

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 10/8/14, 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. SUPERINTENDENT'S EVALUATION –GOVERNMENT CODE SECTION 54957
- c. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;
Employee Organizations: Sequoia District Teachers Association (SDTA); Sequoia Adult School
Federation of Teachers, and American Federation of State, Local, County and Municipal Employees
(AFSCME)
- d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Agency Negotiator: James Lianides; terms and conditions; APN 046-112-530, 055-243-030

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. QUARTERLY REPORT ON WILLIAMS COMPLAINTS (info/consent)

SITUATION

Board members are aware that, as part of the Williams Uniform Complaint Procedures, school districts are required to provide a quarterly report on the number of complaints they have received. Under Education Code Section 35186, Complaint Rights, parents have the right to expect their schools to provide sufficient textbooks, sufficient qualified teachers and instructional materials, and school facilities that are clean, safe, and maintained in good repair.

No complaints were received during the quarter of April 1, 2014, through June 30, 2014. A copy of the Williams Uniform Complaint quarterly report form is enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the report as presented.

- b. APPROVAL OF MINUTES FOR SEPTEMBER 3, 10, AND 17, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the September 3, 10, and 17, 2014, Board meetings.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the September 3, 10, and 17, 2014, Board meetings.

c. 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.

d. APPROVAL OF FIELD TRIPS (consent)

SITUATION

Carlmont High School

15 American Government students will travel to Santa Clara on November 15-16, 2014, to attend Junior Statesmen of America conference.

37 Advancement Via Individual Determination (AVID) students will travel to Half Moon Bay on October 24-25, 2014. This is an annual event in which AVID seniors spend two days together reflecting on their years in the program as well as participating in bonding and leadership activities.

Menlo-Atherton High School

18 members of the Boys' Varsity Water Polo team will travel to Jesuit High School in Carmichael, to compete in a Water Polo tournament on October 17-18, 2014.

30 members of the Junior Varsity/Varsity Boys' Basketball team will travel to Monterey on December 29-30, 2014, to compete in a tournament during winter break.

17-25 Social Studies students will travel to Moscow, St. Petersburg, and the Russian Federation on June 23- July 3, 2015. This is a ten-day tour coinciding with the courses offered in 19th Century Russian History and 19th Century Russian Literature.

17 members of the Girls' Junior Varsity (JV) Water Polo team traveled to Napa on October 3-4, 2014, to participate in the Classic Napa JV Tournament held at Vintage High School.

Sequoia High School

16 members of the Girls' Varsity Basketball Team will travel to Salinas on December 26-31, 2014, to participate in the Monterey Bay Sweet 16 Holiday Girls' Basketball Tournament.

8 students will travel to Washington D.C. on November 6-9, 2014, to attend the National Journalism Education Association (JEA)/National Scholastic Press Association (NSPA) High School Convention.

40 AVID students will travel to Sacramento on October 20-21, 2014, to visit four colleges in Northern California.

Woodside High School

12 Green Academy students will travel to Boulder Creek in Santa Cruz on November 5-8, 2014. Students will participate in the California Forestry Challenge where they will learn about natural resource management and explore careers.

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 requests for Carmont High School's American Government students to Santa Clara on November 15-16, 2014; AVID members to Half Moon Bay on October 24-25, 2014; Menlo-Atherton High School's Boys' Varsity Water Polo to Carmichael on October 17-18, 2014; JV/Varsity Boys' Basketball to Monterey on December 29-30, 2014; Social Studies students to Russia on June 23-July 3, 2015; Sequoia High School's Girls' Varsity Basketball Team to Salinas on December 26-31, 2014; Journalism students to Washington D.C. on November 6-9, 2014; AVID members to Northern California Colleges on October 20-21, 2014; Woodside High School's Green Academy to Boulder Creek on November 5-8, 2014, and that the Board of Trustees ratifies the Menlo-Atherton Girls' JV Water Polo Team traveling to Napa on October 3-4, 2014.

- e. **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.

- f. **APPROVAL OF CONTRACT FOR FIRE SPRINKLER EQUIPMENT SERVICES (consent)**

SITUATION

Staff recommends approval of the annual contract with Lund-Pearson-McLaughlin to provide inspections, testing and repair services on fire sprinkler equipment district-wide for fiscal year 2014-2015. The estimated cost for services are as follows:

- Inspections/Testing - \$28,600
- Estimated Repairs - \$15,000

FISCAL IMPACT

The fiscal impact is \$43,600 from the Maintenance and Operations budget

RECOMMENDATION

That the Board of Trustees approves the contract for fire sprinkler equipment services in the amount of \$43,600.

- g. APPROVAL OF CONTRACT FOR PARENT EDUCATION CONSULTANT (consent)

SITUATION

The District is seeking to hire CSM Consulting (Charlene Margot) in the amount of \$40,000 to provide consulting services and provide program planning, direction, promotion and implementation for the Parent Education Series at all high schools of the Sequoia Union High School District. Charlene Margot of CSM Consulting currently provides each of the four comprehensive high schools in the district with Parent Education Series services. These services include program planning, direction, promotion and implementation for the Parent Education series.

FISCAL IMPACT

\$20,000 from Health Care District and \$20,000 from the SUHSD General Fund

RECOMMENDATION

That the Board of Trustees approves the contract with CSM Consulting to provide Parent Education Series services to the district.

- h. AUTHORIZATION TO HIRE CSDA DESIGN GROUP FOR NEW GYM PROJECT AT MYRTLE STREET IN EAST PALO ALTO (consent)

SITUATION

On September 17, 2014, the Board approved proceeding with the new gymnasium at 1050 Myrtle Street, the new East Palo Alto Academy campus and entering into a pre-construction agreement with Charles Pankow Builders. The project includes the design and construction of a Prefast gymnasium building which will be a part of a Lease-lease Back agreement.

It will be necessary to hire an architect of record for this project. The scope includes site development construction drawings to include: Americans with Disabilities Act (ADA) compliance, fire life safety, landscape, hardscape and utilities to the new building. In addition, the architect will determine final finishes and provide construction administration services including project close-out. Staff recommends hiring CSDA Design Group who recently completed the new classroom building project at this campus. This firm is familiar with the site conditions and utilities and was involved in the project revisions to support a gymnasium. The cost for services is \$287,500 and reimbursable expenses will not exceed \$28,750.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by bond funds.

RECOMMENDATION

That the Board of Trustees approves hiring CSDA Design Group for the new gymnasium project at 1050 Myrtle Street in East Palo Alto.

- i. AUTHORIZATION TO FILE CATEGORICAL EXEMPTION FOR CARLMONT HIGH SCHOOL NEW CLASSROOM PROJECT (consent)

SITUATION

The proposed Phase I scope of work includes a new, state-of-the-art, energy efficient 12-classroom, two-story wing to be placed at Carmont High School in the parking lot near the existing T-wing. The program includes six standard classrooms, six labs of various types, one flex./collaboration space, student and staff restrooms on both floors, electrical/data equipment rooms, an elevator, connecting bridge to U-wing, and a circulation system.

Associated with this new construction will be removal of the two existing portable classrooms (B-9 and B-9c) from the Senior Parking Lot, and relocating two newer portable classrooms (S-1 and S-2) onto the now-available pad and utilities at the B-9/B-9c portable classrooms' location. This will result in a total net addition of ten classrooms to the Carlmont High School campus.

Under the California Environmental Quality Act (CEQA), a Notice of Exemption can be filed under Class 14, Sec. 15314, and *consists of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file a categorical exemption under the California Environmental Quality Act for the new classroom project at Carlmont High School.

j. **AUTHORIZATION TO FILE CATEGORICAL EXEMPTION FOR SEQUOIA HIGH SCHOOL NEW CLASSROOM PROJECT (consent)**

SITUATION

To accommodate projected enrollment growth on the Sequoia High School campus, a ten-classroom single-story classroom building is recommended. The building will be located between the baseball field and the Gymnasium where portable classrooms P-1 through P-4 are currently located. The existing portable classrooms will be moved to the south end of the parking lot in the same area of the campus. This ten-classroom building would include two Science classrooms, eight general-use classrooms (which include restrooms, mechanical and electrical spaces, and conference rooms).

Under the California Environmental Quality Act (CEQA), a Notice of Exemption can be filed under Class 14, Sec. 15314, and *consists of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file a categorical exemption under the California Environmental Quality Act for the new classroom project at Sequoia High School.

k. **AUTHORIZATION TO FILE CATEGORICAL EXEMPTION FOR WOODSIDE HIGH SCHOOL NEW CLASSROOM PROJECT (consent)**

SITUATION

The proposed Phase I scope of work includes a new, state-of-the-art, energy efficient ten-classroom, two-story wing located on the east side of the Gymnasium and north of G-wing. The program includes six standard classrooms, four labs of various types, a flex./collaboration room, student and staff restrooms, electrical/data equipment rooms, an elevator, and a circulation system. The sprawling maintenance area will be consolidated, utilizing some of the removed portable classrooms and placing them near the current storage area on the north side of the relocated (in the future) fire access road. The maintenance room inside of Building G will be converted to a larger collaborative classroom space.

Therefore, the net gain of additional classrooms for Phase I will be eight classrooms (the new ten-classroom building, less the three portable classrooms that were removed, plus the one converted classroom in Building G). The Phase I project also includes site improvements to enhance traffic flow and create space to accommodate the new building on the northeast entry driveway (in the area of the softball fields and tennis courts).

Under the California Environmental Quality Act (CEQA), a Notice of Exemption can be filed under Class 14, Sec. 15314, and *consists of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.*

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file a categorical exemption under the California Environmental Quality Act for the new classroom project at Woodside High School.

I. APPROVAL OF MASTER AGREEMENT WITH HMC ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES (consent)

SITUATION

Last spring the District's Architect Selection Committee chose the firm of HMC Architects to provide architectural design services for Carlmont and Woodside high schools. Staff is recommending entering into a Master Agreement with HMC Architects to provide design services for:

+ Planned Measure "A" Phase I projects:

- Carlmont High School - a 12-classroom two-story building, and removal of two portable classrooms for a net gain of ten additional classrooms
- Woodside High School – a ten-classroom, two-story building

+ Future projects:

- Design services for future projects will be brought back to the Board of Trustees for approval in the form of an addendum to the existing Master Agreement.

The agreement includes the scope of services provided and the methodology for calculating architectural fees. The Master Agreement fee schedule is based on the Office of Public School Construction's (OPSC) sliding scale to calculate architectural fees, applied to modernization and new construction projects, and to separate submittals to the Division of State Architects (DSA) for site preparation and utilities work, and construction.

The terms and conditions of the Master Agreement were developed, in conjunction with district staff, and negotiated with HMC Architects by the San Mateo County Counsel attorney assigned to the district.

FISCAL IMPACT

No impact to General Fund. Funding for Phase I projects will be derived from proceeds from Measure "A" general obligation bonds.

RECOMMENDATION

That the Board of Trustees approves the Master Agreement with HMC Architects.

- m. APPROVAL OF MASTER AGREEMENT WITH LPA FOR ARCHITECTURAL DESIGN SERVICES (consent)

SITUATION

Last spring the district's Architect Selection Committee chose the firm of LPA to provide architectural design services for Menlo-Atherton High School. Staff is recommending entering into a Master Agreement with LPA to provide design services for the planned Measure "A" Phase I project, consisting of demolition of the G-wing (11 classrooms) and building a new G-wing with a 21-classroom two-story building for a net gain of ten classrooms. The district may use this Master Agreement with LPA for design services for future projects. Design services for future projects will be brought back to the Board of Trustees for approval in the form of an addendum to the existing Master Agreement.

The agreement includes the scope of services that would be provided and the methodology for calculating architectural fees. The Master Agreement fee schedule is based on the Office of Public School Construction's (OPSC) sliding scale to calculate architectural fees, applied to modernization and new construction projects, and to separate submittals to the Division of State Architects (DSA) for site preparation and utilities work, and construction.

The terms and conditions of the Master Agreement were developed, in conjunction with district staff, and negotiated with LPA by the San Mateo County Counsel attorney assigned to the district.

FISCAL IMPACT

No impact to General Fund. Funding for Phase I projects will be derived from proceeds from Measure "A" general obligation bonds.

RECOMMENDATION

That the Board of Trustees approves the Master Agreement with LPA for architectural design services.

- n. APPROVAL OF MASTER AGREEMENT WITH QUATTROCCHI KWOK ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES (consent)

SITUATION

Last spring the district's Architect Selection Committee chose the firm of Quattrocchi Kwok Architects (QKA) to serve as the Executive Architect to coordinate the district-wide facilities master planning and to provide architectural design services for Redwood High School and other possible district projects. Staff recommends entering into a Master Agreement with QKA for design services for future projects. Design services for future projects will be brought back to the Board of Trustees for approval in the form of an addendum to the existing Master Agreement.

The agreement includes the scope of services that would be provided and the methodology for calculating architectural fees. The Master Agreement fee schedule is based on the Office of Public School Construction (OPSC) sliding scale to calculate architectural fees, applied to modernization and new construction projects, and to separate submittals to the Division of State Architects (DSA) for site preparation and utilities work, and construction.

The terms and conditions of the Master Agreement were developed, in conjunction with district staff, and negotiated with QKA by the San Mateo County Counsel attorney assigned to the district.

FISCAL IMPACT

No impact to General Fund. Funding for Phase I projects will derive from proceeds from Measure "A" general obligation bonds.

RECOMMENDATION

That the Board of Trustees approves the Master Agreement with Quattrocchi Kwok Architects for architectural design services.

- o. APPROVAL OF MASTER AGREEMENT WITH SPENCER ASSOCIATES FOR ARCHITECTURAL DESIGN SERVICES (consent)

SITUATION

Last spring the district's Architect Selection Committee chose the firm of Spencer Associates to provide architectural design services for Sequoia High School. Staff is recommending entering into a Master Agreement with Spencer Associates to provide design services for the planned Measure "A" Phase I project, consisting of a ten-classroom building. The district may use this Master Agreement with Spencer Associates for design services for future projects. Design services for future projects will be brought back to the Board of Trustees for approval in the form of an addendum to the existing Master Agreement.

The agreement includes the scope of services that would be provided and the methodology for calculating architectural fees. The Master Agreement fee schedule is based on the Office of Public School Construction's (OPSC) sliding scale to calculate architectural fees, applied to modernization and new construction projects, and to separate submittals to the Division of State Architect (DSA) for site preparation and utilities work, and construction.

The terms and conditions of the Master Agreement were developed, in conjunction with district staff, and negotiated with Spencer Associates by the San Mateo County Counsel attorney assigned to the district.

FISCAL IMPACT

No impact to General Fund. Funding for Phase I projects will be derived from proceeds from Measure "A" general obligation bonds.

RECOMMENDATION

That the Board of Trustees approves the Master Agreement with Spencer Associates for architectural design services.

- p. APPROVAL OF AGREEMENT WITH CAL PACIFIC CONSTRUCTION FOR SITE PREPARATION AND DEMOLITION WORK FOR FIVE-CLASSROOM PROJECT AT MENLO-ATHERTON HIGH SCHOOL (consent)

SITUATION

On December 11, 2013, the Board approved hiring the architect to design a new three-classroom building and a two-classroom addition to F-wing at Menlo-Atherton High School. The construction plans have been submitted to the Division of the State Architects and are expected to be approved on October 9, 2014. Given the amount of time needed to construct this project in time for the 2015-2016 school year, staff is considering entering into a Lease-lease Back agreement with Cal Pacific Construction Inc. The Lease-lease-Back agreement will be presented to the Board at its October 22, 2014 meeting. The estimated cost of this contract is \$3.2 million.

In the meantime, staff is recommending entering into a pre-construction agreement with Cal Pacific Construction to begin the site work and demolition. The cost for the pre-construction work is \$137,000 and will be deducted for the Lease-lease Back agreement.

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves the pre-construction agreement with Cal Pacific Construction Inc. in the amount of \$137,000 for site work and demolition for the Menlo-Atherton new classroom building and addition.

- q. APPROVAL OF AGREEMENT WITH TRA FOR ENVIRONMENTAL IMPACT REPORT FOR PHASE I PROJECTS AT MENLO-ATHERTON HIGH SCHOOL (consent)

SITUATION

To cope with the projected enrollment growth at Menlo-Atherton High School, the district is planning to increase classroom capacity to the existing campus. Due to the expected scope of construction projects, the district will enter into an agreement with TRA Environmental Sciences Inc., to assist with the preparation of an Environmental Impact Report (EIR) which will evaluate the potentially-significant impact of the expansion projects as well as the implementation of the Menlo-Atherton High School Campus Master Plan, which is currently being prepared.

The TRA Environmental Sciences proposal will not exceed \$195,225, which includes a consulting fee of \$128,365 to assist and prepare the required report; a conservative place holder of \$43,500 plus a 10 percent contingency for a traffic study because, until the Master Plan is complete, all issues may not be apparent. (It should be noted that TRA staff has contacted the traffic engineer who conducted a study for SRI International, which is located across the street from M-A. It may be possible to use some of the data from that study for the EIR and lower costs.)

FISCAL IMPACT

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

RECOMMENDATION

That the Board of Trustees approves proceeding with the Environmental Impact Report for Menlo-Atherton High School and to enter into an agreement with TRA Environmental Sciences, Inc., in an amount not to exceed \$195,225.

9. SPECIAL RECOGNITIONS
- a. Superintendent’s Commendations
10. PUBLIC COMMENT
- a. This period is for speakers whose items are not on the agenda. Speakers are customarily limited to two minutes. Speaker slips are available at the agenda table.
- b. Correspondence
11. INFORMATION ITEMS
- a. UPDATE ON DISTRICT DASHBOARD

SITUATION

With school underway, this informational item will provide a combination of the SUHSD Dashboard key exit indicators and the strategies being implemented to increase: the percentage of students graduating; University of California (UC) “a-g” course requirements eligible; and successfully completing Advanced Placement/International Baccalaureate (AP/IB) courses. At the Board meeting, more in-depth information about our Dashboard initiatives will be provided, as well as a look at final Dashboard data from the 2013-2014 school year.

To improve graduation rates, we are focusing more efforts to increase the Redwood High graduation rate. In addition to providing additional certificated staffing to increase credit recovery for fifth year seniors, Redwood now has a full-time parent liaison. Aspiration Advocates are working with Quaglia to provide comprehensive support for our most at-risk freshmen. A full time Advocate is in place at Menlo-Atherton, and a Startup Grant has been requested to continue to increase Advocate support. Far more successful in helping students to make up course work, Cyber High is now being used district wide. School Loop now gives counselors caseload alerts every grading period so that struggling students can be more quickly identified and placed in appropriate supports.

The district is focusing UC “a-g” eligibility interventions on our students who are taking all UC “a-g” required courses, but need to make up “Ds” or “Fs” received in said courses in order to be UC “a-g” eligible. Counselors are aware of students on their caseloads who fit this criteria and are working with them to rectify these grades now. Effective in helping students successfully complete courses, Cyber High is now UC “a-g” approved.

Woodside and Menlo-Atherton high schools have made significant gains increasing the number of students taking AP courses. Sequoia was one of five high schools nation-wide chosen to partner with IB to serve as a model for how to increase at-risk student participation in honors level courses.

b. UPDATE ON SITE MASTER PLANNING AND PHASE I PROJECTS

SITUATION

At the Board meeting on September 3, 2014, Quattrocchi Kwok Architects (QKA) provided an update of the Facilities Master Planning work completed to date and the proposed Phase I projects at each campus. Following up on that presentation, QKA will provide an update on the progress in the following areas: Phase I projects, Educational Specifications, and Facilities Master Plan Framework.

Phase I Projects

Over the past month, the Site Master Plan Architects (QKA, HMC, LPA and Spencer Associates) have worked with district staff and the Site Master Planning Committees to finalize the scope of work, budget, and schedule for the Phase I project at each campus. The budgets for each project have been correlated with the projects identified in the Facilities Needs Task Force Project List. A revised Phase I Project Report has been provided to the Board for review. The QKA architect will review the final scope of work and budget for each Phase I project.

Educational Specifications

While working closely with teachers and administrators from across the district, QKA has completed the final draft of the Educational Specifications. This draft includes input and comments from all participants and has been distributed to Board members. QKA will present an overview of the Educational Specifications.

Facilities Master Plan Framework

The QKA architect, working with district staff, HMC, LPA and Spencer Associates, has completed the Facilities Master Plan Framework. This document establishes a common approach and a set of standards for development of site master plans at each of the four comprehensive high schools. The framework has been distributed to Board members and will reviewed at the Board meeting.

c. PRESENTATION OF AMERICAN FEDERATION OF STATE, LOCAL, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 829 INITIAL BARGAINING PROPOSAL FOR 2014-15 SEQUOIA FEDERATION OF SUPERVISORS

SITUATION

Before the commencement of bargaining, each party is required to “sunshine” its initial contract proposal. The American Federation of State, Local, County and Municipal Employees (AFSCME) represents the Sequoia Supervisors’ Federation. The current contract’s term covered July 1, 2005, through June 30, 2008.

AFSCME's initial bargaining proposal for the Sequoia Supervisors' Federation unit for Fiscal Year 2014-15 is included with the background materials.

- d. PRESENTATION OF SEQUOIA UNION HIGH SCHOOL DISTRICT'S INITIAL BARGAINING PROPOSAL FOR 2014-15 WITH AMERICAN FEDERATION OF STATE, LOCAL, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) OFFICE, TECHNICAL, AND PARAPROFESSIONAL UNIT AND MAINTENANCE AND OPERATIONS UNIT

SITUATION

Before commencement of bargaining, each party is required to "sunshine" its initial contract proposal. The district is submitting its initial proposal to the American Federation of State, Local, County, and Municipal Employees (AFSCME) for the Office, Technical, and Paraprofessional (OT&P) and Maintenance and Operations (M&O) units.

The district wishes to discuss and negotiate the following Articles:

- ❖ Recognition
- ❖ Health and Welfare
- ❖ Leaves
- ❖ Discipline Procedures
- ❖ Wages
- ❖ Holidays and Vacations

Please note that the numbering of the articles in both the OT&P and M&O collective bargaining unit agreements require corrections; for this reason, the district has delineated the names of the articles that correspond to both contracts.

The district is interested in consolidating the OT&P and M&O contracts into a single document. The district is also interested in developing "Reclassification" procedures and protocol. There will be a public hearing on the proposal at the next Board meeting.

12. DISCUSSION ITEM

- a. DISCUSSION OF STRATEGIC PLANNING PROCESS

SITUATION

The strategic planning process is now underway in the district. Input meetings have been held at the four comprehensive sites involving parents, staff, students, and administrators. Two evening parent input sessions were also held, one in English and one in Spanish, as part of this process. The Strategic Planning Committee has been formed that will process this information and work to develop a draft strategic plan that will be presented to the Board in January. Its first meeting was held on October 7 and it has two additional meetings scheduled. A subgroup of this committee will work on developing the written plan. This item is being brought forward for discussion to give the Board the opportunity to comment on the process and the work to date.

13. PUBLIC HEARINGS

- a. PUBLIC HEARING ON AMERICAN FEDERATION OF STATE, LOCAL, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) OFFICE, TECHNICAL, AND PARAPROFESSIONAL UNIT AND MAINTENANCE AND OPERATIONS UNIT BARGAINING PROPOSAL TO THE DISTRICT

SITUATION

Before commencement of bargaining, each party is required to "sunshine" its initial contract proposal and a public hearing is held. The public hearing offers an opportunity for the Board to hear comments on the initial bargaining proposal put forward by the American Federation of State, Local, County, and Municipal Employees (AFSCME).

- b. PUBLIC HEARING ON CONSIDERATION OF ADOPTION OF RESOLUTION NO. 1529,
SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

SITUATION

California Education Codes requires that districts must conduct an annual inventory of textbooks and hold a public hearing before the end of the eighth week of school to report the findings of the inventory and receive comment from students, staff and parents about the availability of textbooks and materials.

This public hearing has been scheduled to provide an opportunity for the Board to receive public comment before it considers adoption of Resolution No. 1501, Sufficiency of Textbooks and Instructional Materials.

14. ACTION ITEMS

- a. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 1529, SUFFICIENCY OF TEXTBOOKS
AND INSTRUCTIONAL MATERIALS (by roll call vote)

SITUATION

Education Code: 60119 requires that school districts must ascertain whether each pupil in each school has sufficient textbooks and instructional materials. To be "sufficient," each pupil, including English learners, must have a textbook, or instructional materials, or both to use in class and to take home to complete required homework assignments. The textbooks and instructional materials must be consistent with the content and cycles of the curriculum framework adopted by the State Board of Education. Two sets of textbooks or materials are not required for each pupil. Sufficient textbooks or material does not include photocopied sheets from only a portion of a textbook nor of instructional materials copied to address a shortage.

Districts and sites must conduct an annual inventory of textbooks and hold a public hearing to share the findings of the inventory and hear input from students, staff and parents about the availability of textbooks and materials before the eighth week of school. The Board of Trustees must then adopt a resolution stating the finds.

In September, site staff conducted a thorough inventory of textbooks in the following areas for all grades: English, ESL (English as a Second Language), mathematics, social science, science (texts and materials), and foreign language. A summary of the findings include:

- | | |
|------------------------------|-------------------------|
| • Carlmont High School - | sufficient in all areas |
| • Menlo-Atherton High School | sufficient in all areas |
| • Redwood High School | sufficient in all areas |
| • Sequoia High School | sufficient in all areas |
| • Woodside High School | sufficient in all areas |

As part of their normal cyclical analysis of instructional materials and in conjunction with Program Improvement (PI) recommendations, textbooks orders have been submitted to remedy all areas of deficiency.

FISCAL IMPACT

Necessary textbooks and supplies have been ordered.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1529, a Resolution on Sufficiency of Textbooks and Instructional Materials.

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

16. ADJOURNMENT