



H.U.S.D. BOARD MEETING SUMMARY
Wednesday, March 27, 2013

Board Roll Call:

Present: Mr. William McGee, President
Dr. Annette Walker, Vice President
Mr. John Taylor, Clerk
Ms. Lisa Brunner, Member
Dr. Luis Reynoso, Member

In Closed Session the Board of Education approved the following:

- **On a motion by Mr. Taylor and seconded by Ms. Brunner the Board voted 5-0 to rescind the release of employees 19306 and 19036**
- **On a motion by Dr. Reynoso and seconded by Ms. Brunner the Board voted to reconsider the release of employee 19781. The Board voted 3-2, with Dr. Walker and Mr. McGee voting no**
- **On a motion by Dr. Reynoso and seconded by Ms. Brunner the Board voted 5-0 to rescind the release of employee 19781**
- **On a motion by Dr. Reynoso and seconded by Ms. Brunner the Board voted 5-0 to accept resignation of employee 19306**
- **On a motion by Mr. Taylor and seconded by Ms. Brunner the Board voted 5-0 to approve the appointment of Ms. Watson as Director II of Special Education for the remainder 2012-2013**

CONSENT ITEMS

1. **The Board Approved** – Personnel Appointments, retirements, changes of status, waivers, leaves of absence, and terminations (Human Resources)

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2. The Board Approved – The following warrants between February 21 2013 through March 4, 2013 (Business Services)

Payroll – Direct Deposit	\$ 7,192,744.98
Payroll – Warrants	\$ 540,687.98
General Fund - Total Non-Payroll	\$ 4,054,786.90
Adult Education Fund	\$ 24,092.46
Food Services Fund	\$ 1,023.54
Child Development Fund	\$ 6,249.26
Deferred Maintenance Fund	\$ 18,840.64
Special Reserve Fund for Capital Outlay Projects	\$ -0-
Building Fund 2008 Measure I Bond	\$301,468.84
School Facilities/Proposition 1A	\$ 684.31
Building Fund	\$ -0-
Capital Facilities/Developer Fees Fund	\$ -0-
TOTAL EXPENDITURES	\$ 12,140,578.91

3. The Board Approved – Overnight Study Trips (Educational Services)

- a) **Mt. Eden– April 4-6, 2013:** Eighty 9-12th grade students will participate in the Heritage Music Festival in Anaheim, California. Students will travel by bus and be housed in a hotel. There will be two female chaperones. Kevin Cato, teacher, will be in charge of this trip. The cost for students is \$400. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Thursday, April 4 through Saturday, April 6.
- b) **Mt. Eden– April 5-9, 2013:** Sixty-eight 9-12th grade students will participate in the Heritage Music Choir Festival in Anaheim, California. Students will travel by charter bus and be housed in a hotel. There will be two male chaperones and five female chaperones. Ken Rawdon, teacher, will be in charge of this trip. The cost for students is \$675. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Friday, April 5 through Tuesday, April 9.
- c) **Park– April 9-10, 2013:** Twenty-nine 2-3rd grade students will participate in an environmental study trip in Los Altos, California. Students will travel by bus and be housed in cabins. There will be three female chaperones and one male chaperon. Katherine Day, teacher, will be in charge of this trip. There is no cost for students. Grant funds will finance this trip. No student will be denied participation due to lack of funds. The event will take place Tuesday, April 9 through Wednesday, April 10.
- d) **Mt. Eden– April 12-13, 2013:** Eighty-one 9-12th grade students will participate in a show choir competition in Burbank, California. Students will travel by charter bus and be housed in a hotel. There will be three male chaperones and three female chaperones. Ken Rawdon, teacher, will be in charge of this trip. The cost for students is \$400. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Friday, April 12 through Saturday, April 13.
- e) **Mt. Eden– April 19-20, 2013:** Sixty-eight 9-12th grade students will participate in a show choir competition in San Diego, California. Students will travel by charter bus and be housed in a hotel. There will be three male chaperones and two female chaperones. Ken Rawdon, teacher, will be in charge of this trip. The cost for students is \$60. Fundraisers and donations will

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finance this trip. No student will be denied participation due to lack of funds. The event will take place Friday, April 19 through Saturday, April 20.

f) **Tennyson– April 26-28, 2013**: Thirty 9-12th grade students will participate in a science study trip to Pinnacles National Park, California. Students will travel by private vehicle and be housed in tents. There will be three female chaperones and five male chaperones. Skuyler Jacobs and Susan Reneberg, teachers, will be in charge of this trip. The cost for students is \$50. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Friday, April 26 through Sunday, April 28.

g) **Longwood– May 6-10, 2013**: Seventy-seven 6th grade students will participate in a science study trip to Walker Creek Ranch in Petaluma, California. Students will travel by charter bus and be housed in dormitories. There will be five male chaperones and six female chaperones. Dena Connolly, teacher, will be in charge of this trip. The cost for students is \$305. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Monday, May 6 through Friday, May 10.

h) **Hayward High– May 23-27, 2013**: Fifty 9-12th grade students will participate in a music festival in Anaheim, California. Students will travel by charter bus and be housed in a hotel. There will be two male chaperones and two female chaperones. Bryan Holbrook, teacher, will be in charge of this trip. The cost for students is \$400. Fundraisers and donations will finance this trip. No student will be denied participation due to lack of funds. The event will take place Thursday, May 23 through Sunday, May 27.

4. **Information to the Board** – William Complaint Update (Educational Services)

Williams Legislation requires quarterly reports to the H.U.S.D. Board of Trustees. This Legislation calls for public schools statewide to provide equal access to qualified teachers, instructional materials, and campus facilities that are safe and in good condition. The eligibility list is required to be updated every 3 years. The following sites are Williams' schools based on their 2009 base API.

Burbank	Lorin Eden	Winton
Cherryland	Park	Hayward
Eden Gardens	Ruus	Mt. Eden
Fairview	Schafer Park	Tennyson
Faith Ringgold	Southgate	
Glassbrook	Strobridge	
Harder	Treeview	
Longwood	Tyrrell	

Five complaints were received from the same individual on William's forms, however, after investigation; they were deemed not to meet the requirements for William's complaints. In all cases, the site administrator has been notified and all issues were resolved. No official William's complaints were received for this Quarterly Report.

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5. **The Board Approved** – Renewal of Online Assessment Reporting Systems (OARS) Agreement (Educational Services)

This contract supports the District's need to have a powerful web-based software package that will be used as a tool to store, view and analyze results from state testing which include California Standards Test (CST), California English Language Development Test (CELDT), California High School Exit Exam (CAHSEE) and Physical Fitness Tests (PFT); allows a district-developed or publisher purchased assessments that will enable teachers to score local assessments and create multiple reports to target instructions; create and print Standards-Based Report Cards in English and Spanish, English Language Development Report Cards in English and Spanish and Progress Monitoring Reports for K-6; and to track longitudinal results for local and state assessments. The software package will be beneficial to all students, teachers, school and district administrators, and instructional support personnel. It is that time of year to renew our software agreement with OARS. In a discussion with OARS, they have agreed to reduce the annual cost of the service. This contract covers 2 years of software licensing, support, maintenance and training with the option to renew annually for the next 1 year. The approximate cost is \$89,000 per year, which is a substantial decrease from the past contract at \$98,000 per year. This represents a savings of \$18,000. As the contractor required, we did offer OARS the opportunity to renew their contract prior to going for an official bid. The decision was made for our district to remain with OARS for the following reasons:

- Our data is currently in OARS and switching to a new system would mean losing some data
- We have invested a lot in training for OARS and it would mean a significant amount of new training for a new system
- OARS works with our technology infrastructure and there have been specific purchases (e.g. OARS scanners) to support OARS. A new system would mean investment in additional technology
- Reduction in price for services

6. **The Board Approved** – Renewal of Follett Library and Text Book Inventory System (Business Services)

Follett Destiny is the leading K-12 asset and school library management software. It is the primary system for all Library and Asset Management for the Hayward Unified School District. It allows the sites to receive the organizational benefits of a library check-in/check-out and instructional material management system. HUSD has maintained and trained all the school sites on use of the software for many years. Future upgrade plans will continue to improve functionality and interface. Total Cost: \$49,359.54

7. **The Board Approved** – MOU with Alameda County Health Care Services (Student, Family & Community Services)

Alameda County Health Care Services Agency has been collaborating with Hayward Unified School District (HUSD) to provide support for the implementation of our Medi-Cal Administrative Program. This program allows HUSD to receive reimbursement for time spent on Medi-Cal outreach activities. This MOU will designate the Alameda County Health Care Services Agency as the Local Government Agency for the purpose of submitting Medi-Cal Administrative Activity claims to the State from July 1, 2012 through December 31, 2013. Their responsibilities will include the submission of the approved claiming plans and amendments to the State, make available the State MAA/TCM Manual and provide technical support. The need

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to have a pass through agency is a part of the State requirement. Alameda County Health Care Services Agency will be serving in that capacity. This MOU is an ongoing MOU to support the operations of the Medi-Cal Billing Options Program.

8. The Board Approved – MOU with City of Hayward (Student, Family & Community Services)

The establishment of homework centers at Harder and Park Elementary schools is a strategy outlined in the Hayward Promise Neighborhood grant. The outcome of this is to increase student achievement by creating after school opportunities for students to obtain homework support. The Hayward Public Library will provide the operational support for the homework center at both sites. The funding for this project will be provided by the City of Hayward through the Hayward Promise Neighborhood grant.

9. The Board Approved – MOU with A Better Way (Educational Services)

A Better Way has received a grant to provide assessment and treatment for children who qualify for counseling services. Counseling services will be targeted to our early childhood programs. A Better Way will work with HUSD staff to identify qualified students and families for the services. The services will be at no cost to the District.

10. The Board Adopted – Resolution 1213-29 in Support of HUSD as a Full Service Community School District (Student, Family & Community Services)

The adoption of the FSCS resolution will promote student achievement and equity. It will help us reach two major board goals: 1) improving literacy and numeracy skills for our students with special emphasis on low-achieving, underrepresented students; and 2) providing district-wide effective and cohesive educational support services that ensure equity and access to all programs, services and resources. We will use a quality assurance process to assess effectiveness of the planning process evaluating key aspects of the FSCS strategy and the extent to which the FSCS objectives are being attained.

11. The Board Approved – Vision Statement for HUSD (Office of the Superintendent)

The Board of Education met for a Work Session on February 9, 2013. During the session, the Board discussed a new Vision Statement for Hayward Unified School District. The Vision Statement has not been updated in several years. The Board reviewed and revised the new Vision statement at its regular Board Meeting on March 13, 2013. The Vision Statement states “Students will be prepared, challenged and motivated in a 21st Century learning environment that develops the physical, intellectual and emotional success of all learners”. The approved Vision Statement will be the foundation for new Board Goals and Priorities.

12. The Board Approved – Board of Education Governance Handbook (Office of the Superintendent)

On February 9, 2013 the Board of Education held a work session with California School Board Association (CSBA) Consultant Leslie DeMersseman. In the work shop the Board discussed the following:

- Vision Statement
- District Goals and Priorities
- Norms and Protocols

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In this workshop the HUSD Governance Handbook for the Board of Education was revised to include the Vision Statement and the Board's priorities.

13. Information to the Board – ALCOSTA Service Center Council School Boards Breakfast – February 23, 2013 (Board of Education)

Board President William McGee attended the ALCOSTA Service Center Council School Boards Breakfast Event on February 23, 2013 and shared with the community information from the meeting.

14. The Board Adopted – The minutes of the Special Board Meetings of February 20, 2013 and March 6, 2013, and the minutes of the regular Board Meeting of March 13, 2013 (Office of the Superintendent)

ACTION/DISCUSSION ITEMS

1. The Board Approved – Leadership Public Schools Charter Renewal (Educational Services)

The Hayward Unified School District received a charter petition on January 28th from Petitioners for the Leadership Public Schools Hayward proposing the renewal of their charter school. The Petition proposes to renew their 9-12 charter high school beginning July, 2013. Petitioner seeks a five-year extension, with the expiration date falling on June 30, 2018. Education Code 47605 requires the Board of Education to conduct a public hearing within 30 days of the District's receipt of the petition. The public hearing was held on February 27, 2013. Education Code 47605 further requires that a final decision concerning the approval or denial of the charter school petition be made within 60 days of the public hearing. A review of the Petition shows that Petitioner has addressed all of the 16 Elements required by the Education Code. Based on a review and analysis of the Petition in relation to the statutes and regulations governing charter renewal, the Board approved the renewal of the Petition for the requisite 5 year period.

2. The Board Accepted – Actuarial Report (Business Services)

The Actuarial Analysis of Retiree Health Benefits as of July 1, 2012 (the "Actuarial Report") was presented by Steven Itelson, F.S.A, Consulting Actuary. Governmental Accounting Standards Board Statement number 45 ("GASB 45"), issued June 2004, established the accounting and reporting standards for Other Post-Employment Benefits ("OPEB"), including a requirement to obtain an actuarial valuation report every two years. The District's post-employment retiree health care benefits are subject to this standard. The last actuarial report obtained by the District was as of July 1, 2010. The District has historically used the pay-as-you-go method for retiree health benefits. The Actuarial Report will be used as the basis for the required footnote disclosure in the District's Audited Financial Report for the years ended June 30, 2013 and June 30, 2014.

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3. The Board Conducted a First Reading of Revised/New Board Policies/Administrative Regulations and Approved the following – (Office of the Superintendent)

The Board Policy of a time sensitive nature for legal requirements/compliance that is being brought forward from the Series 1000 – Community Relations included for revisions and Administrative Regulation for information only review:

BP/AR 1312.3 Uniform Complaint Procedures

4. The Board Conducted a 2nd Reading of Revised/New Board Policies/Administrative Regulations and Approved the following: (Office of the Superintendent)

The Board of Education was presented the updated policies and regulations, including updates from the California School Boards Association (CSBA), HUSD staff and revisions from the Board. Board Policies included for review and approval:

BP/AR	1240	Volunteer Assistance
BP/AR	1250	Visitors
BP/AR*	3515	Campus Security
BP/AR	3515.2	Disruptions
BP/AR	3515.3	District Police/Security Department
BP/AR	3515.4	Recovery For Property Loss Or Damage
BP	3515.5	Sex Offender Notification
AR	3515.6	Criminal Background Checks for Contractors
BP/AR	3515.7	Campus Security-Camera Surveillance Systems (DELETE)
AR	4112.4	Health Examinations
	4212.4	
	4312.4	
BP/AR	4112.41	Employee Drug Testing
	4212.41	
	4312.41	
BP/AR	4112.42	Drug and Alcohol Testing For School Bus Drivers
	4212.42	
	4312.42	
AR	4112.5	Criminal Record Check
	4312.5	
AR	4112.6	Personnel Files
	4212.6	
	4312.6	
AR/E	4112.62	Maintenance Of Criminal Offender Records
	4212.62	
	4312.62	
BP/AR	4157	Employee Safety
	4257	
	4357	
BP/AR	4158	Employee Security
	4258	
	4358	
BP	4158.1	Violence in the Workplace
	4258.1	
	4358.1	

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BP/AR	4212	Appointment and Conditions of Employment
AR	4212.5	Criminal Record Check
BP/AR	5142	Safety
AR	5142.1	Identification And Reporting Of Missing Children

The updated Board Policies/Administrative Regulations will be available to parents/guardians, students, staff and community members.

The Board Requested that this Board Policy/Administrative Regulation Return with Revisions for a 2nd Reading (Office of the Superintendent)

BP/AR	0420	School Plans/Site Councils
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5. Information to the Board – Hayward Center for Education & Careers (Educational Services)

This presentation of The Hayward Center for Education and Careers provided the Board of Education a clear synopsis of the current Adult Education Program. The Hayward Center provides courses and/or services in:

English as a Second Language (ESL); Career Technical Education (CTE); General Education Development Testing (GED); High School Diploma (HSD); Credit Recovery; Community Based English Tutoring (CBET); Parent Education; Transition to Work Department (TWD): offering a variety of services for at-risk youth; Health and Safety; and Traffic Violators classes.

6. The Board Took No Action on Faith Ringgold and Directed Staff to Look at other Locations for Charter Schools – Faith Ringgold to Fairview and Charter School Facilities (Business Services)

Silver Oaks and Golden Oaks have both submitted site facility requests. Proposition 39, “requires that school districts make available, to all charter schools operating in their school district with projections of at least 80 units of average daily attendance (ADA), facilities that will sufficiently accommodate all of the charter’s in-district students, and that facilities be “reasonably equivalent” to other classrooms, buildings, or facilities in the district.” We have to offer both schools a site for the 2013-14 school year. Title 5 CCR Section 1969.9(c)(1)(E) requires the Charter School to provide information regarding the District school site and/or general geographic area in which the Charter School wishes to locate. Silver Oaks identified Highland School and Golden Oaks requested space in the Fairview, East Avenue or Stonebrae general geographic area. Both Silver Oaks and Golden Oaks have stated their respective schools would benefit from being housed on the same site if room were available. HUSD would like to maintain the Highland property for the Spectrum program and eventually add additional special education programs there. Consolidating Faith Ringgold and Fairview will make space available for the two Charter Schools. This change will provide Faith Ringgold staff better access to the administrator. The Board directed staff to leave Faith Ringgold at the Markham site and to review the following sites as possible locations for Silver Oaks and Golden Oaks Charter Schools: Highland, Adult School, Muir, with other possible locations if there is space available.

7. Information to the Board – Summer School 2013 (Educational Services)

Hayward Unified School District’s summer programs and academies will provide a variety of learning opportunities for students. Due to limited funding, summer programs and academics for

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the Hayward Unified School will remain relatively the same as the previous summer. Most importantly, summer school will provide an opportunity for seniors to fulfill HUSD graduation requirements this year and rising 10th and 11th grade students the opportunity to recover credits. Extended School Year Programs for students receiving Special Education Services will remain intact. The District is required to offer these programs to Special Education Students. Additional programs are funded through various grants (e.g. Hayward Promise Neighborhood and SIG). HUSD's summer programs and academies are designed and funded for the purpose of ensuring these students meet academic standards and HUSD graduation requirements. As has happened during the previous years, the current level of intervention funding will not support a full summer and school year intervention program.

Programs	Description	Location	Dates	# of Students	Total Estimated Budget	Funding Source
Graduation Fulfillment	Independent Study format for seniors needing 2.5 – 10 units to graduate.	Hayward High School	June 17-July 23	60	\$ 14,871.50	Intervention Funds
Cyber High Credit Recovery	Online credit recovery program for rising 10 th and 11 th grade students.	Hayward High School Mt. Eden High School Tennyson High School	June 17-July 23	150	\$ 73,090.00	Intervention Funds
9 th Grade Rising Academy	Blended Learning intervention program for rising 9 th grade students who are in need of intensive instruction as evidenced by CST/Counselor referral.	Hayward High School Mt. Eden High School	June 17-July 23	250	\$ 65,143.00	Title I & HPN
SLOPE	Preparing Rising 8 th Graders for Pre-Algebra Coursework Instructed by their SLOPE trained Pre-Algebra teacher	Tennyson High School	July 8- August 2	32	No Cost to District	Grant Funded
Math Achievement Academy	Preparing Rising 9 th Graders for Algebra I Coursework	Hayward High School	June 17-July 23	150	No Cost to District	Grant Funded
Special Education	Special Education program offered to pre-K to 12 th grade students with special needs.	Southgate Hayward Mt. Eden Tennyson Hayward Adult School Laurel Center	June 17-July 16	250	\$120,273.46	Special Education Funds
Pre-K Camp	Serves students who are entering Kindergarten with no previous schooling experience.	Helen Turner Park Harder	Year Round: June 17-July 12 Traditional: July 1- August 8	70	TBD	First Five Grant and HPN
Elementary Literacy Academy	Literacy support for 3 rd -6 th graders, focusing on writing.	Park		150	\$66,352.05	HPN
Tennyson High Summer	Strategic and Intensive intervention academy for	Tennyson High School	July 8- August 2	600	\$223,452.82	SIG

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Academy	all students in the feeder pattern and current students.					
Longwood Summer Academy	Differentiated instruction offered to K-6 grade students.	Longwood	July 8-25	300	\$120,000.00	SIG
Burbank Summer Academy	Strategic and intensive intervention and grade level preview.	Burbank	June 28-August 1	400	\$293,813.80	SIG
Additional Costs	5 Administrators 5 Office Managers 5 Custodians 5 Campus Supervisors 1 Coordinator	Hayward Mt. Eden Southgate Park Harder			\$ 97,650.00	Intervention Funds SIG

8. **The Board Approved** – Measure G Board Appointment (Business Services)

On December 12, 2012, the Board approved the eleven citizens to serve as members of the Measure G Parcel Tax Citizen's Oversight Committee. On January 16, 2013, the Board determined the assignments of board members to various committees and task forces. The Measure G Parcel Tax Committee assignment was inadvertently not included on the list. The Board assigned the following Board Members as Liaisons to the Measure G Parcel Tax Committee: Mr. McGee and Dr. Walker.

9. **Information to the Board** – Expulsion Update (Student, Family & Community Services)

The Hayward Unified School District Board of Education requested a quarterly report to review actions the Board has taken in the current school year with relation to student discipline. Staff presented information on Board actions taken from July 1, 2012 – March 13, 2013.

10. **The Board Tabled** – Job Description for College & Career Readiness Coordinator (Human Resources)

The College and Career Readiness position will support the development and coordination of college and career readiness programs.

The Board tabled this item and asked staff to bring back information on the funding for the position and if a partnership with the ROP could be developed for this type of position.

11. **The Board Acknowledged** – Receipt of AEOTE Contract Proposal to HUSD and Set April 24, 2013 for a Public Hearing (Human Resources)

By law, school districts are required to "sunshine" collective bargaining agreements in an open session of the Board. The proposal from the Association of Educational Office and Technical Employees (AEOTE) must first be submitted as an information item and then returned at a later meeting for a public hearing and Board action.

The Board approved setting April 24, 2013 for a Public Hearing and Board action.

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12. The Board Approved – Consultant Contract (Student, Family & Community Services)

	Vendor	Purpose	Div/Program	Amount
a)	Abacus	Design layout, printing, mailing and distribution of the 2013-14 Annual Notification and Parent/Student Guide	Student, Family & Community Services	\$8,738.21 – General Fund

Future Board Meetings:

Regular Board Meeting – Wednesday, April 24, 2013 – 6:30 p.m. (Open Session)
City Hall

Regular Board Meeting – Wednesday, May 8, 2013 – 6:30 p.m. (Open Session)
City Hall

Board Workshop – Saturday, May 18, 2013 – 9:00 a.m. – 1:00 p.m. (Open Session)
HUSD Board Room

Regular Board Meeting – Wednesday, April 24, 2013 – 6:30 p.m. (Open Session)
City Hall