



**Sequoia
Healthcare
District**

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Redwood City, CA 94063

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**A G E N D A
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
4:30PM, Wednesday, October 7, 2015
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items*
- ACTION 3. Consent Calendar - President Faro
 - a. Approve August 26, 2015 Regular Meeting Minutes
 - b. Accept July and August 2015 Financial Statements
 - c. Approve Increasing CEO's Annual Salary To \$199,548 Effective April 27, 2015
4.
 - a. CEO Report - Mr. Michelson
 - b. Healthy Schools & PE+ Report - Ms. Kurtzman
 - c. HeartSafe Report - Mr. Nielsen
5. New Business
 - a. Update: SFSU Nursing Program - Dr. Mary Ann van Dam
 - b. Annual Report Preview - Mr. Michelson
- ACTIONc. Director Requests For Future Agenda Items Per Board Policy 8.3 - President Faro
- ACTION 6. Adjourn to Closed Session For The Purpose Of:
 - a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Consideration of initiation of litigation pursuant to Government Code Section 54956.9(d)(4) - One potential case
- ACTION 7. Reconvene To Open Session: Announce Any Reportable Actions Taken In Closed Session
8. Adjourn. The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, December 2, 2015 District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063

*Public comment will be taken for each agenda item prior to the board's consideration on that item.

Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District office, 525 Veterans Blvd., Redwood City, CA, during normal business hours. Please telephone 650-421-2155 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Sequoia Healthcare District at least 48-hours in advance at 650-421-2155.

Arthur Jaro. Board President

**MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
August 26, 2015
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

Directors Present

Director Faro
Director Griffin
Director Hickey
Director Kane
Director Shefren

Directors Excused

Also Present

Mr. Michelson, CEO
Mr. Hudak, Legal Counsel
Ms. Johnson, Recorder

1. Call to Order

By: President Faro
Time: 4:30pm

2. Public Comment/Non-Agenda Items

Director Hickey read a statement regarding the change of date of the meeting.

3.a. - 3.c. Consent Calendar

Motion: To approve the Consent Calendar

By: Director Kane

Seconded by: Director Shefren

Vote: 5-0-0

Motion Passed

4. CEO/Staff Reports

In addition to Mr. Michelson's written report, he announced that two students who graduated from the Nursing Program were hired at Lucille Packard Children's Hospital. There are 32 new students in Cohort 13. SFSU Nursing is kicking off a major fundraising campaign in November.

Peninsula Healthcare District is co-sponsoring Healthy Living classes scheduled for November in Foster City.

Healthy Schools Initiative: Ms. Kurtzman discussed Jennifer Gabet's resignation and that at this time there are no plans to replace. Ms. Kurtzman will be working with the PE+ development team over the next several weeks to create a plan on moving forward.

HeartSafe: Mr. Michelson reported that with the addition of the new HeartSafe van, the program is now mobile.

5. a. Consider Grant Request of \$25,000 for St. Vincent de Paul

Ms. Kurtzman reported that this grant was recommended by the Community Grants Committee at the June Board meeting but a quorum of the Board was not present to approve it. St. Vincent provides safety net services to prevent homelessness by providing food, clothing, rent and utilities assistance.

Motion: To approve the grant request of \$25,000 for St. Vincent de Paul.

By: Director Shefren

Seconded by: Director Griffin

Vote: 4-1 with Director Hickey opposed.

Motion Passed

6. a. Consider Grant Request of \$1,000,000 to Support Mission Hospice's Hospice House in San Mateo

In June 2014 the Board approved a grant for a minimum of \$1 million to Mission Hospice with an agreement to secure real property. In addition, if Mission Hospice were to choose a location outside the District, the Board would have an opportunity to review the site to determine if it would best serve District residents. The majority of the Directors reported that they had toured and were impressed with the San Mateo site.

Mr. Dwight Wilson reported that the proposed facility in San Mateo will be the first community-wide center hospice in the county. He discussed the demographics of the estimated 330 patients that the hospice house will serve and that approximately 25% of them will be residents of the District.

Motion: To approve the grant request of \$1,000,000 to support Mission Hospice's Hospice House.

By: Director Shefren

Seconded by: President Faro

Vote: 4-1 with Director Hickey opposed.

Motion Passed

Mr. Hudak will develop an MOU which will comply with District Policy 23.4.

6. b. Update on Apple Tree Dental

Dr. Dick Gregory presented an update on the Apple Tree's new facility services. He discussed the challenges caused from delays in obtaining full licensure and there is a possibility that performance goals outlined in the MOU will not be met by the October 31st deadline. Dr. Gregory will return for the October 7th board meeting with the status of the numbers of District residents served.

6. c. Development Ad-Hoc Committee Report

Director Shefren reported that nothing had changed since his last update. The Board needs to decide how to move forward or to have the committee members decide and bring a recommendation to the Board.

6. d. Director Requests for Future Agenda Items

There were none.

7. Adjourn to Closed Session

Adjourn to Closed Session For The Purpose Of

- a. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
GOVERNMENT CODE §54956.9(a)
Name of case: *In the matter of The Stuart Lindsay Testamentary Trust*,
San Mateo Superior Court Probate Action No. 81126.
- b. Under Government Code Sections 54957 and 54957.6 for the following purposes:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (54957)
Title: Chief Executive Officer of Sequoia Healthcare District
CONFERENCE WITH LABOR NEGOTIATOR (54957.6)
Agency Designated Representative: Arthur Faro, Board President & Kathleen Kane, Vice President
Unrepresented Employee: Chief Executive Officer of Sequoia Healthcare District

8. Reconvene to Open Session

Reconvene to Open Session. There was no reportable action taken in closed session.

9. Adjourn

Motion: At 6:00 PM adjourn meeting.

By: President Faro

Seconded by: Director Shefren

Vote: 5-0

Motion Passed

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, October 7, 2015, Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kim Griffin
Secretary

Agenda Item No. 3.b
Board of Directors Meeting
10/7/15

[illegible]

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.b
Board of Directors Meeting
10/7/15

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 15-16
INCOME														
Rental Income	3,703.45	3,850.34											7,553.79	46,200.00
Tax Revenue	26,441.11	17,721.07											44,162.18	10,100,000.00
Investment Income	14,747.00	2,319.00											17,066.00	150,000.00
Interest Income	609.78	423.59											1,033.37	7,700.00
Pension Income	0.00	0.00											0.00	2,600,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00											0.00	0.00
Total Income	45,501.34	24,314.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,815.34	12,903,900.00
EXPENSES														
Administrative Expenses														
Admin. Expense	395.97	687.30											1,083.27	13,000.00
Admin. Payroll	19,919.99	17,344.22											37,264.21	232,000.00
Board Health Insurance	2,116.13	4,240.47											6,356.60	73,800.00
Employee Health Insurance	3,064.28	3,994.81											7,059.09	42,000.00
Employee Retirement Benefit	1,634.39	1,565.10											3,199.49	19,000.00
Investment Fees	0.00	0.00											0.00	48,000.00
Office Supplies/Equip Maint	2,000.18	12.97											2,013.15	8,000.00
Accounting fees	0.00	0.00											0.00	19,000.00
Board Expense	0.00	0.00											0.00	8,000.00
Associations/Membership	0.00	7,500.00											7,500.00	18,000.00
Communications	0.00	213.10											213.10	32,000.00
Web Site/IT	3,563.67	10,796.43											14,360.10	45,000.00
Insurance/D&O	25,090.00	4,483.00											29,573.00	22,000.00
Election Fees	0.00	0.00											0.00	-
LAFCO fees	0.00	0.00											0.00	8,500.00
Legal Fees	5,000.00	2,575.29											7,575.29	20,000.00
Bank Fees	0.00	0.00											0.00	100.00
Total Admin. Expenses	62,784.61	53,412.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116,197.30	608,400.00
Pension Plan Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600,000.00
Total Admin. With Pension Plan	62,784.61	53,412.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116,197.30	3,208,400.00
Property Expenses														
Maintenance	2,068.23	1,385.10											3,453.33	30,000.00
Utilities	589.97	2,306.12											2,896.09	29,000.00
Property Insurance	1,616.00	0.00											1,616.00	2,000.00
Depreciation	6,077.50	6,077.50											12,155.00	70,000.00
Total Property Expenses	10,351.70	9,768.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,120.42	131,000.00

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.b
Board of Directors Meeting
10/7/16

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 15-16
Grant Expenses														
Grant Admin Expenses	632.99	618.56											1,251.55	21,000.00
Grant Admin Payroll	6,569.70	5,872.63											12,442.33	79,000.00
Children's Health Initiative	0.00	0.00											0.00	1,200,000.00
SFSU Nursing Program	0.00	597,653.00											597,653.00	598,000.00
Samaritan House Grant	226,961.00	0.00											226,961.00	751,000.00
Other Grants	10,000.00	0.00											10,000.00	90,000.00
San Mateo Medical Ctr. So County	0.00	0.00											0.00	470,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00											0.00	700,000.00
Community Grants Program	41,200.00	(684.23)											40,515.77	1,750,000.00
Apple Tree Dental	0.00	0.00											0.00	500,000.00
Mission Hospice	0.00	0.00											0.00	500,000.00
Total Grant Expenses	285,363.69	603,459.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	888,823.65	6,659,000.00
Program Expenses														
Chronic Disease Management	0.00	1,359.46											1,359.46	58,000.00
HeartSafe Admin Expense	16,912.00	0.00											16,912.00	32,370.00
HeartSafe Payroll	5,168.72	4,668.51											9,837.23	62,630.00
HeartSafe Training & Equipment	0.00	60.63											60.63	66,000.00
School Health Admin	1,124.78	125.00											1,249.78	57,500.00
School Health Payroll	11,705.42	12,854.69											24,560.11	183,852.00
School Health Grants	343,893.29	0.00											343,893.29	2,981,608.00
Total Program Expenses	378,804.21	19,068.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396,513.04	3,441,960.00
Total Expenses	737,304.21	685,709.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,421,654.41	13,440,360.00
Net Surplus/Loss	(691,802.87)	(661,395.66)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,353,198.53)	(536,460.00)

2015-16 Budget By Quarter

	<u>1st quarter</u>	<u>2nd quarter</u>	<u>3rd quarter</u>	<u>4th quarter</u>	<u>Total</u>
Income					
Rental	11,000.00	11,000.00	11,000.00	13,200.00	46,200.00
Tax	100,000.00	4,600,000.00	1,000,000.00	4,400,000.00	10,100,000.00
Investment Return	40,000.00	20,000.00	30,000.00	60,000.00	150,000.00
Interest	1,925.00	1,925.00	1,925.00	1,925.00	7,700.00
Pension		2,600,000.00			2,600,000.00
Total	152,925.00	7,232,925.00	1,042,925.00	4,475,125.00	12,903,900.00
Expense					
Admin	138,000.00	177,000.00	131,000.00	162,400.00	608,400.00
Property	33,000.00	31,000.00	32,000.00	35,000.00	131,000.00
Pension		2,600,000.00			2,600,000.00
Grants/Programs	1,800,000.00	1,700,000.00	2,800,000.00	3,800,000.00	10,100,000.00
Total	1,971,000.00	4,508,000.00	2,963,000.00	3,997,400.00	13,439,400.00

CEO Report: October 2015 -- Lee Michelson

1. Five new Living Healthy workshops are scheduled starting the week of November 2nd at five different locations including the PJCC in Foster City in partnership with Peninsula Healthcare District.
2. Apple Tree Dental's Open House is scheduled for Thursday, October 22nd from 4-6 pm. All staff and Board members are invited.
3. The 2014-15 audit is being finalized and will be presented at the December Board meeting. We anticipate receiving a report with few if any financial concerns.
4. The Oral Health Coalition's strategic planning committee is in full stream with the goal of having the plan presented to the community in the spring. Dr. Jayanth Kumar, California's new dental director will be the featured speaker at the general meeting on November 19.
5. The annual report is in the final stages with anticipated distribution in mid-to late October.
6. Mission Hospice plans to close on their property in San Mateo for Mission House on October 1. They will begin the conversion of 6 rooms for hospice.
7. SMMC has hired the geriatrician that will be leading the effort at the new Ron Robinson Senior Clinic in North Fair Oaks.
8. The Samaritan House Food Pharmacy will have a soft opening in October with a public grand opening in November. The focus will be on their diabetic patients. Second Harvest will donate the food as well as the refrigeration.
9. The Sequoia 70 advisory committee is meeting monthly. More than 25 community leaders are assisting on designing the project which will be presented to the Board in February.
10. I will be out of the office from October 9-18 and again November 19-29.

Pamela Kurtzman
Staff Report for August-September 2015

Activity Summary

I. Healthy Schools Initiative Updates:

- Wellness coordinators are making great strides toward implementing their action plans since school started back up and there's already a plethora of wellness activities occurring across all school districts. We can begin to see the difference that the wellness coordinators are making in Menlo Park, Woodside and Portola in the quantity, quality, and diversity of activities being provided and planned. There's thoughtful planning occurring, committees being formed, and partnerships being developed that didn't exist before. Please take a look at the highlights provided for you by the Wellness Coordinators, attached separately, as they are too lengthy to include in this report.
- California Healthy Kids Survey (CHKS)
At last report, the survey was still in draft form and waiting review by Anne Campbell. The Survey has been approved and is now ready to be administered in all San Mateo County public schools. The Wellness Coordinators will be leading this process within our 8 school districts and we are just beginning to discuss how to best align the survey with our own HSI data collection and impact evaluation efforts taking place this fall.
- I am currently interviewing for a consultant with particular expertise in program evaluation to lead the wellness coordinators through implementation of the School Health Index and alignment of the CHKS. The consultant will help us define the specific outcomes we want to measure, determine what data may already exist, advise on survey questions, and help to refine our assessment tools to assure we obtain pertinent data. The contractor will also be responsible for the subsequent data input, assessment, and initial outcome reporting.
- PE+
 - I will provide direct oversight of all aspects of the PE+ program as we will no longer have a PE+ program manager. I have met with the PE+ leadership team to discuss the implications of the change in our management structure and to adjust plans accordingly.
 - We have contracted with Julie Engberg, a highly qualified and experienced dietician to fill in gaps and complete the "Nutrition Huddles" curriculum that Jennifer created. Julie will extend the reach of the nutrition education curriculum by aligning them to classroom lesson plans within the RWC and San Carlos School Districts and provide curriculum training and teaching methods to coaches and school staff throughout this school year.

- ASR has nearly completed the outcomes report on the California State Physical Fitness Test (PFT) performed by PE+ coaches during the 2014-15 school year for all students in 3rd, 5th, and 7th grade. I was hoping to share this report with the SHD Board at this October meeting, but it is not quite ready at this time so will be provided at our December Board meeting.

II. *Caring Community Grants 2015*

- I attended an open house at Rebuilding Together on September 18 which really helped me to understand the size and scope of their agency. I have yet to visit an actual project in the works, but plan to do so in the weeks ahead.
- Kim Griffin and I visited Jasper Ridge's Veteran's Horseback Riding Program in September. We spoke with a couple of program participants who enthusiastically shared their experience of the program with us. We were both impressed and amazed at the degree to which the program has improved the quality of life for these Veterans, some with PTSS so severe that they may otherwise be living in fear and isolation.
- Adaptive PE's Active Aging Week is currently underway and I'll be attending some activities during the week. I can provide details of my visits at the Board meeting

III. *Healthy Kids*

- At this point, I have no new information to share regarding the local implications of the recent Medi-Cal expansion for undocumented children. I will keep the Board informed as information becomes available.

IV. *Committee Meetings and Events*

- School Wellness Alliance meetings August 27, September 24
- Redwood City 20/20 Community School Expansion Workgroup meeting Sept 14
- Chamber Education Committee September 6
- Attended Bay Area Nutrition and Physical Activity Committee (BANPAC) meeting
- Attended SUHSD Parent Education series event "How to Raise an Adult" on Sept 23
- Sequoia 70 Advisory Committee meetings August 25, Sept 16, Sept 30
- Hosted Wellness Coordinator meeting September 4
- PFS Rally on the Rooftop Sept 17

Activity Highlights of Our School Wellness Coordinators August- September 2015

Redwood City

- **Drink Water First:** This year I'll be focusing on the installation of 7 new hydration stations/fountains and a pilot study with UCSF at Taft. This study will inform decisions about the best promotional activities to increase water intake at school. It is a feasibility study and the plan is to test the project before applying for a large NIH grant in 2016.
- **California Healthy Kids Survey (CHKS) and TUPE grant:** I will be coordinating the administration of the CHKS for 5th and 7th grade students in RCSD, as well as the Tier 1 grant for tobacco prevention. The school district has not completed the survey in about 4 years so this is a very important project.
- **Family Engagement:** The focus for community and family engagement is to tie it to the work the RWC 2020 Community Schools Expansion project so that we are engaging families in the ways that best meet their expectations and needs for their families. This includes continued work with the Wellness Promoters at Hoover and coordination with the Fair Oaks Health Clinic.

San Carlos

- **Major goals for 2015-16**
 - **Goal I: Engage teachers, parents, students, and the community in promoting health-enhancing behaviors and better health through professional development, parent education, and health curriculum in the classroom.** Our PE, Counseling, Psychology, and Science staff engaged in a two day professional development series to learn about using the Second Step curriculum, the Health Huddles curriculum, and the Illuminate assessment and reporting technology. Action plans for PE and Mental Health are being finalized at this time. Crystal Collins, District Nurse, and Mindy are working with other SCSD staff, parents and experts in the field to create engaging parent education events
 - **Goal II: Help enable schools to increase physical activity opportunities for students, develop wellness programs for teachers and staff, implement school wide promotional campaigns encouraging healthy diets, and ensure that students have appealing, healthy choices in foods and beverages offered outside of the school meals program.** SCSD hired Cindy Fondacabe to work with the Wellness Director, Mindy Hill, to implement a perceptual-motor skill program in every Transitional Kindergarten (TK) and Kindergarten (K) classroom. Cindy and Mindy are also implementing the Physical Fitness Test in 3rd and 4th grade this year and have developed an equipment list to purchase for that project. The Health Huddles curriculum is being expanded to include lunchtime and classroom components that will repeat the health messaging in several formats throughout each month. As of this month, the school lunch program now includes hydration stations at 5 of our 6 schools.
 - **Goal III: Network with other school communities and wellness coordinators to share best practices.** Mindy continues to participate in the School Wellness Alliance (SWA) planning group, the San Mateo County Safe Schools group (which is implementing the BIG 5 Emergency Response Procedures), and the San Mateo Office of Education Safe Routes to School coordinators group. The SWA has developed a custom module for the California Healthy Kids Survey to go out to elementary, middle school and high school students this fall.
 - **Goal IV: Increase family and community involvement at each school site.** The parent education event planning has comprised the bulk of our time with this goal. Although we haven't hosted an event yet, we are certain that our planning will pay off with good attendance at each event. Parents serving as Wellness Champions are also in place in 4 of our 6 schools. The PTA Coordinating Council has asked Mindy to provide monthly updates on the wellness programs and initiatives during their meetings.
 - **Goal V: Use data to make necessary modifications and use best practices to cultivate and expand program.** SCSD is off to a great start this year with the addition of two elementary counselors and the implementation of the Second Step social emotional learning curriculum in our six schools. Having counselors on staff at every school all day every day has enabled them to fully engage with every student to do the first tier preventative work for our mental health program. They designed a classroom climate survey for all teachers to use to assess the needs in their class as they relate to the Habits of Mind (collaboration, communication, creativity, critical thinking, and citizenship). They also designed an individual student survey to document students who need one-on-one or group assistance with the Habits of Mind. These surveys are aligned to the Second Step curriculum tools, so they will provide great pre-post intervention data and allow us to understand where the curriculum is meeting our needs and where we

need additional tools. As mentioned above, we also plan to survey students using the new custom CHKS module this fall.

- **Goal VI: Design programs to assure positive changes are sustained.** SCS D wellness programs are embedded in the district's strategic plan and woven throughout the preschool-8th grade curriculum now. We have also expanded our reach to include the SMART-E program which will host numerous wellness programs throughout the year, including a pedometer challenge, cook-off competitions, and wellness posters.

Belmont- Redwood Shores

Our Healthy Schools Initiative is a strong and vibrant part of our school district. Last year, the school district developed a new strategic plan. The focus area for this year is on *Instilling a Mindset for Learning* which encompasses both the physical and social-emotional health of students.

- **Implementation of our newly adopted social-emotional learning curriculum:** Last spring, a district Social-emotional learning committee recommended the adoption of Second Step. The district purchased materials over the summer and we've begun the process of training staff. The goal for this year is to have teachers begin to teach the curriculum and get comfortable with it with full implementation expected for next year. Teachers who have begun to use it have been extremely positive about it. One of the challenges is that we have adopted other new curricula this year so teachers have a lot to get used to. As teachers begin using Second Step and seeing the benefit, they're spreading their enthusiasm and encouraging other teachers to give it a go.
- **Building a system of Positive Behavior Intervention & Support (PBIS) at all school sites:** Several of our school sites have been implementing PBIS for a couple of years. This year we've encouraged all seven of our schools to incorporate it. Principals have been given a list of "Essential Elements" of PBIS and have been offered coaching and support to get their system in place.
- **Professional development and parent education around helping students develop a Growth Mindset:** We're developing professional development, discussion groups, and parent education to help deepen our staff and community's understanding of the concept and sharing resources that teachers can use in their classroom.
- **Continuing to enhance our PE coaching program:** We're working with our PE coaches to incorporate more evaluation into their program and to make sure they're addressing PE content standards. It's challenging for coaches to do this with only 30 minutes a week but we are committed to providing the best program possible. We spent some time reviewing Physical Fitness Test data with PE coaches. Our scores are great overall but we noticed a few areas where we could improve, particularly around flexibility.
- **Enhanced Communication with the community:** This year we'll be working with Stacey Wharton to develop a district Healthy Schools Initiative newsletter. We'll also be updating our website and continuing to provide articles for school newsletters, staff newsletters, etc.
- **Other:** In addition to all of this, we're thrilled to be continuing to provide health education (The Great Body Shop) and counseling services through StarVista in our six elementary schools. Our middle school recently expanded their counseling program by adding a second full-time counselor. We are continuing our staff wellness program through partnerships with Monterey County School Insurance Group (MCSIG) and Footsteps Childcare, Inc, as well as our Safe Routes to School program in partnership with the San Mateo County Office of Education.

Las Lomitas

- **Wellness Committee:** We are looking forward to strengthening our school wellness program this year by actively involving more staff members in the Coordinated School Health program at our schools. In October we have our first formal meeting of the Wellness Committee this school year comprised of administrators, teachers, and school nurses. The committee's first priority will be completing the School Health Index and the Healthy Kids Survey. The data from these surveys will help us to create a formal Wellness Policy and address the health needs of our school district with more objectivity.
- **Nursing Services:** Our plan is to continue to develop protocols for the health services department including health guidelines, and develop more effective ways of communicating student health needs to staff members. Other plans include a campaign for better hydration for both schools with a focus on the middle schoolers. We plan to hold another blood drive in the spring and expand it to include a mini-health fair, with vendors and

interactive health presentations for the community and our students. As part of the health fair, we would like to offer Friends and Family CPR through SHD HeartSafe Program. Students will be involved in the planning and implementation phases in this project. Stress among students and staff continues to be a prevalent issue in our school district and we would like to continue to find ways to reduce stress amongst staff and students with exercise and relaxation classes, staff walking groups, poster campaigns, and continued collaboration with our school counselors. We are interested in exploring different models and curriculums for social/emotional and mental health issues with the assistance of the SHD.

- **Challenges:** We are challenged in implementing our wellness initiatives due to time constraints. As school nurses, we are necessarily obligated to maintain the immediate health needs of students with chronic and immediate health problems. We are hopeful that the new school wellness committee members will be able to help the school nurses carry out our overall objectives as these goals as an integral part of the Coordinated School Health Model and will improve our school health department.

Sequoia Union

- Piloting the Neuroscience of Addiction curriculum at Sequoia High School, Oct, 2015--based on the New Leaf Curriculum: Prevention Education/Craving Identification and Management. The goal is to formulate a 5 day, 50 minute per day curriculum, which can be taught by Life Skills, health, or science teachers. We are partnering with Dr. Alex Stalcup, founding director of the New Leaf Treatment Center, the Addiction Education Society (a non-profit arm of Franklin Templeton Investments), and TCI (a K-12 publishing company) on this endeavor.
- Hands Only CPR training is ongoing, and has expanded from the initial Freshmen PE model to other grade levels. Have now trained ~6,000 students.
- Concussion Impact testing is ongoing, and is expanding to include all high contact sports at Carlmont and Woodside.
- Social-Emotional-Mental Health remains a high priority. A SUHSD Task Force will be formed this fall to further evaluate our existing programs and make recommendations for next steps.
- Continuing with the Quiet Time program at Redwood High, and mindfulness classes/trainings at Sequoia High.
- Working with the County-wide School Wellness Alliance partners on a modified CHKS, which addresses topics not currently covered in the standard CHKS Core Module.

Woodside Elementary

- **Mental Health:** One of our major priorities this year will be mental health. We are in our fourth year implementing Social, Emotional Learning (SEL). Our goal is to continue the K-8 S.E.L program with additional parent and student educational opportunities. We are piloting a new elective class for middle school students called "Global Citizenship". Global Citizenship is an extension of advisory (S.E.L) class where students learn to "use" and develop their SEL skills. Many of our staff members have participated in the Institute for S.E.L, an intensive summer workshop that allowed us to create an in-house committee of expert teachers. Woodside School would be willing to act as resource/consultant in developing other district's S.E.L programs.
- **Parent/Student Education:** Denise Pope will be presenting a parent event this Wednesday night. She will be speaking about academic stress and its consequences for students' mental, physical and spiritual well being. Other possible parent/student educational events may include Brie Mather's "Love the Skin You're In" assembly for boys and girls and a viewing of "The Mask You Live In" documentary. Also, we plan to continue training 8th grade students as S.E.L. peer leaders. At this time, we are uncertain if we will have a Stanford intern available this year to coordinate the 8th grade peer leadership program.
- **Physical Fitness:** Continue all current programs, including Mileage Club, Jump for Heart, Snack and Track, and curriculum on goal setting fitness.
- **Nursing Services:** Nursing services have been increased to 1.5 days per week. We are attempting to expand our Family Life and Nutrition Curriculum (integrate nutrition curriculum with garden activities?). Also, we are exploring resources for drug, alcohol, and nutrition education. Due to time constraints, we are looking for creative ways to provide CPR training for our entire staff. We will continue to offer flu immunizations, TB screenings, and blood pressure screenings, at no cost to staff.

Menlo Park City

- **Wellness goals: Social-Emotional Learning, Social-Emotional Health, and Academic Supports.**
 - All four schools within MPCSD have adopted the Restorative Practices as outlined by the Institute for Restorative Practices. Karen Junker is the liaison between the Institute and our District. Restorative Practices

embody conflict resolution, team building, and at the middle school, serve as a suspension-diversion program. In accordance with this, the counselors at each school site teach **CASEL lessons** to different grade level classes and incorporate Restorative Practices as well as site-specific social-emotional learning (SEL) goals for each school and grade level.

- All District psychologists, counselors, the Wellness Coordinator, and the Director of Student Services will meet to formalize the final draft of our District's student self-harm prevention document called **SPACE: Suicide Prevention and Crisis Evaluation**.
- We have also been coordinating a new approach to gender, as several students within our District have self-identified as transgender. All District psychologists, counselors, and the Wellness Coordinator will be a part of a webinar with the group, **Gender Spectrum**, an organization that consults with schools on how to build capacity for a gender sensitive and inclusive culture within Districts.
- We worked as an entire District to streamline our **504 process** for recommending, evaluating, and supporting students and staff.
- The District created its first **SARB: School Attendance and Reporting Bureau** to manage consistently tardy and truant students in collaboration with Menlo Park Police Department Community Resource Officer, Mary Ferguson.
- Each site is conducting its own version of a **behavior intervention class/program**. This program provides about 10 of the most challenging students from each school site a behavior plan with student specific goals they meet while working with either the school psychologist, counselors, or Wellness Coordinator. At Laurel School, the program is called "**Stars**." At Oak Knoll, it is called "**U-turn**," at Encinal it is "**Fly**," and lastly at the middle school it is a class called "**Pivot**."

Portola Valley

- **Wellness Committee:** We held its first Wellness Champions Group Meeting on September 23, 2015. The group consists of Wellness Champions at each school site (a counselor and a teacher) along with our school nurse and the Dean of Students. The purpose of the first meeting was to discuss individual interests in Wellness and Action Items and Deliverables for the 2015-2016 School Year along with budget. We focused on 3 main topics: Student Wellness, Staff Wellness, and Community Wellness. Each Wellness Champion had different ideas and opinions on these topics and also had a lot of ideas to share with the group.
- **Student wellness:** Some ideas centered around organized activities at lunch such as dance and yoga as well as classroom Project Based Learning activities at different grade levels. Middle school focusing on Nutrition in the Fall and Fitness in the spring. In K-3, students focus on a Super Food each month and share this information with the student body. We also talked about a Hydration project so students understand the importance of water and a "create your own trail mix" activity where students have to create a nutrition label. In addition, we focused on student mental health and will continue with the Kindness Challenge in January and possibly Mindfulness Activities.
- **Staff wellness:** Teachers enjoyed the after school yoga classes that we had last year so the Champions are going to explore whether this can continue. We are also planning on doing a staff activity at Soul Cycle and possibly Pedometer Team Challenges amongst the staff if there is interest. Also, arranging Walks and Talks with our staff at lunch or after school to get people moving and connected.
- **Community wellness:** We have two nutritionists coming to each school site in November and in February to focus on healthy snacks and nutrition. Our group discussed a Family Fitness Night as well as "bring your parent to PE day" at each school site. We will also be exploring a "sex education" talk with parents and our nurse Abbe, as this has been a topic that keeps coming up in our community. Finally, we have the **Great Body Shop Health Curriculum** being taught in grades 4-8 at our district and homeroom teachers and science teachers are delivering this curriculum. Parents have been notified of the topics that will be covered and students get this information once a month. Our next Wellness Champions meeting is October 14. We plan on meeting once a month as a team.

HeartSafe Program

Activity Summary for Aug and Sept 2015

HeartSafe Region Task Force Meetings

Attend and participate in regional planning and support.

AED / CPR Trainings – Over 600 persons trained!

- Menlo Atherton High School Freshmen
- Church of the Epiphany
- Bay Club Redwood Shores
- Lindenwood (Atherton) Homeowners Assn
- Sandpiper School Redwood Shores

AED / CPR Scheduled Trainings

- Menlo Atherton High School Sophomores
- St. Marks Church in Belmont
- Immaculate Heart Church Belmont
- Belmont Redwood Shores School District teachers and staff

AED Placements*

- San Mateo - Foster City School District
- St. Marks Church in Belmont
- Hillsborough School District
- The USS Hornet
- Daly City Police Department

* Placement assistance only to these organizations. No financial support from SHCD.

Photographs



SEQUOIA HEALTHCARE DISTRICT BOARD MEETING October 7, 2015

SFSU/Sequoia/Cañada Nurse Education Partnership Annual Update

1. Introductions

- a. Sheri Sassarini, BSN, RN, MA, Academic Coordinator/Advisor
San Francisco State University Nursing Program at Cañada College
- b. Mary Ann van Dam, RN, PhD, PNP, Director and Professor,
School of Nursing, San Francisco State University
- c. John Warner, Senior Director, Development San Francisco State University

2. Academic /program highlights for 2014-15

- a. Cohort 9 - 5/2014- have tracked 35 of 40 job placements, 25 of those are local jobs, Bay area.
- b. Cohort 10 - 5/2015 - admitted only 32, so far, 10 have jobs, not all have taken NCLEX as yet. New grad programs and opportunities much more than last year.
- c. Cohort 11 - 5/2016 - admitted 32
- d. Cohort 12 - 5/2017- admitted 32, first time interview process for admissions

3. Program changes that fulfill the District requests

- a. Successfully negotiated a rent decrease at Cañada college, \$75,000 per year
- b. Adjusted class schedules to keep almost all lectures in one space, which has reduced our monthly costs even more.

4. Reaching out to promote the program

- a. Information sessions at CSM, Skyline and Cañada College
- b. Pre-nursing club at Cañada with involvement with our program
- c. Community involvement - 60 students and staff participated in the via heart project to screen 800 high school students, health fairs and clinics conducted and staffed throughout San Mateo County
- d. **November 2nd - SF State University 60 year gala at Carolands Chateau**

5. Updates from future planning of last years meeting

- a. SFSU/Sequoia/Cañada website has been enhanced
- b. Sequoia Hospital has added and will add more new grad programs
- c. Advisory Meetings with leaders of area hospitals semi-annually
- d. Have developed and maintain tight system of tracking our alumni student job status.

Annual Report Preview: 2015

Number of copies: 86,000

Number of pages: 4

Distribution: every household in District, delivered by mail couriers

Time frame: to printer on October 8, expected distribution October 19-23

Electronic version: on website by October 23rd

Cost: about \$28,000 or about 35¢ per copy

Featured stories: Healthy Eats-Active Feets, Ravenswood Dental Program, Star Vista's Day Break, SFSU Nursing Program, PFS Yoga Program and Jasper Ridge Horse Buddies