

Approved Minutes of Regular Meeting of the Board of Trustees  
Sequoia Union High School District  
Wednesday, September 3, 2014

Call to Order	The regular meeting of the Sequoia Union High School District Board of Trustees was called to order by President Weiner at 4:02 p.m., on Wednesday, September 3, 2014, in the Birch Conference Room at 480 James Avenue, in Redwood City, California.	
Recess to Closed Session	The Board of Trustees recessed to Closed Session at 4:03 p.m. to: <ul style="list-style-type: none"><li>a. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS</li><li>b. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides; Employee Organizations: Sequoia District Teachers Association (SDTA)</li><li>c. SUPERINTENDENT'S EVALUATION—GOVERNMENT CODE SECTION 54957</li></ul>	
Opened Public Session at 5:38 p.m.	The Board of Trustees returned to Public Session at 5:38 p.m. in Birch Conference Room at 480 James Avenue, in Redwood City, California.	
Roll Call	<b>Present:</b> Carrie Du Bois Olivia Martinez Alan Sarver Chris Thomsen Allen Weiner	<b>Absent</b> None
Pledge of Allegiance	Superintendent James Lianides led the Board of Trustees and audience in the Pledge of Allegiance.	
Invitation to the Audience	President Weiner welcomed the audience and explained that the Consent Calendar consisted of routine or previously discussed items to be considered as a unit and voted upon by roll call vote. He explained the Public Comment section of the agenda was for permitting members of the audience to make presentations about items not on the agenda.	
Approval of Agenda	On a motion by Trustee Martinez, seconded by Trustee Sarver, the Board of Trustees approved the Agenda.	
Report Out on Closed Session	President Weiner reported that the Board took action in Closed Session and unanimously approved the expulsion of Student No. 2014-15-6 (name to appear in official minutes) for the summer 2013-14 semester, and fall 2014-15 semester, and established December 15, 2014, as the date that the student may apply for readmission.	
Amended Consent Calendar	Removed and voted upon later in the meeting:  8g. Approval of Strategic Planning and Contract with Pivot Learning Partners	
Approval of Amended Consent Calendar	On a motion by Trustee Sarver, seconded by Trustee Thomsen, the Board of Trustees approved the amended Consent Calendar. Voting "yes,"—Student Trustee Breslauer; Trustees Du Bois, Martinez, Sarver, Thomsen, and Weiner; voting "no"—none, and absent—none.	
Approval of Amended Minutes for August 13, 2014, Board Meeting	On a motion on the Consent Calendar, the Board of Trustees approved the amended minutes for the August 13, 2014, Board meeting.	
Approval of Personnel Recommendations	On a motion on the Consent Calendar, the Board of Trustees approved the Personnel Recommendations as indicated.	
Approval of Field Trips	On a motion on the Consent Calendar, the Board of Trustees approved the field trip requests for Carlmont High School's 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.	

## Minutes for 9/3/14, Board Meeting

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Approval of Preliminary 2014-15 Categorical Budgets for M-A & Redwood high schools	On a motion on the Consent Calendar, the Board of Trustees approved the 2014-15 preliminary categorical budgets for Menlo-Atherton and Redwood high schools.
Approval of Warrants	On a motion on the Consent Calendar, the Board of Trustees approved the Warrants for June and July 2014, totaling \$11,938,500.
Approval of Contract for Security Installations/Monitoring Services	On a motion on the Consent Calendar, the Board of Trustees approved 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 districtwide.
Adoption of Res. No. 1523, Repealing Local Reserves Cap	On a motion on the Consent Calendar, the Board of Trustees adopted Resolution No. 1523, calling upon the Legislature to immediately repeal or substantially change the language contained in Section 27 of SB 858 (Chapter 32, Statutes of 2014).
Approval of Contract for Athletic Trainers	On a motion on the Consent Calendar, the Board of Trustees approved the agreement for athletic trainers with Excel Sports Medicine for the 2014-15 school year.
Approval of Contract with Quaglia Institute	On a motion on the Consent Calendar, the Board of Trustees approved the agreement between SUHSD and the Quaglia Institute for the 2014-15 school year.
Approval of Job Description for Coord. of EL & Special Programs	On a motion on the Consent Calendar, the Board of Trustees approved the job description for the Coordinator of English Learners (EL) and Special Programs.
Adoption of Res. No. 1526, to Update SMC SELPA	On a motion on the Consent Calendar, the Board of Trustees adopted Resolution No. 1526, to Update the San Mateo County Special Education Local Plan Area (SELPA).
Authorization to Hire Inspector of Record & Project Manager for M-A Classroom Project	On a motion on the Consent Calendar, the Board of Trustees authorized 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.
Approval of Agreement with Financial Advisor	On a motion on the Consent Calendar, the Board of Trustees authorized the Superintendent to enter into an agreement with Keygent Advisors to serve as Financial Advisor in connection with the district's financial needs.
Approval of Letter of Engagement with Bond Counsel	On a motion on the Consent Calendar, the Board of Trustees authorized 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.
Special Recognitions Superintendent's Commendations	None
Public Comment	None
Correspondence	President Weiner received a communication from John Seybert, City of Redwood City Council member inviting SUHSD Board representatives to participate in a Two-Plus-Two Committee with the City Council.
Opening of School Reports from the Sites	<p>Superintendent Lianides noted that because Back-to-School Night is being held at Woodside High School tonight and administrators are needed at the site, the Association Student Body (ASB) President and Vice President would report on the opening of school.</p> <p>Shane Stafford, ASB Vice President, reported that school opened smoothly with 1,875 students enrolled, and he noted that 95 percent of students were able to get their first-choice elective. An assembly was held to welcome incoming ninth graders; and 13 new teachers were welcomed at Woodside. All students participated in the second annual "Big Read."</p>

Monica Chanda, ASB President, reported Woodside held its Kick-off Barbeque, attended by over 500 student athletes and parents. She noted that Woodside's opening of school was very successful.

Lionel de Maine, Sequoia Adult School Chief Operations Officer, reported that school opened in mid-July. Adult School students received diplomas at Summer Graduation; and English as a Second Language (ESL) classes ran throughout the summer. Courses are offered in U.S. History, credit recovery, and a class to support students transitioning to Cañada College. A new Cañada class is scheduled to open on the Adult School campus. College scholarships are available; there is training for the General Educational Development (GED) test offered through the San Mateo County Consortium.

Sean Priest, Principal of Sequoia High School, advised that this summer the Team Ascent program continued to serve students, working on enrichment and academics. He noted Sequoia also piloted an English Language Development (ELD) enrichment program that focused on science and math; there was an International Baccalaureate (IB) summer bridge program for students transitioning from International College Advancement Program (ICAP) to IB. Stanford University interns facilitated reading groups. Teachers participated in professional development on complex test training, and Advancement Via Individual Determination (AVID) teachers attended a conference. Principal Priest reported enrollment was at 2,114 students; and new courses included Algebra Readiness (to provide geometry support), and an introduction to computer science.

Miguel Rodriguez, Principal of Redwood High School, announced that Thursday, September 18 was Back to School Night. He reported that 80 students attended summer school, and 137 students graduated. Redwood had a smooth opening of school and has held eight Orientations this year. He noted there are students enrolled in more than four classes this year. Redwood now has a bilingual resource teacher on staff, and Adolescent Counseling Services is providing a part-time social worker. Over the summer teachers participated in "Night Time" meditation training for kids; the program will be piloted in the Redwood Environmental Academy of Leadership (REAL) and Teen Age Parenting Program (TAPP). New classes include Sociology and Cyber High.

In response to a question posed by President Weiner, Principal Rodriguez advised that there were 78, fifth-year seniors at Redwood.

Matthew Zito, Menlo-Atherton Principal, advised that there were 2,170 students on campus; there are 598 ninth graders, and growth was experienced across all four grade levels. There are 17 new teachers at M-A; new classes include Mandarin and Advanced Placement (AP) Calculus. Once again assemblies were held to establish tone. Mr. Zito distributed the Professional Development agenda, and advised that among the school goals were academic vocabulary, all staff utilizing School Loop, and the new Common Core work. There are two new Science Labs and three new portable classrooms just about ready for occupancy; in addition, construction will begin on five new classrooms which will complete an existing wing.

In response to a question posed by Trustee Sarver, Principal Zito advised that the growth is consistent and similar to last year: M-A has 18 percent of its ninth graders from Redwood City; students from Ravenswood district increased from 20 to 27 percent, and students coming from Menlo Park also increased. It has been a smooth transition: staff met with all Ravenswood district principals, and 190 incoming ninth graders participated in two great programs this summer.

In response to questions posed by Trustee Du Bois, Principal Zito advised that Ravenswood district has two counselors who will work with students much earlier in the process, and the Leadership classes are helping eighth graders transition to high school. In regard to transportation, students will take SamTrans buses to school, and we are obtaining funds for the purchase of passes. The Peery Foundation donated \$10,000 toward the purchase of samTrans bus pass for students.

Maria Jose Lockhart, Manager of Social Services at East Palo Alto Academy (EPAA), presented a photo of the new EPAA facility. She said EPAA works closely with community programs in East Palo Alto including the Boys' and Girls' Club. Ms. Lockhart advised that the EPAA staff had participated in seven days of professional development, and the school was moving toward a restorative justice program.

Dr. Morgan Marchbanks, Principal of East Palo Alto Academy (EPAA), thanked Superintendent Lianides and Assistant Superintendent Navas for attending the EPAA Ribbon Cutting Ceremony. She reported there were 302 students enrolled in EPAA; the students are vested, and the charter school did not have an attendance problem.

Lisa Gleaton, Principal of Carlmont High School, reported that in addition to summer school, Compass is offered. She has met several times with architects, staff, and parents concerning Measure "A" Phase I projects. Carlmont will be holding its Year Three Western Association of Schools and Colleges (WASC) visit in 2014-15. She participated in Safety Training presented by Belmont Police Department; in addition every student attended training, and both staff and students have clear direction on what to do in an emergency situation. Back to School Night was a big success with a large turnout of parents. Staff has been working with Ralston Middle School to ensure that students and faculty are on the same page with Common Core.

In response to a question posed by Trustee Sarver, Principal Gleaton advised she has observed momentum moving forward by Tierra Linda Middle School students as they recognize Carlmont as their neighborhood high school.

In response to a question posed by Trustee Du Bois, Principal Gleaton reported that there were 38 ninth graders coming from East Palo Alto.

#### Update on Site Master Planning and Phase I Projects

Enrique Navas, Assistant Superintendent, Administrative Services, reported that there were four architectural firms selected to provide master planning and design services: HMC Architects, LPA Architects, Quattrocchi Kowk Architects (Districtwide Executive Architect), and Spencer Associates (design).

Mr. Navas reviewed the basic framework of the Measure "A" Phase I bond projects. The goals were: to implement Measure "A" projects; develop a long term vision concerning what is best for each school site, keep expectations consistent, and engage each school community in the process. Mr. Navas presented a draft of the Facilities Master Planning components that included education expectations and districtwide standards. He reviewed the project schedule where planning had been accelerated districtwide. The four architectural firms will work together to coordinate process; which includes community engagement, consistent equity in educational specifications, as well as a technology plan, and a new vision for food services. Enrique Navas presented proposed projects for each site. He noted that the Phase I classrooms will be online by 2016.

Dr. Lianides advised staff was bringing forward for approval a Lease-lease Back Agreement for the new Gymnasium project at East Palo Alto Academy, and a construction agreement for the SUHSD Corporation Yard at 1090 Mills Way in Redwood City. These projects will enable other projects to move forward. By early November the first series of bonds will be sold in order to fund Phase I projects planned to start in 2015.

In response to a question posed by Trustee Martinez, the architect said there will be projects at all sites online in 2016. The district's Construction Department will need to be ramped up, and there will be much construction work on sites next summer.

In response to a question posed by President Weiner, Superintendent Lianides advised that the projects will be presented holistically—the Board will receive reports on all projects districtwide. He noted that the sites will have what they need and will be within budget with costs included.

President Weiner said he would like to thank parents and teachers who have given time to participate in this process; there are four parents and two students participating districtwide. He noted that Sequoia High School had polled its entire staff, and he would hope all of the sites would consider doing that. He hoped we could reach out and broaden the level of community participation. President Weiner requested a description of a 21<sup>st</sup> century classroom.

Aaron Jobson, Architect of Quattrocchi Kowk Architects, said the 21<sup>st</sup> century classroom is being addressed with educational specifications being integrated into the building projects as we move forward. There is a balance to creating 21<sup>st</sup> century learning styles and ensuring enough capacity;

we have discussed opening up those classrooms into each other and creating small collaboration spaces. This will be a big part of the schematic design.

In response to questions posed by Trustee Thomsen, Mr. Jobson said there will be opportunity between the design process and master planning to ensure we have the appropriate design prior to completing the process. Trustee Thomsen requested that Board members receive copies of the Education Specifications. Dr. Lianides advised that the bottom line is the need to serve the district population through the 2017-18 school year. Phase II comes online in 2018-19. It's about the big picture and the economy of scale meeting most of our resources. We want to ensure there is an inclusive process.

Trustee Sarver extended his appreciation to staff on accelerating the planning this past summer. In response to a question posed by Trustee Sarver, Aaron Jobson advised that we are working closely with Nora DeCaro, Director of Food Services. Trustee Sarver noted the outcome of the planning meetings at Carlmont was exciting; however he noted, that additional parking is needed at both Carlmont and Sequoia high schools.

Trustee Thomsen said he hoped the Board has the opportunity to discuss what is important and that information infiltrates the plan. He asked if the student-teacher ratio to classrooms was appropriate data in regard to 21<sup>st</sup> century learning?

President Weiner suggested that Trustee Thomsen be included in planning meetings so he could report back to the Board.

Trustee Du Bois expressed concern about the small schools and said more information is needed to utilize a master plan.

Superintendent Lianides said that several meetings scheduled tomorrow to discuss scope and suggested that two Board members participate and report back to the full Board.

Bonnie Hansen, Assistant Superintendent, Educational Services, said the Board would be pleased with the work of the Education Specifications Task Force, which included representation of principals, teachers, parents, and students. It began by looking at Board Goals and the Dashboard. Included in the specifications are spaces for ChromeCarts, facilities development, and putting together an Acquisition of Properties Task Force.

Superintendent Lianides recommended that Trustees Martinez and Sarver be on the Acquisition of Properties Task Force, and that Trustee Thomsen participate in the Master Planning process.

Trustee Martinez said periodic reports to the Board are important. On June 3, with tremendous support of the voters, the SUHSD general obligation bond was approved. The fact that we have come this far is a testimonial to having a staff so experienced in construction. Dr. Martinez thanked all the architects and parents who participated and said we are implementing an educational vision we can be proud of.

Presentation of District's Initial Bargaining Proposal to Sequoia Adult School Federation of Tchrs.

David Reilly, Assistant Superintendent of Human Resources, advised that last spring he received the bargaining proposal from the Sequoia Adult School Federation of Teachers, which was "sunshined" at that time. The district's proposal contains Articles that it wishes to discuss. Mr. Reilly said there will be a public hearing on the proposal at the next meeting.

Discussion of Plan for Board Study Session on Redwood HS

Superintendent Lianides recommended that President Weiner and Trustee Du Bois represent the Board on the Redwood Task Force. Also on the task force are three Redwood teachers, the principal and counselor, an Instructional Vice Principal from a comprehensive high school, the Director of Student Services, the Adult School Chief Operations Officer, a Career Technical Education Resource Teacher, two Board members and the Superintendent. The task force members will be present at the Board study session. Dr. Lianides suggested an agenda that included a presentation of data, a review of the Redwood intake process, and present an overview of other models. Dr. Lianides suggested opening up the discussion looking at the school to ensure we are designing a program directly in line with the needs of the students. We have a different demographic population with a high percentage of English Learners and special education students.

Redwood also houses Teen Age Parenting Program (TAPP), a large daycare center, and the Redwood Environmental Academy of Leadership (REAL) program; there is a need to align school program with needs of the students.

Superintendent Lianides advised that the Redwood Task Force will be meeting at Redwood High School starting on September 22 and conclude its work by early December. A report will be presented to the Board in January with recommended changes implemented in the 2015-16 school year. The task force will look at the referral and grade-level processes and identify strategies to prepare Redwood graduates for future success. A key piece is how to best serve and minimize the number of fifth-year seniors and graduate students on time.

President Weiner asked “who, what, why” questions, and suggested the “how” were strategies to identify the program and environment in which students would be best served. In addition, he asked if there are legal constraints concerning the structure of Redwood.

Trustee Du Bois asked what we were doing to help students catch up and stay in the comprehensive high school community. She advised that there is danger whenever high-risk students are moved. Trustee Du Bois said requested input on what other districts are doing to keep students in their comprehensive high schools.

Trustee Martinez suggested checking the legal statute and education code; perhaps the task force should contact Redwood High School graduates and current students asking them to reflect on their experiences. Dr. Martinez noted we need to be cognizant of the upheaval that the Redwood faculty has endured the last few years, and set a tone that their work is appreciated.

Trustee Sarver recommended that the task force weigh the appropriateness of upgrading Redwood’s current facility or considering looking for a new location (and the site be considered as a future small school). He recommended analyzing Redwood’s referral process, and seconded the idea of developing strategies to accommodate students behind in credits at the comprehensive high school.

Approval of Revised AR5116.1  
Open Enrollment/Adjustment  
Transfers

Superintendent Lianides advised that the administrative regulation has been updated to reflect suggested changes from the draft presented on August 13. He noted the key change was to push out the deadline for submissions of open enrollment/transfer requests by one month to the third Friday in February; which provides the opportunity for students to “shadow” at the school under considerations prior to the submission deadline. It is important to note that if the transfer is granted it cannot be rescinded. Dr. Lianides said if the Board approves this regulation it will be delineated in a letter sent to all parents of eighth grader students and Parent Teacher Associations.

In response to a question posed by President Weiner, Superintendent Lianides advised that under this new administrative regulation time frame, staff does have adequate time to take action by the first week in March. This is a process that can be done quickly.

On a motion by Trustee Martinez, seconded by Trustee Thomsen, the Board of Trustees approved the revised Administrative Regulation AR5116.1, Intradistrict Open Enrollment and Adjusted Transfers, as presented.

Approval of Preconstruction Agre.  
w/Blach Construction for Five-  
Classroom Project at M-A

Enrique Navas said the plans have been completed for the additional five new classrooms in the F-wing at Menlo-Atherton High School, and construction is scheduled to begin on October 1. Because of a tight timeline, staff recommends 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 agreement. The cost for these services will not exceed \$48,000.

On a motion by Trustee Martinez, seconded by Trustee Sarver, the Board of Trustees authorized 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.

Approval of Variable Term  
Waiver for Special Education  
Moderate/Severe Teacher

David Reilly, Assistant Superintendent, Human Resources, advised that a teacher at Woodside had not cleared her Special Education Level II Induction Program credential. This waiver will extend the time necessary for her to clear her California teaching credential for the 2014-15 school year.

On a motion by Trustee Thomsen, seconded by Trustee Martinez, the Board of Trustees approved the Variable Term Waiver request for Special Education Moderate/Severe Teacher (Education Code 44265).

Approval of Strategic Planning  
and Contract with Pivot  
Learning Partners

On a motion by Trustee Sarver, seconded by Trustee Du Bois, the Board of Trustees approved the Strategic Planning and the contract with Pivot Learning Partners in the amount of \$34,200 to conduct a strategic planning process with Sequoia Union High School District. Voting “yes,”—Student Trustee Breslauer; Trustees Du Bois, Sarver, Thomsen, and Weiner; voting “no”—Trustee Martinez, and absent—none.

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

President Weiner appointed Trustees Martinez and Sarver to the Small Schools’ Task Force and Trustee Sarver to the Career Technical Education (CTE) Task Force. Trustees Martinez and Sarver volunteered to participate in the City of Redwood City Council Two by Two meetings.

Trustee Martinez asked David Reilly about professional development for classified staff.

Trustee Sarver said he attended the grand opening of East Palo Alto Academy (EPAA) at 1050 Myrtle Street in East Palo Alto; he said it was a pleasure to see the facility in use as a school and observed that the district was in a great partnership with EPAA. Trustee Sarver reported that the Property Acquisition Task Force has met twice with realtors; 30 potential sites have been reviewed on paper, and the task force toured six or seven properties last week. He noted that each potential site exhibited opportunities and challenges; the real estate team is strong and has a great deal of perspective on this market.

Meeting Adjourned to Reconvene  
In Closed Session at 8:20 p.m.

On a motion by Trustee Weiner, seconded by Trustee Martinez, the Board of Trustees adjourned its meeting to reconvene in Closed Session at 8:20 p.m.

Closed Session Adjourned  
at 9:00 p.m.

On a motion by Trustee Sarver, seconded by Trustee Du Bois, the Board of Trustees adjourned Closed Session at 9:00 p.m.

Respectfully submitted,

Allen Weiner, President

Alan Sarver, Clerk