



H.U.S.D. BOARD MEETING SUMMARY
Wednesday, October 26, 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

In Closed Session the Board of Education approved the following:

- **On a motion by Mr. Reynoso and seconded by Ms. Brunner the Board voted 4-0-0 to appoint Christina Adams as Director of Child Development Programs**

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 24, 2011 and October 7, 2011 (Business Services)

Payroll – Direct Deposit	\$ 6,213,013.47
Payroll Warrants (10028484-10028996)	887,084.16
General Fund (total Non-Payroll) (50032431-50032676)	3,924,146.91
Adult Education Fund	13,933.56
Food Services Fund	32,571.22
Child Development Fund	31,121.48
Deferred Maintenance Fund	15,994.33
Special Reserve Fund for Capital Outlay Projects	55,277.71
Building Fund 2008 Measure I Bond	25,693.97
Building Fund	2,700.00
TOTAL EXPENDITURES:	\$11,201,536.81

3. **The Board Approved** – The following overnight study trips, in accordance with Board Policy 6153 (Educational Services)
 - a) **Mt. Eden: November 17-19, 2011:** Eleven 10-12th grade students will participate in a regional honor choir in Aptos, California

HUSD Board Meeting Summary – October 26, 2011

4. **The Board Conducted a 2nd Reading and Approved** – BP 5126 *Awards of Achievement* (Educational Services)

The Awards for Achievement Board Policy 5126 was last updated in 1991. At the August 24, 2011, the Board of Education approved the new HUSD Board Goals. Goal #1, Preparing all students, beginning with Kindergarten, to be college-ready by meeting CSU/UC A-G requirements serves as an underpinning for the revision to this board policy. BP 5126 highlights and provides direction to school sites and staff to identify and acknowledge student achievement by recognizing the talents and academic achievement of our students. BP 5126 signifies the Board of Education's Goal for students to be publicly recognized for exemplary achievements in academic, athletic, artistic, extracurricular or community services activities. Notably, this policy allows our school district to affix seals of achievement onto high school transcripts that are sent to colleges and universities. The revisions in this Board policy reflect Board direction to recognize students for exemplary achievements. The recommendations will update our policy to reflect the current standards and practices.

5. **The Board Conducted a 2nd Reading and Approved** – BP/AR 5117 *Transfer Policy* (Educational Services)

Assembly Bill 2444 became effective on January 1, 2011. This Bill amends the education code related to inter-district transfers (E.C. 46600). A major modification is that AB 2444 precludes a school district from requiring a student attending school pursuant to an inter-district transfer from having to re-apply annually. AB 2444 requires that the students be allowed to attend the school in which he/she is enrolled though subject to conditions established by the district of enrollment and indicated in the agreement between school districts. Under AB 2444, the inter-district transfer agreement established between school districts must allow for students with approved transfers need not have to reapply until the student has completed his/her tenure at a single school (students in 6th grade or 8th grade will need to reapply for the following year). In addition, neither the district of attendance nor the district of enrollment may rescind existing transfers for students entering 11th or 12th grade. The revisions in this Board policy reflect the changes in the process and the protocol as a result of the Assembly Bill 2444. The recommendations will update our inter-district transfer policy to reflect the current standards and practices.

6. **The Board Adopted** – The minutes of the regular Board Meeting of August 24, 2011 with revisions as noted by the Board (Office of the Superintendent)

7. **The Board Approved** – Site Based Decision Making (SBDM) Proposed Waiver Process (Educational Services)

The Hayward Education Association/Hayward Unified School District contract contains language referring to a process for site SBDM teams to submit waivers for Board policies and administrative regulations. A draft protocol for submittal of such waivers was developed last year by the SBDM Central Team. The next step in the process is for the Board to review the protocol. The protocol includes a process flowchart that outlines the steps a site SBDM team must follow in order to have a waiver request considered by the Board for approval. The protocol also includes a waiver request form to be completed by the site SBDM team.

HUSD Board Meeting Summary – October 26, 2011

ACTION/DISCUSSION ITEMS

1. **The Board Approved** – Contract for Superintendent of Hayward Unified School District (Human Resources)

Dr. Donald Evans was appointed Superintendent of Hayward Unified School District on October 4, 2011. This contract specifies the terms and conditions of employment. The contract for the Superintendent will commence November 7, 2011 and end November 6, 2014.

2. **Information to the Board** – Attendance Plan Initiative (Educational Services)

In the 2010-2011 school year staff worked on strategies to improve attendance through parental involvement and site based and district initiated recognition and rewards to encourage good attendance. With the launching of these initiatives we observed a growth in the percentage of students attending school. The initiative was designed as a pilot program but the results were very encouraging. Increasing attendance continues to remain as a focus for our district not only to improve the financial state of the district but more importantly to ensure that every student is engaged in school with the end goal of raising student achievement. As this area remains a priority, we will continue to develop strategies to continue to make improvements in this area. In next phase of our work around attendance we will focus on these key areas that will allow us to further our work in the area of attendance.

- Further engagement of students through the use of student voice practices
- Involvement of parents in collaboration with Americorp and Parent Center to continue to outreach to parents about the importance of good attendance
- Work with the District Attorney's Office to deliver assemblies on improving attendance
- Work with collaborative partners from Alameda County Mental Health Services, the County Supervisor Nadia Lockyer's Office and the City of Hayward to launch a positive attendance outreach campaign
- Develop and expand additional support services for the students and the community
- Explore possibilities of increasing our capacity to notify parents and to identify and monitor student progress through the use of a data software and notification system
- Increase usage of the Student Attendance Review Process

3. **The Board Approved** – Attendance Initiative Contract with School Innovations & Advocacy (Business Services)

Schools are made to teach children how to become students of learning. The state agrees and through Proposition 98, the state attempts to guarantee a limited baseline of funding for a free and public education for children. The state revenue limit is the number one driver of funds for the district. The amount of revenue is based solely on the average daily attendance of students at each school site. When a student attends school, the district receives 1/180th the portion of Average Daily Attendance (ADA) funding for that student. A student with perfect attendance is the highest generating entity of the school districts budget. When a student is truant, the district does not receive funds for the student but must still be prepared to provide the necessary services in case the student decides to attend school. Absenteeism in the early grades is an excellent predictor of future high school drop outs and discipline issues and deserves administrative solution that supports student learning. A 1% increase in District ADA is equal to a \$1,019,132 increase in general fund revenue for District operations. As a result, any tools, techniques or strategies that will support the site Principal in predicting absenteeism or truancy will also help the District's finances. Attention 2

HUSD Board Meeting Summary – October 26, 2011

Attendance is a tool that provides the techniques and strategies for Principals to be successful at predicting student attendance. A2A will fill the gaps in the current site process by:

- Providing attendance data trend analysis,
- Addressing not only truant absences but ALL absences
- Creating a no fail system where the notification letters go out
- Most importantly, CWA and site staff gain more time for outreach services instead of having to print mail and fold letters.

4. **Information to the Board** – Legal Counsel Support Services (Business Services)

The Hayward Unified School District traditionally conducted legal services business with multiple vendors. In 2010-11, the governing Board mandated a one vendor policy. The selected vendor for legal services was GCR. The change in policy was motivated by a need to control costs. The Governing Board has requested an analysis of other options to include in-house counsel for District legal support services. Staff discussed with the Board the following options as recommended alternatives for the Governing Board to consider:

- Option 1: Arrangement with GCR as a Sole Source Firm

Costs: Approximately \$500,000 by budget

- Option 2: In-house Counsel

Costs: \$527,050 Conservative Estimate

Resources: 1 FTE Attorney
1 FTE Legal Secretary

- Option 3: Paralegal experienced in K-12 education matters

Costs: \$600,750 Ultra-Conservative Estimate

Resources: 1 FTE Paralegal
1 FTE Legal Receptionist

Staff discussed with the Board that the District already has in place a process that has demonstrated a 33% reduction in costs and has streamline the use of legal services to essential personnel and for relevant work. Monitoring the new process for the remainder of school year 2011/12 may reveal a need to maintain status quo or to pursue other options. Although the cost structures are similar, significant fiduciary risk are inherent within option 2 and 3 because of associate start-up costs and unknown charges. The District does not have an Exclusivity Clause in its contract with GCR. It is the District's prerogative to redistribute any part of the legal service needs to other law firms. As a word of caution, the Board must remain consistent with the \$500,000 budget established for 2011/12.

HUSD Board Meeting Summary – October 26, 2011

5. **The Board Tabled** – Five-Year Xerox Contract Renewal (Business Services / Measure I)

This item will return to a future Board Meeting Agenda.

6. **The Board Adopted** – Resolution #1112-13, Authorize AR3310(d) Environmentally Preferable Purchasing Practices in support of CalRecycle Grants (Business Services)

This Resolution was brought to the Board for approve in order to put in place AR3310(d), enabling the District to apply for the CalRecycle Tire Derived Product Grant, as well as participate in additional CalRecycle Grants. The grants process requires a) Environmentally Preferable Purchase and Practices Policy information; and b) a resolution by the Board. The District currently does not have Administrative Regulations which specifically address the use of Environmentally Preferable purchases. Incorporating the language of AR3310(d) will provide environmental compliance practices and objectives to our existing Administrative Regulations without necessitating any revision to Board Policy. Adopting Resolution 1112-13 will enable the District to apply for grants in a documented and timely manner.

7. **The Board Tabled** – Center for Youth Development (Educational Services)

The Board tabled this item and will bring it back for further discussion after the Governor's December 15, 2011 Budget Revisions are received.

8. **Information to the Board** – Discipline/Suspension Plan (Educational Services)

Staff has been working on creating consistency and uniformity in the implementation of the discipline policy in the last several years as well as the creation of services in order to better support students to decrease disciplinary actions at the sites. This included the following actions taken over the last three years:

- Development of a uniform discipline plan
- Trainings to the administrative team and to individual sites on the implementation of the discipline policy
- Monthly review of the individual suspension forms
- Improvement of the expulsion process to meet due process needs
- Creation of counseling positions to assist with the transitioning of students who are expelled or suspended
- Addition of counseling services at the sites to create greater access
- Provision of increased gang intervention services at middle schools and high schools
- Creation of multi-disciplinary teams or coordinated services team models
- Introduction and training of the Response to Intervention and Instruction Model
- Analysis and discussions of the discipline data
- Expansion of parental involvement

Addressing the issue of discipline is an ongoing effort since achieving the results that we are looking for necessitates addressing the issue at multiple levels along the continuum of prevention and intervention. In the 2011-2012 school year we are looking to further our work in this area in order to promote student engagement, create greater uniformity, and decrease disciplinary actions. In next phase of our work in this area we will focus on these key areas:

- Further engagement of students through the use of student voice practices

HUSD Board Meeting Summary – October 26, 2011

- Involvement of parents with the specific outcome of the creation of a supportive environment
- Additional trainings for counselors and Youth Intervention Specialists in key areas
- Development of restorative justice practices
- Development of a collaboration with the County Mental Health Services to increase support for wrap around services
- Creation of programs as an alternative to suspension
- Expansion of resources to families
- Additional professional development on the role of an expulsion panel

These key focuses will allow us to expand our work in the area of prevention, intervention, and also in the area related to the uniformity of the implementation of discipline.

9. Information to the Board – Uniform Complaint Update (Educational Services)

In adherence to the California Education Code 35186 there is to be quarterly updates on the status of the parent complaints submitted to the Board of Education. The data provided was a summary of the data for the 1st quarter of the 2011-2012 school year. There are four (4) formal and forty one (41) informal concerns, for a total of forty five (45) concerns, received from 06/01/11 to 09/30/11. Two (2) formal and thirty eight (38) informal concerns, for a total of forty (40) concerns, have been resolved to date. Staff will continue to work with parents and families as issues are brought forward to work collaboratively toward resolution of the concerns.

10. The Board Approved – The following consultant contracts (Educational Services)

	Vendor	Purpose	Div/Program	Amount
a)	Academic Tutoring	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$30,339 – Title I Funds
b)	Alternatives Unlimited	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$6,742 – Title I Funds
c)	Action Learning	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$29,214 – Title I Funds
d)	Academia de Servicio	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for	Educational Services	\$13,484 – Title I Funds

HUSD Board Meeting Summary – October 26, 2011

		identified students at Title I Year 2 and above Program Improvement Schools		
e)	A+ Education Center	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$13,484 – Title I Funds
f)	Community College	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$4,495 – Title I Funds
g)	Extreme Learning	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$260,682 – Title I Funds
h)	Jair	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$13,484 – Title I Funds
i)	Sylvan	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$440,463 – Title I Funds
j)	Tutor Works	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above Program Improvement Schools	Educational Services	\$143,825 – Title I Funds
k)	1 on 1 Learning with Laptop	Provide Supplemental Education Services in the areas of English Language Arts & Mathematics for identified students at Title I Year 2 and above	Educational Services	\$39,328 – Title I Funds

HUSD Board Meeting Summary – October 26, 2011

		Program Improvement Schools		
l)	Reading Magic – Reading Intervention Service -Sharon Zinke	Provide strategic and targeted reading intervention, progress monitoring and staff development to assist in improving student reading skills for Lorin Eden. School Site Council approved 9/13/11.	Educational Services	\$18,000 – EIA Funds
m)	Help Everyone Reach One HERO, Inc.	Provide structured & interactive physical activities throughout the school day in weekly student workshops & organized recess play. Develop student leadership, & character education. Monthly drama & dance training for students & staff. School Site Council approved 9/13/11.	Educational Services	\$23,528 – EIA Funds
n)	Knowledge Core	Provide software for data collection for Adult School	Student and Family Support Services	\$15,549.44 – General Fund
o)	Yvette Jackson	Provide professional Development focused on proven instructional strategies for use with students in urban environments. This will consist of dialogue with faculty, followed by implementation and classroom visits and coaching at Ochoa Middle School. School Site Council approved 9/28/11.	Educational Services	\$3,500 – EIA Funds (previously contracted for \$17,800)

Future Board Meetings:

Special Board Meeting: Wednesday, November 9, 2011 – 5:30 p.m. (Open Session)
 Topic: Personnel Commissioner Interviews
 Location: HUSD Board Room

Regular Board Meeting: Wednesday, November 16, 2011 – 6:30 p.m. (Open Session)
 City Hall

Regular Board Meeting: Wednesday, December 7, 2011 – 6:30 p.m. (Open Session)
 City Hall