



H.U.S.D. BOARD MEETING SUMMARY Wednesday, March 21, 2012

Board Roll Call:

Present: Mr. Jesús Armas, President
Ms. Lisa Brunner, Vice President
Mr. Luis Reynoso, Clerk
Ms. Maribel Heredia, Member
Mr. William McGee, Member

In Closed Session the Board of Education approved the following:

- **The Board voted 5-0-0 to not renew the contract for Administrative Employee Reference Number 4652**

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 February 22, 2012 and March 6, 2012 (Business Services)

Payroll – Direct Deposit	\$ 6,893,914.52
Payroll – Warrants	\$ 601,581.41
General Fund - Total Non-Payroll	\$ 6,218,009.02
Adult Education Fund	\$ 51,650.60
Food Services Fund	\$ 26,183.95
Child Development Fund	\$ 31,541.69
Deferred Maintenance Fund	\$ 15,918.90
Special Reserve Fund for Capital Outlay Projects	\$ 43,863.00
Building Fund 2008 Measure I Bond	\$ 542,951.99
School Facilities/Proposition 1A	\$ 90.68
Building Fund	\$ -0-
Capital Facilities/Developer Fees Fund	\$ 4,565.00
TOTAL EXPENDITURES	\$ 14,430,270.76

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

a) Mt. Eden – **April 13-14, 2012:** Seventy-six 9-12th grade students will participate in a music competition in Burbank, California. Students will travel by charter bus and be lodged in a hotel. There will be three male chaperones and five female chaperons. Ken Rawdon, teacher, will in charge of this trip. The cost for students is \$75. 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 13 through Saturday, April 14.

b) Tennyson – **April 20-22, 2012:** Twenty-eight 9-12th grade students will participate in an ecosystem study trip to Point Lobos, California. Students will travel by private vehicle and camp out in tents. There will be four male chaperones and three female chaperones. Susan Reneberg, teacher, 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 20 through Sunday, April 22.

c) Ruus – **June 1-3, 2012:** Thirty 4th grade students will participate in a history study trip to Coloma, California. Students will travel by charter bus and be lodged in a hotel. There will be one male chaperone and three female chaperones. Paul Garrison, teacher, will be in charge of this trip. The cost is \$20 for students. Fundraising will finance this trip. No student will be denied participation due to lack of funds. The event will take place Friday, June 1 through Sunday, June 3.

d) Tennyson/Mt. Eden – **March 22-25, 2012:** Seventy-nine 10-11th grade students will participate in a college tour in Southern California. In addition to visiting several colleges/universities, students will also visit Disneyland on 3/24/12. Students will travel by charter bus and be lodged in a hotel. There will be chaperones as required by district policy/regulations. The cost for students is \$75. SIG Grant funds will finance this trip. No student will be denied participation due to lack of funds. The event will take place Thursday, March 22, through Sunday, March 25.

4. **The Board Approved** – Participation in NCS/CIF Tournaments (Educational Services)

The Hayward Area Athletic League (HAAL) annually adopts a yearly calendar reflecting when North Coast Section (NCS) and Nor-Cal tournaments are held for all sports. Because participation in NCS and Nor-Cal requires success in prior tournaments which may occur as late as the week before these are scheduled, schools sometimes do not know whether their team(s) or individuals would qualify until last minute. The purpose of this presentation is to request approval for study trips that may be required should any of our HUSD student teams participate in NCS and Nor-Cal tournaments this year. It is recommended that the Board annually approve the participation of high schools in the NCS and Nor Cal tournaments in which schools would qualify. The exact date and location of the Nor Cal tournaments will depend on which school teams are successful in advancing to the tournaments. Tournaments are scheduled for March through June this year. If one of our schools should qualify for any of these tournaments, Board members will be advised stating all regulations and policies have been adhered to. The respective principals and coaches will ensure that all overnight study trips related to Nor Cal study trips will have the appropriate number of chaperones and that all other requirements of overnight study trips specified in BP/AR 6153 are completely fulfilled.

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5. **The Board Approved** – 9-12 Course Catalog 2012-13 (Educational Services)

The HUSD Course Catalog is reviewed and revised annually by secondary subject matter committees and HUSD counselors. The course catalog is also revised annually to include new courses that have been approved by local curriculum councils, subject matter committees and the Secondary Curriculum Council. Each year the Educational Services Division submits to the Board of Education for their approval the recommended high school courses, course of study, and diploma standards for the upcoming school year. (Education code Section 51222) After Board approval, the course catalog will be provided to all high schools and made available to faculty, students and parents. The course catalog will be posted on the HUSD website as well as the website for each high school.

6. **The Board Approved** – Selection of Auditor for Financial Audit and Measure I Performance Audit For Fiscal Years 2011-12, 2012-13, and 2013-14 (Business Services)

Education Code Section 41020 requires that the District Board hire a certified public accounting firm by April 1st to audit the financial records of the Hayward Unified School District. Education Code Sections 15278-15282 require that the District Board hire an independent auditing firm to conduct an annual financial audit and an annual performance audit of the Measure I Bond Program. These sections require an audit that will ensure that the Measure I Bond funds are expended only on the specific projects listed on the Measure I ballot. The District completed four years with the independent certified public accounting firm Perry-Smith LLP. During the audit for the year ended June 30, 2011, Perry-Smith LLP merged with Crowe-Horwath LLP (Crowe) and the audit was completed by Crowe. The proposed three-year contracts is for both the annual financial audit and any bond performance audit required under Proposition 39 are separate agreements for fiscal years 2011-12, 2012-13 and 2013-14. The fixed fee quoted for all services and audit reports, inclusive of all out-of-pocket expenses is as follows:

Fiscal Year	2011-12	2012-13	2013-14	Total
All Services	\$59,500	\$59,500	\$62,500	\$181,500

7. **The Board Approved** – Solar Installation Agreement for East Avenue, Fairview, Tyrrell Elementary Schools and Martin Luther King Middle School (Facilities Measure I)

This agreement will add solar power generating systems to the existing construction contracts for four Measure I schools - Martin Luther King, Jr. Middle, East Avenue Elementary, Fairview Elementary, and Tyrrell Elementary. Each of these schools will be completed later this year with a fully operational solar system similar to the one that has been generating power at Schafer Park Elementary since being added to the completed construction and opening of Schafer Park's new buildings in January 2012. In 2009, the Board approved our plan to integrate solar power generating systems into the design of the five Measure I schools, with the goal of ultimately supplying up to 75% of these schools' power needs through solar, once these systems are installed and in operation. Through a combination of competitive bidding and negotiating, we confirmed that solar systems with a combined capacity of 682 kW (power for approximately 10,000 light bulbs) could be included at the five Measure I schools for a total cost of \$3,624,281, and that part of this cost could be offset by the District applying for and receiving PG&E solar incentive grants. At the conclusion of the 14-month, five-phase furniture and equipment bidding and contracting process in February 2012, we have realized nearly \$3 million in savings from the original budgets through that

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process, and determined that these funds are sufficient for the completion of the solar systems at the other four Measure I schools. Some of these savings may not be needed to complete the solar systems, in the event we realize additional construction cost savings on these projects as they are completed later this year. It was approved to add the solar systems to the existing construction contracts the Board awarded to Vanir CM, Inc. on March 24, 2010 for these four schools. These contract amounts will be increased by a combined not-to-exceed total of \$2,846,031, so the solar systems can be completed as part of these four school construction projects. To the extent we realize additional construction cost savings in the final stages of these projects, we will apply the savings to future Measure I construction projects. The approval will result in an estimated \$350,000 in total annual operating cost savings, through reduced PG&E power purchase costs and receipt of PG&E solar incentive funds, beginning in 2012-2013.

8. The Board Approved – Regional Occupational Program (ROP) Lease Agreement (Business Services)

The District has leased the Regional Occupational Program (ROP) Center, including space at Gansberger School, to the Regional Occupational Program since 1991. The current four-year lease will expire on June 30, 2012. The District has financially supported ROP for the past 21 operation years by providing space at 26316 Hesperian Boulevard, Hayward at below actual costs for facility and transportation services. The program provides an opportunity for Hayward, San Leandro, and San Lorenzo districts to provide alternative skills programs for students. The lease agreement will have a term of 1 year, July 1, 2012 through June 30, 2013 for the ROP Center, including Gansberger School. This will bring into alignment the terms of the Joint Exercise of Powers Agreement (JPA) and the lease agreement between Hayward Unified School District and the Eden Area Regional Occupational Program.

9. The Board Approved – Lease & Maintenance Agreement for Twenty-Nine (29) Vehicles for Maintenance & Operations and Food Services (Business Services)

In April of 2007 Hayward Unified School District entered into a five year vehicle lease program with Enterprise Fleet Services. HUSD is at the end of our current vehicle lease with Enterprise and will be returning the vehicles and entering into a new lease. The new lease will be a lower capital outlay because of the equity earned by leasing. The Enterprise lease plans for equity, HUSD will pay for the “portion” of the vehicle it uses and at the end of the lease return the vehicle, renew the lease, or option out the remaining equity towards a newer vehicle. This allows the District flexibility to modernize the fleet as necessary. The equity lease program allows HUSD to secure vehicles to meet current needs, but affords the option to return the vehicle should business change and the need for the vehicle(s) no longer exist without committing a large amount of capital for an out-right purchase. The District is able to utilize the residual value of the vehicles toward other leases rather than the traditional method of surplus the vehicles for little value. Enterprise offers vehicles from almost every vehicle manufacturer, which maximizes our choices and flexibility. Enterprise also includes a maintenance plan that covers most repairs and routine procedures during the course of the lease. In 2007 the Board approved an annual vehicle lease budget of \$171,267.20 for 31 vehicles. The number and types of vehicles have been adjusted and by utilizing equity on returned vehicles, the new 5 year vehicle lease program with Enterprise identifies an annual savings of over \$36,000.00. The new five year equity lease agreement annual budget with Enterprise will be \$135,000 for 29 vehicles.

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ACTION/DISCUSSION ITEMS

1. The Board Approved – Summer School 2012 (Educational Services)

The Board has worked to conceptually establish their areas of interest. The Board approved Goal #1 to increase academic excellence through rigorous standards based instruction. In addition, the Superintendent has directed staff to implement these goals and objectives. Hayward Unified School District's summer programs and academies 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. HUSD's summer programs and academies are designed and funded for the purpose of ensuring these students meet academic standards and HUSD graduation requirements. Due to limited funding, summer programs and academics for the Hayward Unified School District will operate as they did last year with the inclusion of an Intensive Rising 9th Grade Academy. The current level of intervention funding will not support a full summer and school year intervention program. We recommend the reduced level of intervention funds be used to support the Graduation Fulfillment, Credit Recovery, Program of a 21st Century Learning Institute and Intensive Rising 9th Grade Academy for summer programs and academies 2012. Extended School Year Programs for students receiving Special Education Services will remain intact.

2. The Board Approved – Budget Revision #2, Second Period Interim Report (Business Services)

The Second Period Interim Report provides the Board and the public with updated budget projections since the Board adopted the District's First Interim Report budget in December. Following the certification of the Interim Report, the budget will be revised to match the new projections. This report is a required component of AB1200. Despite the Trigger reductions, the District was able to improve its financial position by nearly \$200,000. The District presents a Positive Certification. Current projections indicate that the District will end the financial year with a \$10.1 million fund balance, compared to \$9.3 million at First Interim. At First Interim, the District also presented a Positive Certification, however the Board prudently self-certified as qualified since the full impact of the pending Trigger reductions were unknown. The District is relying upon the Governor's proposal to continue to fund education through voter approval of certain tax extensions in November 2012. It is extremely important to note that, without those tax extensions or an equivalent alternate plan adopted by the State legislature to maintain funding levels, the District's revenue will be reduced significantly and will present a Negative Certification. Cash at year end is projected to be at a very low level and is predicated on the assumption that revenue from the State and Federal governments will be received as scheduled. The Board has passed a resolution to authorize temporary borrowing from the Building Fund as a precaution. The Fiscal Integrity and Transparency Advisory Group (FITAG) continues its work to provide input regarding potential budget reductions for the Superintendent's consideration for recommended action by the Board before the budget is presented for adoption at its June 20, 2012 meeting.

3. Information to the Board – 2012-13 School Boundary Review/Study (Business Services)

The Hayward Unified School District (HUSD) has contracted with Davis Demographics & Planning, Inc. (DDP) to develop and analyze demographic data relevant to the District's facility planning efforts. The scope of contracted work includes: mapping the District, address matching the past four student data files (each representative of October's official CBEDS head count), developing and researching pertinent demographic data, identifying future residential development plans, if any, and preparing a seven year student population projection. DDP will then assist the

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District in developing solutions for housing future student population. This study was prepared to assist the District's efforts in evaluating future site requirements and attendance area changes. It has been nearly six years since the Hayward USD last contracted to have a consultant prepare a long-term demographic study. Since 2006, the District has prepared their own short-term internal projections for purposes of staffing and budget estimates. The District budgeted for a seven year projection of the student population in 2011-12 to determine the facility needs as a result of Measure I projects. DDP produced detailed neighborhood and attendance area projections to help the District understand specific demographic trends that could assist with making informed decisions regarding school boundaries. The Board requested information on the timeline and process for input for the April 18th Board of Education meeting and recommended a Study Work Session on April 25, 2012 at City Hall for further discussion and to provide guidance to staff on how to proceed with recommendations.

- 4. The Board Conducted a Public Hearing and Accepted** – The SEIU Local 1021 Maintenance and Operations SAFECO Unit Initial Proposal for Successor Agreement to the District (Human Resources)

The SEIU Local 1021 Maintenance and Operation SAFECO Unit presented its successor agreement proposal to the Hayward Unified School District at the Board meeting of March 7, 2012. Copies of the proposal were made available for public review on March 8, 2012. By law, school districts are required to conduct a public hearing concerning the proposal in an open session of the Board.

- 5. The Board Conducted a Public Hearing and Accepted** – The SEIU Local 1021 Para-Educators Unit Successor Agreement Proposal to the District (Human Resources)

The SEIU Local 1021 Para-educators Unit presented its successor agreement proposal to the Hayward Unified School District at the Board meeting of March 7, 2012. Copies of the proposal were made available for public review on March 8, 2012. By law, school districts are required to conduct a public hearing concerning the proposal in an open session of the Board.

- 6. The Board Approved** – The Job Description for Executive Director of Student, Family, and Community Services (Human Resources)

The Board approved the reorganization plan for Educational Services at its March 7, 2012 Board meeting. This job description detail duties to support the reorganization plan.

- 7. The Board Approved** – The Job Description for Executive Director of Elementary Education (Human Resources)

The Board approved the reorganization plan for Educational Services at its March 7, 2012 Board meeting. This job description detail duties to support the reorganization plan. The Board made minor changes to the job description.

- 8. The Board Approved** – The Job Description for Executive Director of Secondary Education (Human Resources)

The Board approved the reorganization plan for Educational Services at its March 7, 2012 Board meeting. This job description detail duties to support the reorganization plan.

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9. The Board Removed this Item from Agenda – The Contract for Assistant Superintendent Of Human Resources (Human Resources)

10. The Board Approved – The Following Consultant Contracts (Educational Services)

	Vendor	Purpose	Div/Program	Amount
a)	Sylvan	Provide intensive after-school ELA Intervention classes at Eldridge (approved at SSC meeting 2/21/12)	Educational Services	\$8,750 – EIA Funds
b)	MOCHA	Prepare students to meet Goal I by providing on-hands workshops for Cherryland (approved at SSC meeting 2/15/12)	Educational Services	\$500 – Title I (previously contracted for \$7,868)
c)	MAD Science	Provide physical science workshops for students at Cherryland (approved at SSC meeting 2/15/12)	Educational Services	\$480 – Title I Funds (Contract previously approved for \$70,400)
d)	Louis Educational Concepts	Provide Part II of the Jane Schaffer Writing workshops for teachers at Tennyson (approved at SIG Leadership meeting 2/12/12)	Educational Services	\$7,000 – SIG Grant Funds
e)	Renaissance Learning	Provide training for summer school teachers to administer the Star math reading assessment at Tennyson (approved at SIG Leadership meeting 2/12/12)	Educational Services	\$3,000 – SIG Grant Funds (Contract previously approved for \$6,000)

11. The Board Adopted – The revised minutes of the regular Board Meeting of October 26, 2011, the minutes of the regular Board Meeting of December 7, 2011, and the minutes of the Special Board Meeting of December 13, 2011 (Office of the Superintendent)

Future Board Meetings:

Regular Board Meeting – Wednesday, April 18, 2012 – 6:30 p.m. (Open Session)
City Hall

Board Study Session – Wednesday, April 25, 2012 – 6:30 p.m. (Open Session)
City Hall

Regular Board Meeting – Wednesday, May 9, 2012 – 6:30 p.m. (Open Session)
City Hall