



H.U.S.D. BOARD MEETING SUMMARY  
Wednesday, October 9, 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

**CONSENT ITEMS**

1. **The Board Approved** – Personnel Appointments, retirements, changes of status, waivers, leaves of absence, and terminations (Human Resources)
2. **The Board Approved** – The following warrants between September 6 , 2013 through September 18, 2013 (Business Services)

**IMPLEMENTATION:**

Payroll — Direct Deposit	\$ 197,245.84
Payroll — Warrants	\$ 4,259.58
General Fund - Total Non-Payroll	\$ 2,136,012.61
Adult Education Fund	\$ 24,830.18
Food Services Fund	\$ 311,290.62
Child Development Fund	\$ 1,159.08
Deferred Maintenance Fund	\$ 70,183.15
Special Reserve Fund for Capital Outlay Projects	\$ -0-
Building Fund 2008 Measure I Bond	\$ -0-
School Facilities/Proposition 1A	\$ 139,172.00
Building Fund	\$ -0-
Capital Facilities/Developer Fees Fund	\$ -0-
<b>TOTAL EXPENDITURES</b>	<b>2,884,153.06</b>

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### 3. The Board Approved – License Agreement for Lease of District Property (Business Services)

Name of Lessee	Address of Property	Lease Term	Square Footage	Cost Per Square Foot	Cost Per Month	Additional Fees	Total Monthly Cost
Project Eat	Sunset High School 22100 Princeton Street Hayward, CA 94541	1 year	2,181	\$1.25	\$2,726.25	\$300.00	\$3,026.25
Spectrum Center Schools	Highland Elementary 2021 Highland Blvd., Hayward, CA 94541	2 year	14,724	\$1.25	\$18,405.00	Prorated Shared Utilities	\$18,405.00
Key Academy	Markham 1570 Ward Street Hayward, CA 94541	1 year	8,156	\$1.25	\$10,195.00	Prorated Shared Utilities	\$10,195.00
Kidango	Helen Turner 26340 Reed Way Hayward, CA 94544	2 year	Land Lease	Negotiated	\$650.00	\$50.00 Increase July 1	\$650.00

### 4. The Board Adopted – Resolution 1314-21, ROP Programs (Educational Services)

Eden Area Regional Occupational Program (EAROP) is an essential partner with HUSD. The resolution formally acknowledges the importance of this partnership and how the district is committed to continuing to support ROP as we transition to following the Local Control Funding Formula and Local Control and Accountability Program.

### 5. The Board Approved – SSC Consultant (Educational Services)

Vendor	Purpose	Div/Program	Amount
a) UC Berkeley — History Social Science Project	Provide professional development, lesson studies and leadership training for Bret Harte and Tennyson for 2013-2014 SSC 4-7-13 & 4-15-13	Educational Services	535,399 — EIA Funds

### 6. The Board Approved – Consultant Contract (Educational Services)

Vendor	Purpose	Div/Program	Amount
a) Kristen Gray	Provide Assistive Technology and Augmentative Assistive Communication services for IEPs	Educational Services	\$25,000- General Fund

### 7. The Board Approved – Youth Intervention Specialist Position at Schafer Park School (Human Resources)

In May of 2011, the Board approved a staffing ration of 1.0 FTE Youth Intervention Specialist (YIS) for elementary schools in PI status with over 700 students. Currently Shafer Park Elementary is four students short of meeting the criteria approved by the Board, as they have 696

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students and are in Program Improvement (PI) status. Schafer Park Elementary has a special set of circumstances, however, that justify a 1.0 FTE Youth Intervention Specialist despite being four students shy of the 700 students required. These special circumstances include:

- Schafer Park is in Year 5 PI status
- While current enrollment is 696, we anticipate enrollment increasing to over 700 by the end of the first trimester. This is due to the fact that Schafer Park has been identified as a “redirect” school.
- As a redirect school, Schafer Park has numerous students who need additional support.
- Schafer Park has a large special education program and is responsible for 109 IEPs. An administrator must be present at each IEP meeting.
- HUSD has invested in the physical plant on the site and we want to provide the appropriate human resources necessary to support success at this new building.

Due to the time required to establish, post, hire and fill a YIS position, staff requested this position be established as soon as possible. The Youth Intervention Specialist, under the direction of the site principal, designs, and implements programs to help students overcome problems that impede learning and assist them and their families in making educational and behavioral plans.

### **8. The Board Conducted a 1<sup>st</sup> Reading of Deleted Board Policies/Administrative Regulations, Waived a 2<sup>nd</sup> Reading, and Approved the Deletions as Recommended by California School Boards Association (CSBA) (Office of the Superintendent)**

#### **Original HUSD Adopted Board Policy**

#### **Recommended Deleted Board Policy**

BP	4019.12	Employee Non-Discrimination/Anti-Harassment	Deleted by CSBA
BP/AR	4111.1 4211.1	Affirmative Action	Deleted by CSBA
BP	4113.1	Review Of Teachers Assignments	Deleted by CSBA
AE	4115.10 4215.10	Management Personnel Conference Agreement	Deleted by CSBA
AE	4115.11 4215.11	Management Personnel Evaluation	Deleted by CSBA
AE	4115.12 4215.12	Management Personnel Evaluation (Principal)	Deleted by CSBA
BP	4117.1	Retirement	Deleted by CSBA
BP	4119	Rights, Responsibilities and Duties	Deleted by CSBA
BP	4119.24	Academic Freedom	Deleted by CSBA
BP	4120	Temporary and Part-Time Personnel	Deleted by CSBA
BP	4122	Student Teachers/University Interns	Deleted by CSBA
BP	4130	Activities	Deleted by CSBA
BP	4131.5	Professional Growth	Deleted by CSBA

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BP/AR	4133 4233 4333	Travel; Reimbursements	Deleted by CSBA
BP	4137	Tutoring	Deleted by CSBA
BP	4142 4242	Communications/Contracts	Deleted by CSBA
	4152 4252 4352	Salary Checks and Deductions	Deleted by CSBA
BP/AR	4158.1 4258.1 4358.1	Violence in the Workplace	Deleted by CSBA
BP/AR/E	4211	Recruitment and Selection	Deleted by CSBA
	4217.2	Resignation	Deleted by CSBA
	4219.2	Employment Responsibilities	Deleted by CSBA
	4311	Recruitment and Selection	Deleted by CSBA
	4317.3	Personnel Reduction (Layoff/Rehire)	Deleted by CSBA
	4351	Salary Guides	Deleted by CSBA
	4362	Vacations/ Holidays	Deleted by CSBA – Keep AR per HUSD Staff
BP	5117.1	School Attendance Areas: Identification of Segregated Schools	Deleted by CSBA
BP	5124	Reporting To Parent/Guardians	Deleted by CSBA
BP/AR	5140	Welfare	Deleted by CSBA
BP	5141.1	Accident	Deleted by CSBA
BP/AR	5141.2	Diabetes	Deleted by CSBA
BP/AR	5141.41	Prevention Programs	Deleted by CSBA
BP	5145.1	Privacy	Deleted by CSBA
AR	6163.11	School Library Books K-12	Deleted by CSBA
BP/AR	6179	Child Care and Development Programs	Deleted by CSBA (Now addressed in BP/AR 5148)
BP/AR	6182	Opportunity School/Class/Program	Deleted by CSBA
BP	6191	Criteria For Evaluation Of Consolidated Programs	Deleted by CSBA (Now addressed in BP 6190)

### 9. **The Board Approved** – Overnight Study Trip (Educational Services)

**Tennyson High School** – October 21-23, 2013: Forty-five 9-12<sup>th</sup> grade students will participate in a college tour in Southern California. There is no cost for students. Fundraising and donations will finance this trip. No student will be denied participation due to lack of funds.

### 10. **The Board Adopted** – The minutes of the regular Board Meeting of September 25, 2013 (Office of the Superintendent)

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### ACTION/DISCUSSION ITEMS

#### **1. The Board Conducted a Public Hearing on Sufficiency of Instructional Material and Adopted** – Resolution 1314-20 (Educational Services)

Hayward Unified provides sufficient textbooks and instructional materials compliant with the state content standards and curriculum frameworks adopted by the State of California. The proper public notice has been placed in a local newspaper and posted in three public places within the district. Education Code Section 60119(a)(1)(B) requires the local Governing Board to annually determine whether or not each pupil in each school has sufficient textbooks or instructional materials or both that are aligned to the content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education (SBE) in reading/language arts, mathematics, science, and history/social Science. The definition of sufficiency provides that each pupil, including each English learner, must have a standards-aligned textbook or instructional materials, or both to use in class and to take home. The District receives funding annually from the State for the purchase of textbooks and instructional materials. However, due to the implementation of SBX42 these funds are no longer restricted and may be used for other purposes as part of Tier III. In the spring of each school year, HUSD principals inventory textbooks and order based on enrollment projections. Within the first four weeks of school in the fall, principals review their textbook inventory and submit another purchase requisition based on actual student enrollment and classroom configurations. Additionally every principal received a CDE Instructional Materials Survey to conduct a site review with teachers and verify for sufficiency of materials. Textbooks are also ordered on an ongoing and as needed basis throughout the year based on increased enrollment. At the elementary levels, teachers were provided a survey for the new Reading/Language Arts Materials to determine what was still needed in their classrooms

#### **2. The Board Conducted a 1<sup>st</sup> Reading of Revised/New Board Policies/Administrative Regulations, Waived a 2<sup>nd</sup> Reading, and Approved the following:** (Office of the Superintendent)

##### Original HUSD Adopted Board Policy

##### Recommended Revised Board Policy

BP	1240	Volunteer Assistance	BP	1240	Volunteer Assistance
BP	4000	Concepts and Roles	BP	4000	Concepts and Roles
BP/AR/AE	4020	Drug-Free Workplace	BP	4020	Drug-Free Workplace
BP	4030	Nondiscrimination in Employment	BP	4030	Nondiscrimination in Employment
	NEW		AR	4031	Complaints Concerning Discrimination in Employment
	NEW		AR	4032	Reasonable Accommodation
	NEW		BP	4033	Lactation Accommodation
BP/AR/E	4040	Employee Use of Technology	BP	4040	Employee Use of Technology
	NEW		BP	4100	Certificated Personnel
BP/AR	4111	Recruitment and Selection	BP	4111 4211 4311	Recruitment and Selection
BP/AR	4111.2	Legal Status Requirement	BP/AR	4111.2 4211.2	Legal Status Requirement

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				4311.2	
	NEW		AR	4112	Appointment and Conditions of Employment
	NEW		AR	4112.1	Contracts
BP/AR/E	4112.2	Certification	BP/AR	4112.2	Certification
	NEW		BP/AR	4112.21	Interns
BP	4112.22	Staff for Limited-English Proficiency Programs	AR	4112.22	Staff Teaching English Language Learners
	NEW		AR	4112.23	Special Education Staff
	NEW		BP/AR/E	4112.24	Teacher Qualifications Under the No Child Left Behind Act
	NEW		AR/E	4112.3 4212.3 4312.3	Oath Or Affirmation
BP	4112.4	Health Examinations	AR	4112.4 4212.4 4312.4	Health Examinations HUSD Staff to change BP to AR
	NEW		BP/AR	4112.41 4212.41 4312.41	Employee Drug Testing (HUSD Staff recommends deletion of BP only)
AR	4112.5 4312.5	Criminal Records Check	AR	4112.5 4312.5	Criminal Record Check
BP/AR	4112.6	Personnel Records	AR	4112.6 4212.6 4312.6	Personnel Files
AR/AE	4112.61	Employment References	BP/AR	4112.61 4212.61 4312.61	Employment References
	NEW		AR/E	4112.62 4212.62 4312.62	Maintenance of Criminal Offender Records
BP/AR	4112.8	Nepotism: Employment of Relatives	BP	4112.8 4212.8 4312.8	Employment of Relatives HUSD Staff Deleted AR
BP/AE	4112.9	Signed Statements	BP/E	4112.9 4212.9 4312.9	Employee Notifications
BP	4113	Assignments	BP/AR	4113	Assignment
	NEW		BP	4113.4 4213.4 4313.4	Temporary Modified/Light-Duty Assignment
BP	4114	Transfer	BP	4114	Transfers
BP	4115	Evaluation/Supervision	BP/AR	4115	Evaluation/Supervision
BP	4116	Probationary/Permanent Status	BP/AR	4116	Probationary/Permanent Status
	NEW		AR	4117.11 4317.11	Preretirement Part-Time Employment
	NEW		BP	4117.13 4317.13	Early Retirement Option
	NEW		AR	4117.14 4317.14	Postretirement Employment
BP	4117.2	Resignation	BP	4117.2 4217.2 4317.2	Resignation
BP	4117.3	Personnel Reduction	BP	4117.3	Personnel Reduction
BP	4117.4	Dismissal	AR	4117.4	Dismissal

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	NEW		AR	4117.5 4217.5 4317.5	Termination Agreements
	NEW		AR	4117.6	Decision Not to Rehire
	NEW		AR	4117.7	Employment Status Reports
	NEW		BP/AR	4118	Suspension/Disciplinary Action
BP	4119.1	Civil and Legal Rights	BP	4119.1 4219.1 4319.1	Civil and Legal Rights
BP/AR/E	4119.11 4219.11 4319.11	Sexual Harassment	BP/AR	4119.11 4219.11 4319.11	Sexual Harassment
BP/AE	4119.21	Code of Ethics	BP/E	4119.21 4219.21 4319.21	Professional Standards
	NEW		BP	4119.22 4219.22 4319.22	Dress and Grooming
BP	4119.23 4219.23 4319.23	Unauthorized Release of Confidential/Privileged Information	BP	4119.23 4219.23 4319.23	Unauthorized Release of Confidential/Privileged Information
BP/AR/AE	4119.25	Political Activities Of Employment	BP/AR	4119.25 4219.25 4319.25	Political Activities Of Employees HUSD Staff Deleted AE
	NEW		BP	4119.41 4219.41 4319.41	Employees with Infectious Disease
BP/AR/E	4119.42 4219.42 4319.42	Infectious Disease Education	BP/AR/E	4119.42 4219.42 4319.42	Exposure Control Plan for Blood Borne Pathogens
BP/AR	4119.43 4219.43 4319.43	Universal Precautions	BP/AR	4119.43 4219.43 4319.43	Universal Precautions
BP	4121	Substitutes Teachers	BP/AR	4121	Temporary/Substitute Personnel
BP/AR	4127 4227 4327	Temporary Athletic Coaches	BP/AR	4127 4227 4327	Temporary Athletic Team Coaches
BP	4131	Staff Development (Certificated Personnel)	BP/AR	4131	Staff Development (Certificated Personnel)
	NEW		BP	4131.1	Beginning Teacher Support/Induction
BP	4132	Publications Or Creation of Materials (includes Copyrights and Patents)	BP	4132 4232 4332	Publications Or Creation of Materials
	NEW		BP	4135 4235 4332	Soliciting and Selling
BP	4136 4236 4336	Nonschool Employment	BP	4136 4236 4336	Nonschool Employment
	NEW		BP/AR	4139	Peer Assistance and Review
	NEW		BP	4140 4240 4340	Bargaining Units
BP	4141 4241	Agreement	BP	4141 4241	Collective Bargaining Agreement
	NEW		BP/AR	4141.6 4241.6	Concerted Action/Work Stoppage

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BP	4143 4243	Negotiations/Consultations	BP	4143 4243	Negotiations/Consultations
	4143.1 4243.1	Public Notices- Personnel Negotiations	BP/AR	4143.1 4243.1	Public Notice - Personnel Negotiations
	4144 4244	Grievance/Complaints	BP/AR	4144 4244 4344	Complaints
	4151 4251	Salary Guides	BP	4151 4251 4351	Employee Compensation
	4154 4254 4354	Insurance/Health and Welfare Benefits	BP/AR	4154 4254 4354	Health and Welfare Benefits
	4156.2	Awards, Rewards, and Special Recognition	BP	4156.2 4256.2 4356.2	Awards and Recognition
	4156.3 4256.3 4356.3	Employee Property Reimbursement	BP	4156.3 4256.3 4356.3	Employee Property Reimbursement
BP/AR	4157	Employee Safety	BP/AR	4157 4257 4357	Employee Safety
	NEW		BP	4157.1 4257.1 4357.1	Work-Related Injuries
	4157.2	Ergonomics	AR	4157.2 4257.2 4357.2	Ergonomics
	4158	Employee Security	BP/AR	4158 4258 4358	Employee Security
BP/AR	4159 4259 4359	Employee Assistance Programs		4159 4259 4359	Employee Assistance Programs
	4161	Leaves	BP/AR	4161 4261 4361	Leaves
	NEW		AR	4161.1 4361.1	Personal Illness/Injury Leave (Certificated Personnel)
	NEW		AR	4161.11 4261.11 4361.11	Industrial Accident/Illness Leave
	NEW		AR	4161.2 4261.2 4361.2	Personal Leaves
	4161.8 4261.8 4361.8	Family Care Leave		4161.8 4261.8 4361.8	Family Care and Medical Leave
	NEW		BP/AR	4161.9 4261.9 4361.9	Catastrophic Leave Program (HUSD Staff Recommends Deletion of BP)
	NEW		BP	4215	Evaluation/Supervision
	4216	Probationary/Permanent Status	BP	4216	Probationary/Permanent Status
	NEW		AR	4217.11	Preretirement Part-Time Employment
	4217.3	Layoff/Rehire	AR	4217.3	Layoff/Rehire
	4219.21	Code Of Ethics	E	4219.21	Code Of Ethics



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	4222	Teacher Assistants/Paraprofessionals	BP/AR/AE	4222	Teacher Aides/Paraprofessionals
	4231	Staff Development (Classified Personnel)	BP/AR	4231	Staff Development (Classified Personnel)
	NEW		AR	4261.11	Industrial Accident/Illness Leave (Classified Personnel)
	4300	Management/Supervisory/Confidential	BP/AR	4300	Administrative and Supervisory Personnel
	NEW		BP	4301	Administrative Staff Organization
	4312.1	Contracts	BP	4312.1	Contracts
BP/AR	4313.2	Promotions/Demotion/Reclassification	BP/AR	4313.2	Demotion/Reassignment
	4314	Transfer		4314	Transfers - HUSD Staff Deleted AR
	4315	Evaluation/Supervision		4315	Evaluation/Supervision
	4315.1	Administrative Competence in Evaluation – HUSD Staff Deleted AR	BP	4315.1	Staff Evaluating Teachers
	4319.21	Code of Ethics	E	4319.21	Professional Standards
	NEW		BP/AR	4331	Staff Development (Administrative and Supervisory Personnel)

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

	New		BP/AR	6173.1	Education For Foster Youth
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**3. The Board Conducted a 2<sup>nd</sup> Reading of Revised/New Board Policies/Administrative Regulations and approved the following:**– (Office of the Superintendent)

**Original HUSD Adopted Board Policy**

**Recommended Revised Board Policy**

<b><u>Original HUSD Adopted Board Policy</u></b>			<b><u>Recommended Revised Board Policy</u></b>		
BP/AR	0420	School Plans/Site Councils	BP/AR	0420	School Plans/Site Councils
BP	2110	Superintendent Responsibilities and Duties (previously Superintendent's of Schools: Job Description)	BP	2110	Superintendent Responsibilities and Duties (previously Superintendent's of Schools: Job Description)
BP	2111	Superintendent governance Standards (previously Superintendent of Schools)	BP	2111	Superintendent governance Standards (previously Superintendent of Schools)
BP	<del>2120</del>	Superintendent Recruitment And Selection (Now BP 2111)	BP	<del>2120</del>	Superintendent Recruitment And Selection (Now BP 2111)
BP	2121	Superintendent's Contract	BP	2121	Superintendent's Contract
BP	2140	Evaluation Of The Superintendent	BP	2140	Evaluation Of The Superintendent
BP/AR	3260	Fees and Charges	BP/AR	3260	Fees and Charges
BP/AR	3300	Expenditures And Purchases	BP/AR	3300	Expenditures And Purchases
AR	3310	Purchasing Procedures	AR	3310	Purchasing Procedures
BP/AR	3311	Bids	BP/AR	3311	Bids
BP	3312	Contracts	BP	3312	Contracts
BP/AR	3600	Consultants	BP/AR	3600	Consultants
NEW			BP/AR	6142.2	World/Foreign Language Instruction
BP	6142.6	Visual And Performing Arts	BP	6142.6	Visual And Performing Arts

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		Education			Education
BP/AR	6145	Extracurricular and Cocurricular Activities	BP/AR	6145	Extracurricular and Cocurricular Activities
BP/AR	6153	School-Sponsored Trips	BP/AR	6153	School-Sponsored Trips
BP	7000	Concepts And Roles	BP	7000	Concepts And Roles
BP/AR	7131	Relations With Local Agencies	BP/AR	7131	Relations With Local Agencies
NEW			BP/AR	7214	General Obligation Bonds

#### 4. Information to the Board – Demographic Study Process (Business Services)

To provide the Governing Board an update on the Demographic Study Process and timeline currently being planned for the 2013-14 fiscal year. School district staffing and attendance projections are based on enrollment by grade and by school/program. To assess current and determine future facility needs for classrooms and programs, demographic analysis designed to predict long term needs are performed. The scope of a student demographic study includes a review of existing and planned city/district service area variables to include: street addresses, birth rates, boundaries, and city/residential development. This data is then use to assess the forecasted number of students and location of the communities served based on attendance and boundary data. On July 24, 2013, the District contracted with Davis Demographics to perform longitudinal study assessing the District's forecasted student population. The study will begin in October 2013 where baseline data, gathered from the 2013-14 California Basic Educational System (CBEDS), will be obtained. The CBEDS data is collected annually and provides the District's enrollment and staffing data. Davis Demographics has conducted prior student population and boundary studies for the District in 2011 and 2012. The resultant reports and findings were presented to the Governing Board on May 2011 and April 2012. A Special Board Workshop will be held on October 30, 2013 to review the Demographic Study Process, Five-Year Facilities Master Plan, and the future School Bond Measure.

#### **Future Board Meetings:**

Special Board Meeting – Tuesday, October 15, 2013 – 6:00 p.m. (Closed Session/Open Session)

Topic: Community Forum on the Superintendent's Search Process

Location: HUSD Board Room

Regular Board Meeting – Wednesday, October 23, 2013 – 6:30 p.m. (Open Session)

City Hall

Special Board Meeting – Wednesday, October 30, 2013 – 6:00 p.m. (Open Session)

Location: HUSD Board Room

Regular Board Meeting – Wednesday, November 13, 2013 – 6:30 p.m. (Open Session)

City Hall