



EAST SIDE

HIGH SCHOOL DISTRICT

Silicon Valley

Preparing every student to thrive in a global society.

Agenda Item Details

Meeting Jun 23, 2016 - ESUHSD REGULAR BOARD MEETING - 4:00 P.M., DISTRICT OFFICE - BOARD ROOM, 830 N. CAPITOL AVENUE, SAN JOSE, CA 95133

Category 16. BOARD OF TRUSTEES/SUPERINTENDENT - CONSENT/ACTION CALENDAR

Subject 16.03 Approve Minutes of May 3, 2016, Special Board Meeting and Board Study Session

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the May 3, 2016, Special Board Meeting and Board Study Session minutes as presented.

Public Content

EAST SIDE UNION HIGH SCHOOL DISTRICT

TO: Board of Trustees

FROM: Chris D. Funk, Superintendent

SUBJECT: Approve Minutes of May 3, 2016, Special Board Meeting and Board Study Session

Attached are the minutes of the May 3, 2016, Special Board Meeting and Board Study Session for review and approval by the Board of Trustees.

FISCAL IMPACT:

None

FUNDING SOURCE:

None

RECOMMENDATION:

It is recommended that the Board of Trustees approve the May 3, 2016, Special Board Meeting and Board Study Session minutes as presented.

[BA_2016_05_03_Special_Mtg_Study_Session_Minutes.pdf \(260 KB\)](#)

Executive Content

East Side Union High School District
APPROVED
Board of Trustees
Alquiter 6-23-16



EAST SIDE UNION HIGH SCHOOL DISTRICT
SPECIAL MEETING & STUDY SESSION
OF THE
BOARD OF TRUSTEES
Meeting Held at
East Side Union High School District
Board Room
830 N. Capitol Avenue, San Jose, CA 95133
May 3, 2016
4:00 p.m.

1. CALL TO ORDER/ROLL CALL

1.01 Roll Call

The Special Meeting of the Board of Trustees was called to order at 4:06 PM by President Lan Nguyen.

Present for roll call:

- *President Lan Nguyen*
- *Vice President Frank Biehl*
- *Clerk J. Manuel Herrera*
- *Member Pattie Cortese*
- *Member Van Le*

1.02 Announcement and Public Comment regarding Items to be discussed in Closed Session (Government Code 54957.7)

President Nguyen extended a welcome to everyone, explained the format of the meeting, noted that all Board Meetings are recorded and offered the public to comment on item(s) to be discussed in Closed Session.

There were no public speakers.

1.03 Recess to Closed Session in the Superintendent's Conference Room (Open Session will resume at the end of Closed Session at approximately 5:00 p.m.) See item 2 on agenda (Closed Session).

The Board of Trustees recessed to Closed Session in the Superintendent's Conference Room.

2. **CLOSED SESSION**

2.01 **Public Employee Performance Evaluation
(Government Code Section 54957)**

- *Superintendent*

2.02 **Public Employment/Public Employee Appointment
(Government Code Section 54957)**

- *Principal (1)*

Motion by Clerk J. Manuel Herrera, second by Member Van Le, to approve/ratify the appointment of Bjorn Berg as Principal of Independence High School.

Yea: President Lan Nguyen, Vice President Frank Biehl, Clerk J. Manuel Herrera, Member Pattie Cortese, Member Van Le

Vote: 5/0; Motion Carries

Open Session resumes at approximately 5:00 PM – Education Center Board Room

3. **WELCOME AND EXPLANATION TO AUDIENCE**

Information explaining Board meeting procedures and how citizens can address the Board will be read. Written information is located near the entrance to the Board Room.

President Lan Nguyen extended a welcome to everyone, explained the format of the meeting and noted that all Board Meetings are recorded.

4. **ADOPTION OF AGENDA**

4.01 **For consideration by the Board of Trustees**

There were no changes to the agenda.

5. **PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD OF TRUSTEES**

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code Section 54954.2(a) and 54954.3) preclude any action. As an unagendized item, no response is required from the Board or District staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting

Any person may address the Board on any item on the meeting agenda. Persons wishing to address the Board must fill out a speaker request form, which is located at the entrance of the Board Room. When your name is called, please come to the podium, state your name for the record, and limit your remarks to three (3) minutes.

There were no public speakers.

6. BOARD OF TRUSTEES/SUPERINTENDENT – STUDY SESSION ITEMS

6.01 Presentation, Discussion and/or Action regarding Payroll Department Operational Efficiency & Comparative Staffing Review – Jeff Nigro, Nigro & Nigro, PC

Jeff Nigro, Nigro & Nigro, presented to the Board of Trustees their audit of the Payroll Department operational efficiency and comparative staffing review. The presentation included the following:

Major findings

- 1. Some restructuring of both payroll and human resources departments would be beneficial*
- 2. Enhanced communication between both departments is needed to improve efficiency and reduce errors and redundancies*
- 3. Certain processes should be automated in order to improve efficiency and reduce errors*

Department staffing and structure major recommendations

- 1. Restructure payroll department to have a payroll manager or supervisor*
- 2. Benefits and workers' compensation should be handled in either HR or a separate risk management department*
- 3. Consider increased staffing in HR*
- 4. More frequent meetings between departments*
- 5. Written policies*

Payroll cycles and deadlines

- 1. Review current cycles and reporting deadlines*
- 2. Put into writing for all staff*
- 3. Work with Information Technology to allow greater flexibility*
- 4. Automate time card reporting*

Operational efficiencies

- 1. Internal audits of employee data*
- 2. Make payroll and HR information and forms available on District website or portal*
- 3. Make better use of substitute calling system*
- 4. Standardize resignation forms*
- 5. Standardize absence reporting forms*
- 6. Provide annual training*

Internal controls

- 1. System of checks and balances*
- 2. Separation of duties*
- 3. Staff cross-training*
- 4. Timely reconciliations*

A sample of 60 employees were tested. No exceptions were found.

Vice President Biehl suggested that the report be referred to the Audit Committee just as a mechanism for a follow-up.

Presentation/discussion item; no action taken

6.02 Presentation and Discussion from District's Demographer regarding Update on Future Enrollment - Ann Feng-Gagne, Dolinka Group

Ann Feng-Gagne, Dolinka Group, presented to the Board of Trustees an enrollment projections update.

The District, in 2015/16, experienced a greater decline than was projected (actual enrollment was 23,044 as of March 2016 versus projected 23,218). A number of factors that caused the discrepancy were identified. In April 2016, Dolinka updated ESUHSD's enrollment projections. Also shared with the Board was information regarding inter-district and intra-district transfer trends, as well as charter school enrollment trends.

The reason for the decline in total student enrollment include:

- 1. A decline in IDTs, which may further decline in future school years*
- 2. A reduction in the estimated SGFs, which reduce the number of students projected to be come from future residential units*
- 3. The historical decline in birthrates, which reduce the total number of students available to matriculate into the 9th grade*
- 4. A reduction in students at the elementary school level to charter schools, which reduce the number of students matriculating into the School District*
- 5. A loss of students to charter schools*

The Board requested a soft copy of the enrollment projections report.

Presentation/discussion item; no action taken

6.03 Presentation and Discussion regarding Full-Time Health Clerk Services to Students – Eunice Esquivel, RN, District Nurse, Safiye Chen, RN, District Nurse, and Karla Trujillo, RN, District Nurse

A presentation regarding full-time Health Clerk services to students and the need to reinstatement full-time Health Clerks was made by the District's Nurses to the Board of Trustees. Also shared with the Board were new laws that have changed and are requiring more responsibility of the staff at each of the sites.

Prior to 2010, Health Clerks were full-time at each school site. Due to the economic downturn, they are now part-time employees working 0 to 3 days per a week. The District currently has three District Nurses.

The role of the District Nurse

- 1. Health assessment*
- 2. Medical management*
- 3. Health promotion*

4. *Coordination of health services*
5. *Compliance with legal mandates*
6. *Professional development and research*
7. *Delegation to unlicensed assistive personnel*

Known chronic health conditions throughout the District

- *Asthma (Overfelt = 80)*
- *Cancer (Yerba Buena = 2)*
- *Diabetes (Santa Teresa = 6)*
- *Severe Allergy (Silver Creek = 19)*
- *Seizure (Andrew Hill = 6)*
- *Anxiety Depression (Overfelt = 10)*
- *Heart Condition (Overfelt = 9)*

Presentation/discussion item; no action taken

6.04 Presentation and Discussion regarding District's Budget: Developing a Plan to Address Potential Qualified Budget – Marcus Battle, Associate Superintendent of Business Services

Associate Superintendent Marcus Battle made a presentation regarding the District's budget; develop a plan to address a potential qualified budget.

A summary of the presentation is as follows:

- *State Budget Update and May Revise Outlook*
- *Fiscal Year 2016-17 Preliminary & Multi-Year Budget*
- *Assumptions*
- *School Site and Departmental Budgets*
- *Fiscal Year 2016-17 Local Control & Accountability Plan (LCAP) Supplemental Budget*
- *Fiscal Year 2016-17 Preliminary Budget*
- *Fiscal Year 2016 -17 through Fiscal Year 2018-19 Multi-Year Budget*
- *Fiscal Outlook and Planning Considerations*
- *Next Steps*

Board Clerk Herrera suggested using a point counterpoint inquiry process. It could be a method as to how the Board arrives at evaluating administration's recommendations or a use parallel track in which what is being proposed is taken at face value and at the June 9 meeting hold a public hearing, receive input and the June 23 meeting take action to adopt the budget.

It was requested that reduction options be provided at the June meeting for their consideration. The Board also asked administration to provide them at the next meeting with a qualified budget and a positive budget for their consideration.

Presentation/discussion item; no action taken

7. **REPORT CLOSED SESSION ACTION(S)**

7.01 Legal Counsel will Report on Closed Session Actions

8. **ADJOURNMENT**

8.01 President adjourns the meeting.

Board President Lan Nguyen adjourned the meeting at 9:02 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "J. Manuel Herrera". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Board Clerk