clerical	321	322	1	0.3%
Other Classified Staff	511	1,089	578	113.1%
CLASSIFIED SALARIES TOTAL	6,260	6,884	624	10.0%
EMPLOYEE BENEFITS				
STRS	965	1,059	94	9.7%
CalPERS	677	815	138	20.4%
FICA/Medicare	654	690	36	5.5%
Health, Welfare and Life Insurance	2,747	2,912	165	6.0%
State Unemployment Insurance	10	10	0	0.0%
WorNers' Compensation Insurance	334	329	(5)	-1.5%
Retiree Benefits	251	261	10	4.0%
Other Benefits - Cash In Lieu	202	222	20	9.9%
EMPLOYEE BENEFITS TOTAL	5,840	6,298	458	7.8%
SALARY & EMPLOYEE BENEFIT EXPENDITURES TOTAL	23,133	23,428	295	1.3%
PERCENTAGE OF TOTAL BUDGET	68.4%	72.6%		

SEQUOIA UNION HIGH SCHOOL DISTRICT
RESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 3
(In Thousand of Dollars)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
NON-PERSONNEL EXPENDITURES				
BOOKS, SUPPLIES & MATERIALS				
Textbooks and Core Curricula Materials	198	232	34	17.2%
Books and Other Reference Materials	152	34	(118)	-77.6%
Materials and Supplies	1,622	859	(763)	-47.0%
Food	116	78	(38)	-32.8%
Building Maintenance/Groundkeeping Materials	641	630	(11)	-1.7%
Non-Capitalized Equipment	248	84	(164)	-66.1%
BOOKS, SUPPLIES & MATERIALS TOTAL	2,977	1,917	(1,060)	-35.6%
CONTRACTUAL AND OTHER EXPENSES				
Consulting Services	2,070	1,675	(395)	-19.1%
Car Allowances/Mileage Reimbursement, Travel and Conferences	187	138	(49)	-26.2%
Dues and Memberships	6	7	1	16.7%
Utilities (Gas, Electric, Waste Disposal, Sewer, Water)	16	16	0	0.0%
Rentals, Leases, Repairs and Non-capitalized Improvements	533	526	(7)	-1.3%
Transfers of Direct Costs	181	136	(45)	-24.9%
Contracted Services	20	24	4	20.0%
Pupil Transportation	30	15	(15)	-50.0%
Legal Advertising, Legal Fees, Audit Fees, Other	478	203	(275)	-57.5%
Non-Public School Tuition	2,674	2,980	306	11.4%
Telephone, Internet Service and Postage	13	12	(1)	-7.7%
CONTRACTUAL AND OTHER EXPENSES TOTAL	6,208	5,732	(476)	-7.7%
CAPITAL OUTLAY & EQUIPMENT				
Capital Outlay/Computer Equipment	74	95	21	28.4%
CAPITAL OUTLAY & EQUIPMENT TOTAL	74	95	21	28.4%

SEQUOIA UNION HIGH SCHOOL DISTRICT
RESTRICTED GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 3
(In Thousand of Dollars)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
OTHER OUTGO				
Transfer of Direct Cost	162	154	(8)	-4.9%
Transfer Out - County - Special Programs	769	513	(256)	-33.3%
Transfer Out - Deferred Maintenance	300	300	0	0.0%
Transfer Out - Other Districts - Special Education	182	131	(51)	-28.0%
Transfer Out - State Special Schools	22	20	(2)	-9.1%
OTHER OUTGO TOTAL	1,435	1,118	(317)	-22.1%
NON-PERSONNEL EXPENDITURES TOTAL	10,694	8,862	(1,832)	-17.1%
PERCENTAGE OF TOTAL BUDGET	31.6%	27.4%		
(-) GENERAL FUND EXPENDITURES TOTAL	33,827	32,290	(1,537)	-4.5%
(=) NET INCREASE IN FUND BALANCE	(2,096)	0	2,096	-100.0%
(+) BEGINNING RESTRICTED FUND BALANCE	3,384	1,288	(2,096)	-61.9%
(=) PROJECTED FUND BALANCE	1,288	1,288	0	0.0%

Summary Table 4 below shows revenues and expenditures for the combined General Fund.

**SEQUOIA UNION HIGH SCHOOL DISTRICT
GENERAL FUND COMBINED
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 4
(In Thousand of Dollars)**

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
REVENUES				
REVENUE LIMIT SOURCES				
Unrestricted	101,569	108,477	6,908	6.8%
Restricted	3,623	3,921	298	8.2%
REVENUE LIMIT TOTAL	105,192	112,398	7,206	6.9%
FEDERAL REVENUE SOURCES				
Unrestricted	71	40	(31)	-43.7%
Restricted	3,476	3,382	(94)	-2.7%
FEDERAL REVENUE TOTAL	3,547	3,422	(125)	-3.5%
STATE REVENUE SOURCES				
Unrestricted	2,030	6,239	4,209	207.3%
Restricted	2,119	1,960	(159)	-7.5%
STATE REVENUE TOTAL	4,149	8,199	4,050	97.6%
LOCAL REVENUE SOURCES				
Unrestricted	3,538	2,577	(961)	-27.2%
Restricted	6,969	5,393	(1,576)	-22.6%
OTHER LOCAL REVENUE TOTAL	10,507	7,970	(2,537)	-24.1%
INTERFUND TRANSFERS				
Unrestricted	(15,544)	(17,471)	(1,927)	12.4%
Restricted	15,544	17,634	2,090	13.4%
INTERFUND TRANSFERS TOTAL	0	163	163	0.0%
(+) GENERAL FUND REVENUES				
Unrestricted	91,664	99,862	8,198	8.9%
Restricted	31,731	32,290	559	1.8%
(+) GENERAL FUND REVENUES TOTAL	123,395	132,152	8,757	7.1%

SEQUOIA UNION HIGH SCHOOL DISTRICT
GENERAL FUND COMBINED
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 4
(In Thousand of Dollars)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
SALARY & EMPLOYEE BENEFIT EXPENDITURES				
CERTIFICATED SALARIES				
Unrestricted	44,573	46,724	2,151	4.8%
Restricted	11,033	10,246	(787)	-7.1%
CERTIFICATED SALARIES TOTAL	55,606	56,970	1,364	2.5%
CLASSIFIED SALARIES				
Unrestricted	13,914	14,290	376	2.7%
Restricted	6,260	6,884	624	10.0%
CLASSIFIED SALARIES TOTAL	20,174	21,174	1,000	5.0%
EMPLOYEE BENEFITS				
Unrestricted	22,050	24,513	2,463	11.2%
Restricted	5,840	6,298	458	7.8%
EMPLOYEE BENEFITS TOTAL	27,890	30,811	2,921	10.5%
SALARY & EMPLOYEE BENEFIT EXPENDITURES				
Unrestricted	80,537	85,527	4,990	6.2%
Restricted	23,133	23,428	295	1.3%
SALARY & EMPLOYEE BENEFIT EXPENDITURES TOTAL	103,670	108,955	5,285	5.1%
PERCENTAGE OF TOTAL BUDGET	82.1%	83.8%		

SEQUOIA UNION HIGH SCHOOL DISTRICT
GENERAL FUND COMBINED
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 4
(In Thousand of Dollars)

	FY 2014-2015 Adopted Budget	FY 2015-2016 Projected Budget	Increase / (Decrease)	Percentage Change
EXPENDITURES				
NON-PERSONNEL EXPENDITURES				
BOOKS, SUPPLIES & MATERIALS				
Unrestricted	2,376	2,118	(258)	-10.9%
Restricted	2,977	1,917	(1,060)	-35.6%
BOOKS, SUPPLIES & MATERIALS TOTAL	5,353	4,035	(1,318)	-24.6%
CONTRACTUAL AND OTHER EXPENSES				
Unrestricted	7,020	7,396	376	5.4%
Restricted	6,208	5,732	(476)	-7.7%
CONTRACTUAL AND OTHER EXPENSES TOTAL	13,228	13,128	(100)	-0.8%
CAPITAL OUTLAY & EQUIPMENT				
Unrestricted	195	162	(33)	-16.9%
Restricted	74	95	21	28.4%
CAPITAL OUTLAY & EQUIPMENT TOTAL	269	257	(12)	-4.5%
OTHER OUTGO				
Unrestricted	2,328	2,465	137	5.9%
Restricted	1,435	1,118	(317)	-22.1%
OTHER OUTGO TOTAL	3,763	3,583	(180)	-4.8%
NON-PERSONNEL EXPENDITURES				
Unrestricted	11,919	12,141	222	1.9%
Restricted	10,694	8,862	(1,832)	-17.1%
NON-PERSONNEL EXPENDITURES TOTAL	22,613	21,003	480	2.1%
PERCENTAGE OF TOTAL BUDGET	17.9%	16.2%		
(-) GENERAL FUND EXPENDITURES				
Unrestricted	92,456	97,668	5,212	5.6%
Restricted	33,827	32,290	(1,537)	-4.5%
(-) GENERAL FUND EXPENDITURES TOTAL	126,283	129,958	0	0.0%
(=) NET INCREASE IN FUND BALANCE				
Unrestricted	(792)	2,194	2,986	-377.0%
Restricted	(2,096)	0	2,096	-100.0%
(+) BEGINNING GENERAL FUND BALANCE				
Unrestricted	10,848	10,056	(792)	-7.3%
Restricted	3,384	1,288	(2,096)	-61.9%
(=) PROJECTED GENERAL FUND BALANCE				
Unrestricted	10,056	12,250	2,194	21.8%
Restricted	1,288	1,288	0	0.0%
(=) PROJECTED GENERAL FUND BALANCE	11,344	13,538	(694)	-6.1%

FY 2015-16 BUDGET

SEQUOIA UNION HIGH SCHOOL DISTRICT
ALL OTHER DISTRICT FUNDS
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2

FY 2015-16 BUDGET[illegible]

SEDUCIA UNION HIGH SCHOOL DISTRICT
ALL OTHER DISTRICT FUNDS
REVENUE AND EXPENDITURE SUMMARY
SUMMARY TABLE 2

FY 2015-16 BUDGET	Charter School Fund 09	Adult Education Fund 11	Cafeteria Fund 13	Deferred Maintenance Fund 14	Special Reserve Fund 17	Post Employment Fund 20	Bond Fund 21	Capital Facilities Fund 25	Only School Facility Fund 35	Capital Outlay Fund 40
EXPENDITURES										
NON-PERSONNEL EXPENDITURES										
BOOKS, SUPPLIES & MATERIALS										
Textbooks and Core Curricula Materials	0	14,843	0	0	0	0	0	0	0	0
Books and Other Reference Materials	11,000	2,000	0	0	0	0	0	0	0	0
Materials and Supplies	67,255	16,212	845,000	0	0	0	0	0	0	0
Food	400	400	0	0	0	0	0	0	0	0
Building Maintenance/Groundkeeping Materials	0	0	0	0	0	0	2,606,873	543,876	0	0
Non-Capitalized Equipment	82,500	21,224	0	0	0	0	0	0	0	0
BOOKS, SUPPLIES & MATERIALS TOTAL	161,155	54,679	845,000	0	0	0	2,606,873	543,876	0	0
CONTRACTUAL AND OTHER EXPENSES										
Car Allowances/Mileage Reimbursement, Travel and Conferences	40,700	1,692	0	0	0	0	0	0	0	0
Dues and Memberships	5,400	0	0	0	0	0	0	0	0	0
Utilities (Gas, Electric, Waste Disposal, Sewer, Water)	61,500	41,420	84,500	0	0	0	0	0	0	0
Rentals, Leases, Repairs and Non-capitalized Improvements	21,500	16,573	0	628,755	0	0	9,912,406	50,000	0	0
Transfers of Direct Costs	25,000	800	0	0	0	0	0	0	0	0
Contracted Services	176,194	51,770	0	0	0	0	0	0	0	0
Telephone, Internet Service and Postage	8,140	8,500	0	0	0	0	0	0	0	0
CONTRACTUAL AND OTHER EXPENSES TOTAL	338,434	120,755	84,500	628,755	0	0	9,912,406	50,000	0	0
CAPITAL OUTLAY & EQUIPMENT										
Capital Outlay/Computer Equipment	5,000	3,062	0	0	0	0	78,972,561	2,486,542	3,010,486	0
CAPITAL OUTLAY & EQUIPMENT TOTAL	5,000	3,062	0	0	0	0	78,972,561	2,486,542	3,010,486	0
OTHER OUTGO										
Transfers to State/County/Other District	162,818	0	0	0	0	0	0	0	0	0
Transfer to Post-employment Benefits	0	0	0	0	4,627,500	0	0	0	0	0
Transfer to Deferred Maintenance	0	0	0	0	0	0	0	0	0	0
OTHER OUTGO TOTAL	162,818	0	0	0	4,627,500	0	0	0	0	0
NON-PERSONNEL EXPENDITURES TOTAL	667,407	178,496	929,500	628,755	4,627,500	0	91,491,840	3,080,418	3,010,486	0
PERCENTAGE OF TOTAL BUDGET	4.4%	56.9%	21.5%	736.0%	1977.1%	0.0%	3.4%	97.4%	0.0%	0.0%
(-) FUND EXPENDITURES TOTAL	4,077,478	1,633,395	2,925,285	628,755	4,627,500	0	91,491,840	3,080,418	3,010,486	0
(=) NET INCREASE IN FUND BALANCE	(7,027)	(171,141)	10,715	(236,755)	(4,627,500)	4,657,500	(50,996,840)	(2,070,418)	(2,960,486)	12,000
(+) BEGINNING FUND BALANCE	374,495	416,388	7,010	908,516	4,617,022	0	91,778,422	2,086,977	5,119,716	2,759,614
(=) PROJECTED FUND BALANCE	367,468	245,247	17,725	611,761	(10,478)	4,657,500	791,582	26,559	2,159,230	2,771,614

- c. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 1551, AUTHORIZING USE OF OWNER CONTROLLED INSURANCE PROGRAM (by roll call vote)

SITUATION

Public entities having construction programs with hard construction costs in excess of \$100 million are able to participate in Owner Controlled Insurance Programs (OCIPs), also known as Wrap-up Insurance Programs for construction. The requirement for this type of wrap-up program is that construction hard cost for qualified projects must exceed \$15 million for each project.

There are a number of benefits from establishing an OCIP for construction projects:

- Control - It provides a one-stop shop for general contractors and sub-contractors to obtain liability and workers' compensation insurance. Contractors are interfacing with one insurance carrier for all insurance needs, i.e., paying standard premiums and dealing with one carrier when filing claims;
- Cost reduction - For the project owner there is a great benefit in providing the insurance through the OCIP to reduce the total cost of the insurance premiums. General and sub-contractor are not shopping around for insurance for their projects and are not passing along to the owner the mark-up for the insurance premiums;
- Elimination of redundant insurance - general and sub-contractors are not dealing with multiple insurance carriers for liability and workers' compensation insurance for their projects.
- Higher coverage limits
- Consistent coverage across contractors
- Specialized/coordinated claims and loss control
- Minimizes cross litigation/subrogation
- Allows for a larger qualified contractor pool
- Allows for more small local contractor participation

Staff from San Mateo County Schools Insurance Group (SMCSIG) approached district staff to explore the possibility of establishing a stand-alone OCIP for the anticipated Measure A construction projects; with the

intent to allow other SMCISG member districts to participate in the program. Some of our partner elementary districts are also in the midst of their construction programs at this time. However, even partnering with the feeder districts we do not have individual projects exceeding \$15 million and totaling \$100 million. As a result the district could not establish a stand-alone OCIP for its construction projects.

However, District staff met several times with staff from SMCSIG to explore the possibility of joining an existing OCIP. Alliant Insurance Services has an existing OCIP that requires a threshold of \$10 million per project. In order to enjoy the above benefits staff is recommending that the district join the existing OCIP program.

Staff from SMCSIG and Alliant Insurance will be on hand to present the details of the existing program that the district can join.

FISCAL IMPACT

By the district providing the insurance (liability, worker's compensation), for the projects, it can be the recipient of any savings attained with respect to insurance costs. This could return between \$0.5 to \$1 million depending on claim costs and the amount of projects.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1551, Authorizing the Use of and Making Certain Determinations for an Owner Controlled Insurance Program and Delegating Authority to the District Superintendent or His Designee to Execute a Memorandum of Understanding with CSAC Excess Insurance Authority.

d. APPROVAL OF EPAA LOCAL CONTROL AND ACCOUNTABILITY PLAN FOR 2015-16

SITUATION

The East Palo Alto Academy (EPAA) Local Control and Accountability Plan (LCAP) for 2015-16 will be presented to the SUHSD Board of Trustees for approval.

FISCAL IMPACT

(To be determined)

RECOMMENDATION

That the Board of Trustees approves the EPAA Local Control Accountability Plan for 2015-16.

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

16. ADJOURNMENT