



H.U.S.D. BOARD MEETING SUMMARY

Wednesday, September 21, 2011

Board Roll Call:

Present: Ms. Lisa Brunner, President
 Mr. William McGee, Vice President
 Mr. Luis Reynoso, Clerk
 Ms. Maribel Heredia, Member
 Mr. Jesús Armas, 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 7, 2011 through September 7, 2011 (Business Services)

General Fund (total Non-Payroll) (500031924-500032167)	\$951,165.96
Adult Education Fund	27,151.25
Food Services Fund	32,934.89
Child Development Fund	28,308.35
Deferred Maintenance Fund	349,486.29
Special Reserve Fund for Capital Outlay Projects	4,221.24
Building Fund 2008 Measure I Bond	396,391.70
School Facilities/Proposition 1A	16,066.22
TOTAL EXPENDITURES:	\$1,805,725.90

3. **The Board Approved** – The following non public school placements and non-public agency services (Educational Services)

<u>Vendor</u>	<u>Purpose</u>	<u>State Funds</u>	<u>HUSD</u>
Non-public agency	Various non-LCI students	None	\$41,790

HUSD Board Meeting Summary – September 21, 2011

4. **The Board Approved** – The following overnight study trips, in accordance with Board Policy 6153 (Educational Services)

a) **Hayward High** – **September 24-25, 2011:** Sixteen 9-12th grade students will participate in a leadership retreat in Castro Valley, California.

b) **Park** – **September 24-25, 2011:** Thirty 2nd grade students will participate in a camping trip to the Presidio in San Francisco, California.

c) **Hayward High** – **February 23-26, 2012:** Fifty 10-11th grade students will participate in a college tour to Sacramento, Merced, Sonoma, UC Davis, Fresno and Chico, California.

d) **Mt. Eden** – **March 24- April 3, 2012:** Forty 9-12th grade students will participate in a music performance in Anaheim, California.

5. **The Board Approved** – Memorandum of Understanding with Project EAT (Educational Services)

Alameda County of Education (ACOE) has been collaborating with Hayward Unified School District (HUSD) to implement a Nutrition Education Program and a Physical Activity Program. ACOE will provide the coordination of the program, professional development, coaching, materials for teachers, as well as provide monthly newsletters for all families in HUSD. ACOE will also work in collaboration with the Child Nutrition and the Curriculum Departments in HUSD to create programs that encourage students to eat colorful fruits and vegetables using school gardens as a part of the focus for the lessons. ACOE will provide the staff to implement the program at the site level as well as the administrative oversight of the program. The Alameda County of Education will be funding the program through grant funds so there is no fiscal impact to the district.

6. **The Board Tabled** – Memorandum of Understanding with Thornhill (Educational Services)

The Board tabled this item and requested that it returned to the Board Agenda for October 12th with more information.

7. **The Board Approved** – Memorandum of Understanding with Chabot and Tennyson High School (Educational Services)

As outlined in the School Improvement Grant (SIG), Tennyson High School will promote and sustain a college going culture by providing on site college courses for students. In the spring of 2011, Chabot College provided two college courses, Psychology and Anthropology. 61 students enrolled in the course with 58 students successfully passing the courses and 7 students failing with no credit. As part of the board direction last spring, the SIG Coordinator, Ms. Diann Kitamura, requested proposals from the surrounding colleges, California State University, East Bay, the University of California Berkeley, and Chabot College in order to provide students with alternate experiences. Only Chabot College agreed to submit a proposal and they will offer different courses this year so that we can build on last year's model. Chabot College will provide on site courses to Tennyson High School students for the fall, 2011 semester.

HUSD Board Meeting Summary – September 21, 2011

8. The Board Approved – Declaration of Surplus Items (Business Services)

A list of materials and equipment that have become obsolete was presented to the Board of Trustees for their approval. These items will now be removed from the District asset list. Some items have a residual value and are sold to the public, some are recycled and some are disposed of. This action is authorized by California Education Codes 17545-17555. The items are either obsolete or not economically repairable. Once declared as surplus, the items will either be disposed of or sold via an auction, pursuant to the aforementioned California Education Code, at the discretion of the Director of Maintenance, Operations and Transportation. The District will also exert certain efforts to make the surplus items available to the local community by posting public notifications in English and Spanish.

9. The Board Approved – Partnership Agreement with the University of California, Berkeley Center for Educational Partnerships (CEP) Early Academic Outreach Program (EAOP) and Mt. Eden High School (Educational Services)

The goal of UC Berkeley, through this program, is to increase the college-going rate of students from Mt. Eden High School providing comprehensive college awareness, preparation, advising and information through the efforts of a full-time Advisor. This Advisor will provide intensive services in using the best practices of the highly successful college access programs and strategies that build college going culture through one-to-one, small group, classroom, and whole school services. The program is partially funded through the San Francisco Foundation through May 31, 2012 with additional funding from the National College Advising Corps.

10. The Board Adopted – Resolution 1112-09 Excusing Board Member’s Absence from the Special Board Meetings of September 14, 2011 (Office of the Superintendent)

Board Vice President William McGee was absent from the Special Board Meeting of September 14, 2011. The Board’s revised By Law 9250 states that “Members may be paid for meetings missed when the Board, by action, finds that they were performing designated duties of the District at the time of the meeting or they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board of Education (Ed. Code 35120)”. Resolution 1112-09 excused Board Vice President William McGee’s absence from the Special Board Meeting of September 14, 2011.

11. The Board Approved – Grand Jury Letter Response from the Board of Education (Office of the Superintendent)

A request for a response from the Alameda County Grand Jury was received on June 13, 2011. A reply was composed and returned on July 8, 2011 by Board President, Lisa Brunner. In a letter dated June 27, 2011, the Grand Jury further requested clarification in a particular format. A response letter was drafted regarding the Grand Jury recommendations.

12. The Board Adopted – The minutes of the regular Board Meeting of June 22, 2011 (Office of the Superintendent)

HUSD Board Meeting Summary – September 21, 2011

ACTION/DISCUSSION ITEMS

1. The Board Tabled – the following consultant contract (Educational Services)

The Board tabled Consultant c) Dutra, Cerro, and Graden Inc. and requested that staff return the item to the October 12th Board Agenda

Vendor	Purpose	Div/Program	Amount
c) Dutra, Cerro and Graden, Inc.	Second phase analysis of asset management study.	Business Services	Not To Exceed \$138,750.00 General Fund

2. Information to the Board – Superintendent’s Action Plan for Hayward Unified School District’s Board Adopted District Goals 2011-2012 (Office of the Superintendent)

The Board of Education on August 24, 2011 approved their Board Adopted District Goals. With these Board approved Goals, it is the Superintendent’s responsibility to develop a Superintendent’s Action Plan. This Action Plan is a result of discussion, observations, review of the improvement plans, and study of District data. The Board reviewed and discussed the Superintendent’s Action Plan and the Superintendent will bring it back to the Board for their approval at the October 12, 2011 Board Meeting.

3. Information to the Board – Measure I Construction Update (Facilities Measure I)

The District’s Chief Facilities Officer regularly provides Measure I status reports to the Board, in addition to the legally required Citizen’s Oversight Committee’s Annual Report to the Community presented to the Board each January. Each of the five major Measure I school rebuild/renovation projects are currently on or ahead of schedule and in or under budget. Progress is presented through the attached recent photographs of these five Measure I campuses, portions of which are completed and in use as construction progresses towards completion. Project completion percentages are as follows:

- MLK Middle – 85% now; completion and full occupancy scheduled before August 2012
- Schafer Park Elementary – 75% now; completion and full occupancy scheduled by August 2012
- East Avenue Elementary – 60% now: completion and full occupancy scheduled by July 2012
- Tyrrell Elementary – 60% now; completion and full classroom occupancy* scheduled by August 2012
- Fairview Elementary – 60% now; completion and full occupancy scheduled by August 2012

*Tyrrell’s new multi-purpose and office/library buildings to be fully occupied during the 2012-13 year

The goal of employing a high percentage of Hayward residents in the Measure I construction workforce continues to be achieved, ranging from 40% to 47% Hayward residents employed on the projects, exceeding the 30% goal (summary by project is attached).

HUSD Board Meeting Summary – September 21, 2011

4. The Board Approved – Furniture and Equipment Contracts for Measure I Projects (Facilities Measure I)

The next phases of Measure I construction will be nearing completion during 2011-2012, and the Measure I team (District Chief Facilities Officer and Vanir personnel) plans to fully furnish/equip the following buildings as they are completed:

- The last fully remodeled classrooms and science wing, new library, and new music room at Martin Luther King, Jr. Middle.
- All new buildings at East Ave Elementary.
- All new buildings at Fairview Elementary.
- The new multi-purpose building, new library, and new main office building at Tyrrell Elementary.

We received bids from 18 companies through this solicitation. Following a detailed bid analysis, summarized in the attached bid summary, we recommend awarding to the lowest qualified bidder in each category, as follows:

- General furniture and PE equipment to School Specialty for \$674,851
- Special furniture items and podiums to Contrax for \$606,570
- SMART equipment to A+ Interactive for \$263,416
- Audio/Visual equipment to DecoTech for \$21,986
- Multi-purpose room projectors to Troxell for \$35,637
- Cleaning equipment and supplies to SurTec for \$27,178
- Cleaning and related services to CBM for \$30,177
- Furniture and technology redistribution and set-up services to Moving Solutions for \$84,304
- Recycling and trash removal services to Suddath for \$181,062

The above amounts include a 10% contingency for quantity adjustments, and 9.75% City of Hayward sales tax where applicable. The combined total of \$1,925,181 compares to the \$2,000,000 budgeted for these items in the Measure I funds.

5. The Board Accepted – Unaudited Actual Financial Report for 2010-11 (Business Services)

The District is required to close its books for the 2010-11 fiscal year by September 15, 2011 and submit the financial statement to the Alameda County Office of Education who will review the information and forward it to the state. This report is prepared using the state software in a format approved by the Department of Education (Standardized Account Code Structure, known as SACS). Individual SACS reports are prepared for each of the District's funds. The financials present the 2010-11 revenues, expenses, assets, liabilities and fund balances by fund. In addition supplementary schedules provide reconciliation of the District's attendance and revenue limit. The report has a narrative review addressing in detail the variations between projected budget and the actual revenues and expenditures and the effect that these changes have on the District reserve levels. These reports will be audited by the District's external auditor in October and the final Audited Financial Report will be filed in December 2011.

HUSD Board Meeting Summary – September 21, 2011

6. The Board Adopted – Resolution #1112-04, GANN Amendment Limitation (Business Services)

In 1978 California voters passed Proposition 13, which limited how much public agencies can collect in taxes. In 1979, the voters passed Proposition 4, commonly called the Gann Amendment Limitation, which approaches the other side of the equation: How much public agencies can spend appropriated from the proceeds of state and local taxes. Each year the Business Support staff must calculate and make public the appropriations limit for the District. The calculation is made by way of a complex formula provided by the state. The 2011-12 Gann Limit is based upon the 2010-11 adjusted limit increased for inflation and the projected decrease in 2011-12 average daily attendance (ADA). Resolution #1011-04 declares that appropriations in the budget for the 2010-11 and 2011-12 fiscal years do not exceed the limitations imposed by Proposition 4, Gann Amendment Limitation.

7. The Board Tabled – District Discipline/Suspension Plan (Educational Services)

The Board requested that staff return this item to the October 12th Board Agenda.

8. The Board Tabled – Conduct 1st Reading of BP/AR 5117 *Transfer Policy* (Educational Services)

The Board requested that staff return this item to the October 12th Board Agenda.

9. The Board Tabled – Conduct 1st Reading of BP/AR 5126 *Awards for Achievement* (Educational Services)

The Board requested that staff return this item to the October 12th Board Agenda.

10. Information to the Board – Williams 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	

One complaint has been received for this Quarterly Report. The complaint was received at Eldridge Elementary and was resolved the same day.

HUSD Board Meeting Summary – September 21, 2011

11. The Board Tabled – Attendance Initiative Plan (Educational Services)

The Board requested that staff return this item to the October 12th Board Agenda.

12. Consultant Contracts (Educational Services)

The Board tabled Consultant a) GEMAS Consulting and requested that staff return this item to the October 12th Board Agenda. Consultant b) failed to pass.

	Vendor	Purpose	Div/Program	Amount
a)	GEMAS Consulting	Conduct analysis of our policies, procedures and structures in support of graduating all students college, career, and 21 st century read; develop an action plan to reach our board goal in the area of Academics and support staff implementation of adopted action plan	Educational Services	\$46,200 – EIA/Title 1
b)	Amy Graybeal	Provide 2 days of graphic recording/facilitation for African American Student Achievement Convening	Educational Services	\$2,900 – EIA/Title 1 (previously contracted for \$2700)

Future Board Meetings:

Special Board Meeting: Saturday, September 24, 2011 – 9:00 a.m. (Open Session) (Closed Session)
Topic: Superintendent's Search
Location: HUSD Board Room

Special Board Meeting: Monday, September 26, 2011 – 9:00 a.m. (Open Session) (Closed Session)
Topic: Superintendent's Search
Location: HUSD Board Room

Special Board Meeting: Wednesday, October 5, 2011 – 4:30p.m. – 8:00 p.m. (Open Session)
Topic: 4:30 p.m. – 5:30 p.m. Agenda on Line Training
6:00 p.m. – 8:00 p.m. Achievement Results Spring 2011
Location: HUSD Board Room

Regular Board Meeting: Wednesday, October 12, 2011 – 6:30 p.m. (Open Session)
City Hall

Regular Board Meeting: Wednesday, October 26, 2011 – 6:30 p.m. (Open Session)
City Hall