

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 9/3/14, BOARD MEETING

1. CALL TO ORDER

Anyone wishing to address the Board on closed session matters may do so at this time.

2. CLOSED SESSION

- a. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS
- b. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;
Employee Organizations: Sequoia District Teachers Association (SDTA), Sequoia Adult School
Federation of Teachers
- c. SUPERINTENDENT'S EVALUATION—GOVERNMENT CODE SECTION 54957

3. ROLL CALL

4. WELCOME AND EXPLANATION TO AUDIENCE

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA

7. REPORT OUT ON CLOSED SESSION

8. APPROVAL OF CONSENT CALENDAR

Board action to approve the following items is taken simultaneously with one motion which is not debatable and requires an unanimous roll call vote for passage. The action indicated on each item is deemed to have been considered in full and action taken as worded therein. If a member of this Board, the Superintendent, or the Public so requests, any item shall be removed from this section and placed on the regular order of business.

MOTION: *wave reading of the Consent Calendar, accept the reports, adopt the resolutions, and approve other items.*

- a. APPROVAL OF MINUTES FOR AUGUST 13, 2014, BOARD MEETING (consent)

SITUATION

Enclosed with the background materials are the minutes for the August 13, 2014, Board meeting.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the August 13, 2014, Board meeting.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

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

FISCAL IMPACT

None

RECOMMENDATION

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

- c. APPROVAL OF FIELD TRIPS (consent)

SITUATION

Carlmont High School

10 Key Club members will travel to La Honda on September 27-28, 2014, and will participate in their Annual Regional Training Conference held at the YMCA Camp Jones Gulch.

40 students will attend the Journalism National Convention held on November 5-9, 2014, in Washington D. C. The students will participate in workshops directly related to skills in media studies.

Menlo-Atherton High School

135 Academy students will travel to San Gregorio Beach on September 12, 2014. This is a community building beginning of the year field trip for the students.

12 Girls' Tennis Team members will compete in Clovis on September 4-6, 2014.

30 Science students will travel to Stulstaff Park in Redwood City on September 17-19, 2014. Students will conduct water quality tests on the Arroyo de Oro Creek.

Sequoia High School

50 Football Team members will travel to Valley Center on September 11-13, 2014. This is their annual varsity football travel game.

10 Key Club members will join the Carlmont High School Key Club, and travel to La Honda on September 27-28, 2014. They will participate in a training conference held at the YMCA Camp Jones Gulch.

Woodside High School

15 Water Polo Team members will compete in Gilroy High School on September 12-13, 2014.

FISCAL IMPACT

No fiscal impact on the 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 Carlmont High School's Key Club to travel to La Honda on September 27-28, 2014, Journalism students to Washington D.C. on November 5-9, 2014; Menlo-Atherton Academy students to San Gregorio Beach on September 12, 2014, Girls' Tennis team to Clovis on September 4-6, 2014, Science students to Stulstaff Park on September 17-19, 2014; Sequoia High School Varsity Football Team to Valley Center September 11-13, 2014; Woodside High School's Water Polo Team to Gilroy on September 12-13, 2014.

- d. APPROVAL OF PRELIMINARY 2014-15 CATEGORICAL BUDGET FOR MENLO-ATHERTON AND REDWOOD HIGH SCHOOLS (consent)

SITUATION

The California Department of Education requires that each school's School Site Council and the local governing board annually approve the corresponding categorical budgets as part of each school's site plan. These funds must be aligned to the goals and initiatives described in the corresponding school site plan, which, in turn must not conflict with the district's Local Control Accountability Plan LCAP. Because preliminary budgets may change once the final state and federal allocations are provided, a revision to each school site plan's budget may need to be submitted in the fall.

FISCAL IMPACT

Approval of Menlo-Atherton (M-A) and Redwood high schools' 2014/15 preliminary categorical budgets grants formal authority to M-A and Redwood to expend their state and federal categorical funds (Tobacco Use Prevention Education [TUPE], Title I, Title III- Limited English Proficient [LEP], District-funded English Learners' [EL] Support), estimated at:

- Menlo-Atherton \$32,962
- Redwood \$69,205

RECOMMENDATION

That the Board of Trustees approves the 2014/15 preliminary categorical budgets for Menlo-Atherton and Redwood high schools.

e. APPROVAL OF WARRANTS (consent)

SITUATION

The Warrants for June and July 2014 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for June and July 2014, totaling \$11,938,500

f. APPROVAL OF CONTRACT FOR SECURITY INSTALLATIONS AND MONITORING SERVICES
(consent)

SITUATION

California Security Alarms, Inc., provides services to install, repair and monitor burglary and fire alarm systems district-wide. Staff recommends that the Board approves the following contracts extending these services through June 30, 2015.

- | | |
|---|----------|
| • Burglary and Fire Alarm Monitoring, Service Calls and Repairs | \$53,000 |
| • Burglary and Fire Alarm Systems Installations | \$60,000 |

FISCAL IMPACT

\$113,000 to be paid primarily from the Maintenance and Operations General Fund budget and on an as-needed basis from the Construction Department's budget.

RECOMMENDATION

That the Board of Trustees approves the contracts with California Security Alarms Inc., through June 30, 2015, in the amounts of \$53,000 for burglary and fire alarm monitoring, service calls and repairs and \$60,000 for burglary and fire alarm systems' installations district- wide.

g. APPROVAL OF STRATEGIC PLANNING AND CONTRACT WITH PIVOT LEARNING PARTNERS
(consent)

SITUATION

A proposal to conduct a strategic planning process for the district was discussed at the August 13 meeting. The Board gave staff direction to proceed with developing a strategic plan and agreed that Pivot Learning Partners would be the best consultant to guide the process forward in the district.

Included with the background materials is the strategic planning proposal developed by Pivot Learning Partners that outlines the scope of services that would be provided. Also attached is the proposed timeline to develop the strategic plan. After this first phase is complete in February, staff will begin work on an implementation plan that will ultimately be presented to the Board for approval.

Staff will assemble a Strategic Planning Stakeholder Committee that will be the key planning committee in this process and use community and staff engagement feedback to develop the plan.

The proposed meeting dates for the Strategic Planning Stakeholder Committee are October 7, October 21, and December 9; with meetings held between the hours of 2:00 p.m. and 5:00 p.m. Membership on the committee will consist of two Board members, administrators, certificated and classified staff, parents, and community members.

The consultants will be meeting with stakeholder groups (staff and parent groups) at each site from September 23 through September 26.

FISCAL IMPACT

Fiscal impact to the General Fund budget is \$34,200.

RECOMMENDATION

That the Board of Trustees approves the contract with Pivot Learning Partners in the amount of \$34,200 to conduct a strategic planning process with Sequoia Union High School District.

- h. ADOPTION OF REOLUTION NO. 1523, CALLING UPON LEGISLATURE TO REPEAL LOCAL RESERVES CAP (consent)

SITUATION

Resolution No. 1523, Calling Upon Legislature to Repeal Local Reserves Cap, was presented to the Board at the last meeting. Suggestions were made to amend the resolution; it was suggested to bring back the resolution for adoption on September 3. The amended resolution is included with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1523, a resolution calling upon the Legislature to immediately repeal or substantially change the language contained in Section 27 of SB 858 (Chapter 32, Statutes of 2014).

- i. APPROVAL OF CONTRACT FOR ATHLETIC TRAINERS (consent)

SITUATION

The Sequoia Union High School District has provided the services of Athletic Trainers to its comprehensive high schools' athletic programs through BAK Physiotherapy for the past several years. In the spring of 2014, BAK Physiotherapy notified the district that it was unable to continue to serve in this capacity due to budget restraints and the difficulty it has experienced over the past several years in procuring athletic trainers. The district's Student Services Department commenced a search for an alternative, and through a partnership with the Palo Alto Medical Foundation and Excel Sports Medicine, the district will be able to continue these valuable

services to its student-athletes. The athletic trainers will provide thirty (30) hours per week of services at each comprehensive high school site. Included with the background materials is the agreement, which has been approved by legal counsel.

FISCAL IMPACT:

The contract with Excel Sports Medicine is not to exceed \$150,000 per year.

RECOMMENDATION:

That the Board of Trustees approves the agreement for athletic trainers with Excel Sports Medicine for the 2014-15 school year.

j. APPROVAL OF CONTRACT WITH QUAGLIA INSTITUTE (consent)

SITUATION

The 2014-15 school year will mark the fifth year in which the district has worked with the Quaglia Institute. In this forthcoming year, the district and the Quaglia Institute for Student Aspirations (QISA) will broaden the scope of application of the Aspirations framework to include a ninth-grade at-risk intervention program in the district's four comprehensive high schools (Sequoia Aspirations Advocates Program [SAAP]), a School of Excellence partnership with Woodside High School, as well as a continued partnership with Woodside High School's COMPASS program. The SAAP will work with the fifty most at-risk ninth-grade students at each of the comprehensive high schools, which will include a case study to be conducted by the Quaglia Institute and the SUHSD.

FISCAL IMPACT

The total cost of the agreement between SUHSD and QISA is not to exceed \$96,510.

RECOMMENDATION

That the Board of Trustees approves the agreement between Sequoia Union High School District and the Quaglia Institute for the 2014-15 school year.

k. APPROVAL OF JOB DESCRIPTION FOR COORDINATOR OF ENGLISH LEARNERS AND SPECIAL PROGRAMS (consent)

SITUATION

The Coordinator of English Learners (EL) and Special Programs will replace the position of Director of English Language Development and Categorical Programs. With the disappearance of most categorical funding, the Coordinator will have the opportunity to focus on providing leadership concerning instructional strategies and curriculum for teachers working with EL students. The Coordinator will also provide support to special programs designed to reduce the achievement gap between sub-groups of SUHSD students.

FISCAL IMPACT

Coordinator II

RECOMMENDATION

That the Board of Trustees approves the job description for the Coordinator of EL and Special Programs.

l. ADOPTION OF RESOLUTION NO. 1526, TO UPDATE THE SAN MATEO COUNTY SPECIAL EDUCATION LOCAL PLAN AREAS (by roll call vote)

SITUATION

Staff recommends the adoption of Resolution No. 1526, to update the San Mateo County Special Education Local Plan Areas (SELPA). This change is required as a member Local Education Agency (LEA) has changed and content of the Local Plan has been updated. East Palo Alto Academy is no longer an LEA of the SELPA, the By-laws of the Community Advisory Committee have been updated and other formatting of the Local Plan has been updated.

East Palo Alto Academy (EPAA) was operating as a separate LEA for special education. As of July 1, 2014, EPAA became part of the Sequoia Union High School District. Updates and changes were also made to the By-Laws of the Community Advisory Committee. At the June 14, 2014, Board meeting, the San Mateo County SELPA Governing Board approved all changes to the Local Plan and adopted SELPA Resolution No. 2-2013-2014.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1526, to Update the San Mateo County Special Education Local Plan Areas.

- m. AUTHORIZATION TO HIRE INSPECTOR OF RECORD AND PROJECT MANAGER FOR M-A CLASSROOM PROJECT (consent)

SITUATION

Construction plans for the additional five new classrooms in F-wing at Menlo-Atherton High School have been completed and submitted to the Division of State Architect (DSA). Construction is expected to start on October 1, 2014. As required by DSA, it is necessary to hire an Inspector of Record for the project.

Staff is recommending hiring Inspector Ralph Adams of 217 Enterprises, Ltd., to serve as the Inspector of Record for this project. In addition, due to Mr. Adams' familiarity with the Menlo-Atherton campus, his construction background, and demonstrated project management experience with similar projects in the district, staff is also recommending hiring Mr. Adams to serve as a part-time Project Manager for this project. The costs for his services are as follows:

- Inspector of Record: estimated 780 hours @ \$90 per hour, not to exceed \$70,200
- Project Manager: estimated 200 hours @ \$175 per hour, not exceed \$35,000

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to hire Inspector Ralph Adams of 217 Enterprises, Ltd., in an amount not to exceed \$105,200 as Inspector of Record and part-time Project Manager for the Menlo-Atherton five-classroom F-wing project.

- n. APPROVAL OF AGREEMENT WITH FINANCIAL ADVISOR (consent)

SITUATION

In order to anticipate funding Measure "A" Phase I construction projects, implementing a capital repair plan, and land acquisition, staff is recommending entering into an agreement with the financial advisory firm of Keygent Advisors (KA).

Keygent Advisors will provide consulting services specifically for the district's financial needs; including administrative and strategic support, quantitative analysis in connection with the issuance and refinancing of general obligation bonds.

Keygent Advisors serve as financial advisor to a number of school districts in San Mateo County and also K-12 and community college districts throughout California. Since 2011, the firm has served as a financial advisor to SUHSD and provided financial advisory services in connection to our Measure "J" general obligation bond issuance and refunding, and the issuance of the Tax Revenue Anticipation Notes (TRAN).

The timeline for the issuance of the first Measure "A" general obligation bonds is scheduled for next October.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by gross proceeds from the sale of general obligation bonds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to enter into an agreement with Keygent Advisors to serve as financial advisor in connection with the district's financial needs.

- o. APPROVAL OF LETTER OF ENGAGEMENT WITH BOND COUNSEL (consent)

SITUATION

In anticipation of funding Measure "A" Phase I construction projects, implementing the capital repair plan and acquiring land, staff recommends entering into a Letter of Engagement for bond and disclosure counsel services with Orrick, Herrington & Sutcliffe, LLP. The law firm will represent the district as bond and disclosure counsel in connection with the issuance of Measure "A" general obligation bonds.

Staff solicited, evaluated, and considered proposals from other firms for these services. Orrick, Herrington & Sutcliffe has represented the district in connection with all prior issuances and refunding transactions of its general obligation bonds, as well as the issuance of its Tax Revenue Anticipation Notes (TRANs). In addition, the firm represents many other K-12 school and community college districts, municipalities, and the State of California; thus making Orrick, Herrington & Sutcliffe very reputable and experienced in this area of law.

The timeline for the issuance of the first Measure "A" general obligation bonds is scheduled for next October.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by gross proceeds from the sale of general obligation bonds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to enter into a Letter of Engagement with Orrick, Herrington & Sutcliffe LLP, to represent the district as bond and disclosure counsel in connection with the district's general obligation bonds approved by the voters on June 3, 2014.

9. SPECIAL RECOGNITIONS

- a. Superintendent's Commendations

10. PUBLIC COMMENT

- a. This period is for speakers whose items are not on the agenda. Speakers are customarily limited to two minutes. Speaker slips are available at the agenda table.
- b. Correspondence

11. INFORMATION ITEMS

a. OPENING OF SCHOOL REPORTS FROM SITES

SITUATION

Each of the principals will provide a brief overview on the start of school; including enrollment, in-service activities at the beginning of the year, and new initiatives and programs.

b. PRESENTATION OF DISTRICT'S INITIAL BARGAINING PROPOSAL TO SEQUOIA ADULT SCHOOL FEDERATION OF TEACHERS

SITUATION

Before the commencement of bargaining, each party is required to "sunshine" their initial contract proposal. The district is submitting its initial proposal to the Sequoia Adult School Federation of Teachers.

The district wishes to discuss and negotiate the following Articles:

Article I: Agreement
Article VI: Grievances
Article VIII: Evaluation
Article IX: Leaves of Absence
Article X: Compensation
Article XI: Benefits
Article XII: Employment Rights and Practices
Article XIV: Term and Completion

There will be a public hearing on the proposal at the next board meeting.

c. UPDATE ON SITE MASTER PLANNING AND PHASE I PROJECTS

SITUATION

Last spring, in preparation for the potential passage of a construction bond election, the district went through a selection of architectural firms to provide district and site master planning services and design services for Phase I site projects. Thanks to the support from our community, Measure "A" bond measure was approved last June authorizing the issuance of \$265 million in general obligation bonds for new facilities construction, modernization, energy efficiency projects, and the implementation of a capital repairs program. The passage of Measure "A" would enable the district to provide adequate facilities to cope with the expected enrollment growth in the district.

A district-wide selection committee with representation from site administration, faculty, parents, and district staff, was formed to assist in the architect selection process. The following architectural firms were selected to provide master planning and design services:

- Carlmont High School–HMC Architects
- Menlo-Atherton High School–LPA Architects
- Redwood High School–Quattrocchi Kwok Architects (QKA)
- Sequoia High School–Quattrocchi Kwok Architects (master planning)/Spencer Associates (design)
- Woodside High School–HMC Architects
- District-wide Executive Architect – Quattrocchi Kwok Architects

Site building committees were also formed after the June election to provide input to the architects for site master planning and for the Phase I projects. This evening Aaron Jobson, the district's Executive Master Planning Architect, will present to the Board of Trustees with an update of the work that has been completed to date. In addition, the presentation will provide the Board and the community-at-large with an opportunity to

learn about the short- and long-term vision for the sites as well as the Phase I projects currently in the planning stages. It should be noted that the site master planning and design phase for Redwood High School has been postponed until the conclusion of the potential re-design of the educational program for the school.

12. DISCUSSION ITEMS

a. DISCUSSION OF PLAN FOR BOARD STUDY SESSION ON REDWOOD HIGH SCHOOL

SITUATION

Staff will present a plan for structuring the Board Study Session on Redwood High School to be held Wednesday, September 10 at 3:30 p.m. The Study Session will also be the kickoff of the Redwood Task Force. Board members are welcome to offer additional ideas for the meeting.

13. PUBLIC HEARING

a. None

14. ACTION ITEMS

a. CONSIDERATION OF APPROVAL OF REVISED ADMINISTRATIVE REGULATION AR5116.1, INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

SITUATION

A revised administrative regulation (AR5116.1), Intradistrict Open Enrollment and Adjustment Transfers, relative to open enrollment and other transfers between schools was presented, as a first reading, to the Board at the August 13, 2014, meeting.

This revised administrative regulation follows the adoption of new boundaries for the district's four comprehensive high schools which contain transfer references based on space availability and were agreed upon by the Board to be part of the overall realignment of school boundaries.

The revised administrative regulation has been updated per the Board discussion on August 13 and subsequently by updates received from President Weiner.

A key change from the draft presented on August 13 was to push out the deadline for submissions of open enrollment/transfer requests by one month to the third Friday in February. Given that parents will no longer be able to rescind an approved transfer, the extended date will ensure that all parents interested in an open enrollment transfer will have had an opportunity for their student to shadow at the school under consideration prior to the submission deadline.

Administrative Regulation AR5116.1 is being presented to the Board as an action item. If approved, it will govern the open enrollment/transfer process that will begin this fall for incoming 2015-16 ninth-graders. Staff will take special steps to ensure that incoming parents are well aware of the changes.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves revised Administrative Regulation AR5116.1, Intradistrict Open Enrollment and Adjustment Transfers, as presented.

b. APPROVAL OF PRECONSTRUCTION AGREEMENT WITH BLACH CONSTRUCTION FOR FIVE-CLASSROOM PROJECT AT MENLO-ATHERTON

SITUATION

The construction plans for the additional five (5) new classrooms at the Menlo-Atherton High School F-wing have been completed and have been submitted to the Division of State Architect (DSA). Barring any delays in the DSA review and approval process, construction is expected to start on October 1, 2014.

In order to adhere to the construction schedule and to meet the expected delivery date of August 3, 2015, staff is recommending entering into a pre-construction agreement with Blach Construction Company to provide estimating services, constructability review, scheduling, and bidding and procurement services in anticipation of a Lease Lease-Back (LLB) agreement for this project.

The cost for these pre-construction services is not to exceed \$48,000. These fees will be included in the guaranteed maximum price of the LLB agreement. Should the district choose not to award the LLB contract to the Blach Construction Company the pre-construction fees will be due and payable within 30 days of the invoice date.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to enter into a pre-construction agreement with Blach Construction Company, in an amount not to exceed \$48,000 for the F-wing five (5) classroom addition project at Menlo-Atherton High School.

- c. APPROVAL OF VARIABLE TERM WAIVER FOR SPECIAL EDUCATION MODERATE/SEVERE TEACHER (EDUCATION CODE 44265)

SITUATION

Credential waivers are an employment option available to employing agencies when there is a shortage of credentialed personnel. The Commission has had the responsibility for granting credential waivers since July 1994. A credential waiver is the option of last resort for agencies to employ or assign individuals who are not appropriately credentialed.

The amendments to 5 California Code of Regulations, §§80124 and 80125, pertaining to Variable Term Waivers have been approved by the Office of Administrative Law.

Section 80125 – *Submitting Requests for Variable Term Waivers; Approvals and Denials*—All waiver requests must be received by the Commission within ninety days from the beginning date of service. This new submission guideline will expedite the waiver process to verify that those serving in an assignment on the basis of a credential waiver meet the minimum eligibility requirements within a reasonable amount of time.

The Human Resources Department is requesting approval to submit a Variable Term Waiver Request for Melissa Smilgys, a teacher at Woodside High School, to complete her Special Education Level II Induction Program. Woodside High School had a moderate-severe teacher resign shortly before the opening of school, and the job posting produced very few qualified candidates. Ms. Smilgys is a very capable teacher who received her preliminary credential out-of-state and who needs to clear her California teaching credential; she will do so during this academic school year. Nevertheless, it is necessary for the district to pursue this credential waiver on her behalf for the 2014-15 school year.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Variable Term Waiver Request for Special Education Moderate/Severe Teacher (Education Code 44265).

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

16. ADJOURNMENT

POSSIBLE AGENDA ITEMS FOR THE SEPTEMBER 10, 2014, BOARD STUDY SESSION, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Discussion of Redwood High School

POSSIBLE AGENDA ITEMS FOR THE SEPTEMBER 17, 2014, BOARD MEETING, AND CONSIDERATION OF ANY ITEM GOVERNING BOARD MEMBERS WISH TO PLACE ON THE NEXT AGENDA

- a. Consideration of Adoption of Resolution No. 1527, for 2014-15 GANN Limit Calculations
- b. Report on Developer Fee Income and Expenditures for Fiscal Year 2013-14
- c. Discussion of Revised Board Policies and Administrative Regulations for Human Resources Division