SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
June 15, 2016
7:00 p.m.

CALL TO ORDER

APPROVAL OF AGENDA

EMPLOYEE OF THE MONTH

a. June 2016 Employee of the Month, Crystal Roman, Computer/Network Technician, Information Technology Services, Business Services Division

PUBLIC HEARING

a. Public Hearing on Initial Proposal from the California School Employees Association (CSEA), Chapter 158, to the San Mateo County Superintendent of Schools for 2016-2017 Collective Bargaining Agreement
b. Public Hearing on Initial Proposal from the San Mateo County Superintendent of Schools to the California School Employees Association, Chapter 158, for 2016-2017 Collective Bargaining Agreement

PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS

APPROVAL OF MINUTES OF JUNE 1, 2016, REGULAR MEETING

CONSENT AGENDA

Board action to approve the following item is taken with one motion to "approve the consent agenda," which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or any member of the Public so requests, any item shall be removed from this section and placed in the regular order of business. The action indicated is deemed to have been considered in full, and action taken by the Board as worded therein.

a. Receive Staffing Reports
b. Adopt Joint Resolution No. 16-35 Honoring Louis Shapiro on His Retirement
8. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)
   a. Discuss/Adopt the San Mateo County Office of Education’s 2016-2017 Proposed Local
      Control Accountability Plan (LCAP)

9. BUSINESS SERVICES
   a. Discuss/Adopt the San Mateo County Office of Education’s 2016-2017 Proposed Budget

10. CLOSED SESSION
    a. The Board will move to closed session to hear an Interdistrict Attendance Appeal
       (ITA-16-4) filed on behalf of a student currently residing in the Woodside Elementary
       School District, but requesting to attend school in the Portola Valley School District

11. OPEN SESSION: REPORT ON CLOSED SESSION
    a. Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-16-4)

12. OFFICE OF THE SUPERINTENDENT
    a. Superintendent's Comments

13. BOARD MEMBERS
    a. Discuss/Act on Legislation
    b. Discuss/Act on a Revision to the 2015-2016 Board Meeting Calendar
    c. First Reading of New Board Policy: BP 0460 (Local Control And Accountability Plan)
    d. Board Member Comments

14. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
    a. Persons Wishing to Address the Board on Closed Session Agenda Items
    b. Convene to Closed Session
    c. Property: 1800 Rollins Road, Burlingame
       Agency Negotiators: Anne Campbell and Denise Porterfield
       Negotiating Parties: SMUHSD
       Under Negotiation: All terms

- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information call (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them on line at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
15. OPEN SESSION: REPORT ON CLOSED SESSION

16. ADJOURNMENT

NEXT REGULAR MEETING: JULY 20, 2016

msg

- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information call (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them online at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
1. CALL TO ORDER

The June 15, 2016, meeting of the San Mateo County Board of Education will come to order. As is our practice, this meeting will be recorded.

2. APPROVAL OF AGENDA

Is there a motion to approve the agenda?

3. EMPLOYEE OF THE MONTH

a. June 2016 Employee of the Month, Crystal Roman, Computer/Network Technician, Information Technology Services, Business Services Division

We will now recognize the June 2016 Employee of the Month. Will Crystal Roman please join me in the front of the room?

4. PUBLIC HEARING

a. Public Hearing on Initial Proposal from the California School Employees Association (CSEA), Chapter 158, to the San Mateo County Superintendent of Schools for 2016-2017 Collective Bargaining Agreement

The public hearing on the Initial Proposal from the California School Employees Association (CSEA), Chapter 158, to the San Mateo County Superintendent of Schools for 2016-2017 Collective Bargaining Agreement is now open. Would anyone like to speak on this issue? [pause] The hearing is now closed.

b. Public Hearing on Initial Proposal from the San Mateo County Superintendent of Schools to the California School Employees Association, Chapter 158, for 2016-2017 Collective Bargaining Agreement

The public hearing on the Initial Proposal from the San Mateo County Superintendent of Schools, to the California School Employees Association (CSEA), Chapter 158 for 2016-2017 Collective Bargaining Agreement is now open. Would anyone like to speak on this issue? [pause] The hearing is now closed.
5. **PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

*NOTE: Ask the Superintendent if there are any cards. If so, read the following.*

The County Board of Education does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the County Board to refer matters raised in this forum to staff for investigation and/or action where appropriate. Each speaker is limited to three minutes. Ms. Serpa-Garcia will keep the time and advise you when you have 30 seconds left and again when your time is up. Please try to keep within the time limits.

6. **APPROVAL OF MINUTES OF JUNE 1, 2016, REGULAR MEETING**

Is there a motion to approve the minutes of the June 1, 2016, Regular Meeting as presented?

7. **CONSENT AGENDA**

The Consent Agenda is not debatable and requires a unanimous vote for passage. Is there a motion to approve the Consent Agenda?

a. **Staffing Reports**

b. **Adopt Joint Resolution No. 16-35 Honoring Louis Shapiro on His Retirement**

8. **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

a. **Discuss/Adopt the San Mateo County Office of Education’s 2016-2017 Proposed Local Control Accountability Plan (LCAP)**

Deputy Superintendent Denise Porterfield and Student Services Administrator Adele Berg will make a brief statement regarding the 2016-2017 San Mateo County Office of Education’s 2016-2017 Proposed Local Control Accountability Plan (LCAP).

[Presenters: Denise Porterfield and Adele Berg]

Is there any discussion of the SMCOE 2016-2017 LCAP or any questions for staff? [After discussion] Is there a motion to adopt the 2016-2017 San Mateo County Office of Education’s 2016-2017 Proposed Local Control Accountability Plan (LCAP)?
9. **BUSINESS SERVICES**
   a. Discuss/Adopt the San Mateo County Office of Education’s 2016-2017 Proposed Budget

   *Deputy Superintendent Denise Porterfield will make a brief statement regarding the 2016-2017 Proposed Budget.*  **[Presenter: Denise Porterfield]**

   *Is there any discussion of the 2016-2017 Proposed Budget or any questions for staff? [After discussion] Is there a motion to adopt the 2016-2017 Proposed Budget?*

10. **CLOSED SESSION**
    a. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-16-4) filed on behalf of a student currently residing in the Woodside Elementary School District, but requesting to attend school in the Portola Valley School District

11. **OPEN SESSION: REPORT ON CLOSED SESSION**
    a. *Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-16-4)*

   *The Board will now reconvene to open session, the following action was taken in closed session:*

   *M: ______  S: ______  Action: ________________________________*

12. **OFFICE OF THE SUPERINTENDENT**
    a. *Superintendent's Comments*

   *The Superintendent will make comments.*

13. **BOARD MEMBERS**
    a. *Discuss/Act on Legislation*

   *Legislation is placed on the agenda of each meeting at the Board’s request to provide opportunity for discussion and/or action. Is there any legislation to discuss?*
BOARD MEMBERS (continued)

b. Discuss/Act on a Revision to the 2015-2016 Board Meeting Calendar

The Board will discuss and/or take action on the cancellation of its next Board Meeting.  [After any discussion] Is there a motion to cancel the June 22, 2016, Board Meeting?

c. First Reading of New Board Policy: BP 0460 (Local Control And Accountability Plan)

The Board will have a first reading of a new Board Policy brought forward for initial consideration. No action is required. The Board Policy Subcommittee has been reviewing our policies. Board Member Camacho has been chairing the Committee and will provide information regarding Board Policy 0460 (Local Control And Accountability Plan).

d. Board Member Comments

Board members will comment.

14. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

a. Persons Wishing to Address the Board on Closed Session Agenda Items
   Does anyone wish to address the Board on this Closed Session Agenda Item?

b. Convene to Closed Session

c. Property: 1800 Rollins Road, Burlingame
   Agency Negotiators: Anne Campbell and Denise Porterfield
   Negotiating Parties: SMUHSD
   Under Negotiation: All terms

15. OPEN SESSION: REPORT ON CLOSED SESSION

The Board will now reconvene to open session, the following action was taken in closed session:
M:_______  S:_______  Action:________________________________

16. ADJOURNMENT

The next Regular Meeting will take place on July 20, 2016.

NEXT REGULAR MEETING: JULY 20, 2016
June 6, 2016

To: Anne E. Campbell, County Superintendent of Schools

From: Sue Wieser, Associate Superintendent, Human Resources

Subject: Public Hearings on Initial Proposals

Initial proposals were presented to the Board at its June 1, 2016, Board Meeting.

The Board is now requested to hold public hearings on initial proposals from:
- California School Employees Association, Chapter 158, to the San Mateo County Superintendent of Schools for the 2016-2017 Bargaining Agreement
- San Mateo County Superintendent of Schools to the California School Employees Association, Chapter 158, for 2016-2017 Bargaining Agreement

I will be present at the Board meeting on June 15, 2016, to respond to any questions.

Attachments

Forwarded to the Board:

Anne E. Campbell, County Superintendent of Schools
April 29, 2016

Sue Wieser, Associate Superintendent, Human Resources
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064

RE: Initial Proposal 2016-17 Successor Negotiations

Dear Associate Superintendent Wieser:

The California School Employees Association (CSEA) and its local Chapter #158 are hereby submitting its “initial bargaining proposals” in accordance with Section 3547 of the Governmental Code for the upcoming 2016-17 successor negotiations.

CSEA respectfully submits the following bargaining proposal:

Article 3: Association Rights
• CSEA has an interest in increasing the amount of release time hours for Union officers and stewards.

Article 5: Salary and Health and Welfare Benefits
• CSEA has an interest in a fair and equitable increase to the salary schedule.
• CSEA has an interest in a fair and equitable increase to the County’s contribution to Health and Welfare Benefits.
• CSEA has an interest in creating stipends for unit members that take on additional responsibilities.

Article 11: Grievance Procedures
• CSEA has an interest in extending the timeline for filing formal - level 1 grievances.

Article 12: Negotiations
• CSEA has an interest in collectively revisiting the negotiations timelines with the County to determine whether existing timeline language is practical for the parties.

Article 21: Layoff and Reemployment
• CSEA has an interest in extending health and welfare benefits for laid off unit members.

Our mission: To improve the lives of our members, students and community.
Article 26: Term of Agreement

- CSEA has an interest in establishing a new term for the collective bargaining agreement.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Mark Westerberg
Labor Relations Representative

cc: Wayne Owens, President Chapter #158 (Emailed to wayneowens99@yahoo.com)
INITIAL PROPOSAL FROM
OFFICE OF THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
TO
CSEA CHAPTER 158

May 24, 2016

ARTICLE 5 – SALARY AND HEALTH/WELFARE BENEFITS

The County Office has an interest in discussing total compensation, including salary issues, within the context of the County Office being fiscally responsible. The County Office is also interested in continuing to provide a health benefit level that is fiscally sound.

ARTICLE 3 – ASSOCIATION RIGHTS

The County Office has an interest in discussing release time for Association Officers.

ARTICLE 6 – HOURS AND OVERTIME

The County Office has an interest in discussing the length of the work year for certain classifications within the bargaining unit.

ARTICLE 8 – LEAVES

The County Office has an interest in addressing leave related issues, including sick leave, unpaid family leave and pregnancy disability leave. In addition, the County Office has an interest in addressing the use of bereavement leave.

ARTICLE 23 – PROFESSIONAL GROWTH

The County Office has an interest in discussing professional growth related issues.

ARTICLE 26 – TERM OF AGREEMENT

The County Office has an interest in addressing the term of the parties’ successor collective bargaining agreement and the potential ability to reopen the successor collective bargaining agreement.

ADMINISTRATIVE REGULATION 4135.1

The County Office also has an interest in discussing the applicability of Administrative Regulation 4135.1 to employees within the bargaining unit.
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: June 1, 2016
Meeting Location: California Suite
101 Twin Dolphin Drive
Redwood City, California

Board Members Present: Susan Alvaro, Hector Camacho, Jr.,
Jim Cannon, Beverly Gerard,
Rod Hsiao, Ted Lempert, Joe Ross

Staff Officials Present: Anne E. Campbell, Secretary
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Marco Chávez, Lori Musso,
Nancy Magee, Denise Porterfield,
Sue Wieser

1. CALL TO ORDER

Board President Jim Cannon called the meeting to order at 7:03 p.m.

2. APPROVAL OF AGENDA

After a motion by Mr. Hsiao and a second by Ms. Gerard, the Board unanimously approved,
(Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the June 1, 2016, agenda as
presented.

3. RECOGNITION OF JASON VAAVAIAI FOR BEING SELECTED TO PARTICIPATE ON A POLICE-YOUTH ENGAGEMENT ROUNDTABLE IN WASHINGTON D.C.

Board President Cannon invited Superintendent Campbell to join him in introducing this honored
guest. Mr. Cannon said the County Board of Education and County Superintendent of Schools
wanted to recognize Jason Vaavaai, a student at Gateway Community School, for being one of
only 15 students across the United States selected to attend the Office of Juvenile Justice and
Delinquency Prevention's Police-Youth Engagement Roundtable in Washington, D.C.

Mr. Cannon explained at Gateway, Jason became involved with a nonprofit called Fresh Lifelines
for Youth, which works with youth in the juvenile justice system and those at risk of entering.
Because of Jason's interest in creating better solutions for young people in the system, his mentor
RECOGNITION OF JASON VAAVAI FOR BEING SELECTED TO PARTICIPATE ON A POLICE-YOUTH ENGAGEMENT ROUNDTABLE IN WASHINGTON D.C.

suggested he apply to join a police-youth engagement roundtable. Mr. Cannon reported after submitting his application and interviewing with Office of Juvenile Justice staff, Mr. Vaavaai was invited to Washington D.C. to share stories of his experiences with the juvenile justice system. Jason also met with other students and police officers from across the country to brainstorm the best ways for law enforcement to engage with youth at their schools.

Mr. Vaavaai said this experience and his involvement with this organization have taught him about leadership, communication, and empathy. He is committed to returning to high school in the San Mateo Union High School District and pursuing a double major in business and sociology at the College of San Mateo.

Mr. Cannon said the County Board and County Superintendent are extremely proud of students, like Jason, who work to make school a more welcoming place for all students and wish him all the best as he continues on through his academic career in San Mateo County and beyond.

Board President Cannon and Superintendent Campbell presented Mr. Vaavaai with a Certificate of Recognition for being selected to participate in the Office of Juvenile Justice and Delinquency Prevention’s Police-Youth Engagement Roundtable.

4. SPECIAL RECOGNITION OF 2016 GOLD RIBBON SCHOOLS AND KENT AWARD RECIPIENTS

Superintendent Campbell commented the 2016 Gold Ribbon Schools Awards from the California Department of Education were awarded to nine schools in San Mateo County. She said this program was created to recognize schools while California transitions to new assessment and accountability systems, and the recipients were chosen because of their work on a model program that benefits unique student populations. Ms. Campbell said she recently attended the recognition event hosted by the California Department of Education, where many schools were honored and said she applauds all of the hard work done by each of these schools.

Superintendent Campbell said the Gold Ribbon Program now allows this amazing work to be shared with all schools. Ms. Campbell expressed her gratitude to all the educators and said because of their hard work and dedication, students in their schools – and eventually students all over the state – will be able to benefit from the enriching learning experiences they have created.

Superintendent Campbell then invited Board President Cannon to introduce the award-winning schools and talk about the outstanding programs they have implemented.
RECOGNITION OF JASON VAAVAIAI FOR BEING SELECTED TO PARTICIPATE ON A POLICE-YOUTH ENGAGEMENT ROUNDTABLE IN WASHINGTON D.C. (continued)

a. Recognition of Roosevelt Elementary School in the Burlingame School District as a 2016 Gold Ribbon School

Board President Cannon said the first school to be recognized was Roosevelt Elementary, in the Burlingame School District, where administrators and staff work to create a strong community. Roosevelt was recognized as a Gold Ribbon School for its IDEA (Imagine, Design, Engineer, Act) Lab, a collaborative effort across the school and parent communities to bring design thinking and project-based learning into each classroom. Mr. Cannon said Roosevelt is also being recognized as an Academic Achieving School, and invited Principal Matt Pavao to accept the award on behalf of everyone in the Burlingame school community.

b. Recognition of South Hillsborough School in the Hillsborough City School District as a 2016 Gold Ribbon School

Mr. Cannon recognized South Hillsborough School, in the Hillsborough City School District, which is committed to educating the whole child and empowering students to become responsible citizens. The school won for its Reading Tigers program, a partnership between parents and the school to provide a lunchtime reading club that helps students engage with their peers. Mr. Cannon invited South Hillsborough School’s Director of Curriculum Modell Marlow Andersen to accept the award on behalf of the school and the Hillsborough City Schools Community.

e. Recognition of Clifford Elementary School in the Redwood City School District as a 2016 Gold Ribbon School

Board President Cannon said Clifford Elementary School, in the Redwood City School District, has a history of strong community ties and dedicated teachers who are committed to providing a safe environment for their students. It won an award for the Clifford CARES program, a system of Positive Behavioral Interventions and Supports (PBIS) that has had a significant impact on student outcomes. Redwood City School District Trustee Hilary Paulson from Redwood City School District accepted the award on behalf of the Clifford School community.

f. Recognition of Hoover Elementary School in the Redwood City School District as a 2016 Gold Ribbon School

Mr. Cannon said Hoover School, in the Redwood City School District, was recognized for its Sobrato Early Academic Language (SEAL) program. This program was implemented in both English and Spanish and provides students and parents more access to the academic skills needed to succeed in school. Hoover was also honored as an Academic Achieving School for its use of federal Title I funds to meet the needs of students living at or below the poverty line. Congratulations to Hoover and to its principal, Amanda Rothengast, and teacher Jeanett Serrano, who accepted the award on behalf of Hoover School.
SPECIAL RECOGNITION OF 2016 GOLD RIBBON SCHOOLS AND KENT AWARD RECIPIENTS (continued)

h. Recognition of Taft Community School in the Redwood City School District as a 2016 Gold Ribbon School

Mr. Cannon said Taft Community School, which is also in the Redwood City School District, aims to produce empowered, successful students. The staff are being recognized for their work to support at-risk scholars with wraparound services and consistent communication between home and school. This Gold Ribbon Award stems from the already robust work Taft was doing to track attendance and achievement data. Taft is also the proud recipient of an Academic Achieving School Award, and Principal Robyn Miller and Trustee Paulson accepted this resolution and San Mateo County Office of Education’s (SMCOE’s) tremendous thanks for all the amazing work they are doing.

i. Recognition of Martin Elementary School in the South San Francisco Unified School District as a 2016 Gold Ribbon School

Mr. Cannon recognized Martin Elementary School, in the South San Francisco Unified School District, which is being recognized today because of its Response to Instruction and Intervention (RTI²) program, a system of collecting and evaluating data at a team level to make strategic decisions around student supports and interventions. Martin is also a recipient of an Academic Achieving School award for its use of Title I funds. Principal Rosemary Wood accepted the resolution on behalf of Martin Elementary School.

g. Recognition of Roy Cloud School in the Redwood City School District as a 2016 Gold Ribbon School

Board President Cannon acknowledged Roy Cloud School, part of the Redwood City School District, which received its award for its Parent Enrichment Program (PEP). This partnership between parents and the school provides coordinated and strategic supports to students and has allowed students to demonstrate significant gains in academic standards. Mr. Cannon congratulated Dana Hardester, the principal of Roy Cloud, and her staff for this achievement!

c. Recognition of Encinal School in the Menlo Park City School District as a 2016 Gold Ribbon School

Mr. Cannon said Encinal School, in the Menlo Park City School District, focuses on learning, collaboration, and innovation. Encinal was selected for its work to implement a strong multi-tier system of student supports, as well as increased data-based instruction and decision-making. Encinal Principal Sharon Burns and Superintendent Dr. Maurice Ghysels accepted the resolution for their school.
SPECIAL RECOGNITION OF 2016 GOLD RIBBON SCHOOLS AND KENT AWARD RECIPIENTS (continued)

d. Recognition of Meadows Elementary School in the Millbrae Elementary School District as a 2016 Gold Ribbon School

Board President Cannon said Meadows Elementary School, which is part of the Millbrae School District, focuses on ensuring their students are prepared for the 21st century and an increasingly global society. One of the ways they do this is through their Gold Ribbon Award-winning grade-level professional learning communities (PLCs) that work to structure data-centered conversations and help students access the supports they need to be successful. Principal Daina Lujan and Teacher Stacey Tachiki accepted congratulations on behalf of the Meadows staff.

Mr. Cannon said the San Mateo County Board of Education and the San Mateo County Superintendent of Schools would like to express their gratitude for the hard work all of our educators put in every day to ensure students in San Mateo County have the tools necessary to succeed. He said the Board and Superintendent are immensely grateful to all the Gold Ribbon recipients for going above and beyond to work on innovative practices that can have a big impact—not just on local students, but on students around the state and across the county.

e. Recognition of Kent Award Recipients

Mr. Cannon said every year the San Mateo County School Board Association (SMCSBA) sponsors the J. Russell Kent Award Program, which acknowledges innovative programs both inside and outside the classroom. Applicants must show that their programs promote student success, employ a high degree of creativity, and can be transferred to other schools and districts. This year SMCSBA honored 17 programs in San Mateo County schools. The San Mateo County Office of Education was gratified to have three programs honored by SMCSBA.

Mr. Cannon said the first of these three programs is the Buddy Program at Meadows Elementary School in the Millbrae School District. He said it is a schoolwide reverse inclusion program led by County Office teacher Stacey Tachiki and Meadows teachers Karen Gordon and Erin Zlatunich that provides opportunities for students in Special Education and their typically developing peers to interact and work together. Buddies play together, read together, and even cook together, developing language, speech, and social skills that help foster a more positive school climate. Mr. Cannon acknowledged and congratulated the teachers, Principal Daina Lujan, and Superintendent Vahn Phayprasert for their hard work on this exceptional program.

Board President Cannon said the Board also wanted to recognize the Adventure Activities program, led by Adaptive PE Specialist Pamela Merchant. He said this program ensures that even students with the most severe disabilities are able to participate in activities ranging from kayaking to ice skating to fully supported track and field. Adventure Activities serves students from three school districts, as well as from the Early Childhood Education and K-12 programs at the County Office, and uses grants from community agencies to provide experiences that students would otherwise not be able to access. Mr. Canon congratulated Ms. Merchant and Early
SPECIAL RECOGNITION OF 2016 GOLD RIBBON SCHOOLS AND KENT AWARD RECIPIENTS (continued)

Childhood Education and Related Services Principal Dr. Mary Browning on receiving this well-deserved award.

Mr. Cannon congratulated the staff, students, and families of SMCOE's Gateway Community School and Early Childhood Education program for their Kent Award for Project Friendship. Project Friendship is a collaborative effort that connects high school students at Gateway with students at ECE. Young students with disabilities have the opportunity to play with, read with, and learn from older students, who in turn are able to have a positive impact on the lives of others. Mr. Cannon thanked everyone involved in the creation of this program—and offered a special thank you to those students who dedicate their time to supporting our youngest learners.

5. RECEPTION

At 7:22 p.m. Mr. Cannon declared a short recess to acknowledge the volunteers.

The meeting resumed at 7:39 p.m.

6. PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS

There were no persons wishing to address the Board.

7. APPROVAL OF MINUTES OF MAY 18, 2016, REGULAR MEETING

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board approved, by a vote of five in favor, (Alvaro, Cannon, Gerard, Hsiao, Lempert and Ross), none opposed, and one abstention (Camacho), the May 18, 2016, regular meeting minutes.

8. CONSENT AGENDA

a. Adopt Joint Resolution No. 16-34 Honoring Bayani Abante on His Retirement

After a motion by Mr. Ross and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the consent agenda as presented.
9. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

a. Receive 2016-2017 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

Associate Superintendent Nancy Magee said she, and Deputy Superintendent Denise Porterfield, would review the highlights of the 2016-2017 Local Control Accountability Plan (LCAP). Ms. Magee said at its last meeting she provided the Board with an in-depth version of the plan and guided the Board through the template. She drew the Board’s attention to a newsletter that will be used to communicate LCAP information to others in a more understandable way.

Ms. Magee said the LCAP process takes a village to put together and thanked the following Student Services team members: Melinda Fore, Administrator and LCAP Lead; Adele Berg, Administrator Annual Updates; Jené Littrell, Director Annual Updates; Sibâne Parcels and Becky Vichiquis, Site Principals, and Court and Community Schools Staff. Ms. Magee also thanked staff from the San Mateo County Office of Education (SMCOE): Liz Wolfe, Director, District Support and Special Projects; and the LCAP Advisory team, Deann Walsh and the Center for Learning Analytics, Dhanya Unni and the ITS Data Team, Deputy Superintendent Denise Porterfield, Administrator Margie Gustafson and Business Services staff, and the Superintendent’s Cabinet Members.

Associate Superintendent Magee said the Stakeholder Engagement Process involved talking with many groups of people:

- LCAP Advisory Committee – Site Council (students, parents, teachers, administrators)
- Court and Community Schools Advisory Committee (district partners)
- Juvenile Justice and Delinquency Prevention Commission
- Parent Focus Groups (Camp Glenwood, Margaret J. Kemp Camp, and Gateway)
- Students Focus Groups
- Probation
- SMCOE Internal Partners

Ms. Magee reported stakeholder feedback and input included: advisory committees wanted meaningful data metrics; students wanted increased rigor; parents wanted regular communication; and probation and service providers wanted the students to be able to transition to college and career.

Associate Superintendent Magee reviewed the 2016-2017 LCAP Goals:

- Goal One – High Quality Teaching and Learning
  - All teachers will participate in Professional Learning Communities
  - 90% of students who are continuously enrolled for 90 calendar days or more will take pre- and post-tests on the Measures of Academic Progress (MAP)
  - All English Learners who have been continuously enrolled for 90 school days or more, and who meet or exceed SMCOE’s reclassification criteria, will be reclassified
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

- Goal Two – Student and Family Engagement
  - Improve Gateway attendance rate by 5%
  - Provide professional development to all teachers around Trauma-Sensitive Schools
  - Increase the percentage of families who are accessing student grades through Jupiter Grades

- Goal Three – Address Needs for Most At-Risk Students
  - Increase number of foster youth with an updated Educational Passport (Social Services document that keeps track of data points)
  - Ensure all districts identify a Foster Youth Liaison
  - Increase the number of School-Based Mental Health Collaboratives from three to five

Associate Superintendent Magee said a formal Executive Summary will be produced and noted copies would be provided to the Board.

Deputy Superintendent Porterfield said the LCAP addresses all SMCOE Court and Community schools students, but Section 3 (Use of Supplemental and Concentration Funds and Proportionality in the LCAP) states we need to spend the Average Daily Attendance (ADA) funds for students in the Court Schools (Unduplicated). She explained in the Community Schools Program there is a combination of students, some of the funds SMCOE can claim ADA for and some the districts provide funding for. However, the LCAP only allows SMCOE to use the ADA component, which means the numbers won’t match what is listed in the LCAP plan.

Ms. Porterfield explained:

- Court School students are considered 100% unduplicated
- Court School ADA is based on 2015-2016 at 124.4 (students) ADA
- Community School Students are 82% unduplicated
- Community School ADA is based on 2015-2016 at 11 (students) ADA

Deputy Superintendent Porterfield explained the base amount (Section 3.A.) earned by SMCOE for both the Court and Community Schools is $1,547,833, which does not include the amounts contributed by SMCOE or the districts placing students. Supplemental and Concentration amount is $797,183, or 51% of the base amount.

Deputy Superintendent Porterfield then explained Section 3.B. identifies the percentage by which services must be increased for unduplicated pupils. She said the percentage can be met using a quantitative and/or qualitative description. Ms. Porterfield used a graph to demonstrate how funding is achieved for the two different groups through: Base Amount (ADA); Supplemental/Concentration funds; contributions (SMCOE); and other funding (Title I, lottery, and districts for Community Schools).
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

Deputy Superintendent Porterfield and Associate Superintendent Magee then answered questions from the Board.

b. Public Hearing on 2016-2017 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

Board President Cannon opened the public hearing on the 2016-2017 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP). Hearing no public comment, Mr. Cannon declared the hearing closed.

10. BUSINESS SERVICES

a. Receive the San Mateo County Office of Education’s 2016-2017 Proposed Budget

Deputy Superintendent Denise Portetfield reported the Board received the 2016-2017 version of the report in their packets. She said this document includes the proposed LCAP as well as the 2016-2017 proposed Budget for the San Mateo County Office of Education.

Deputy Superintendent Porterfield explained the budget section begins on page 125 with the General Fund Narrative, which is a summary of the highlights in the budget documents. Ms. Porterfield listed the assumptions as follows:

• General Fund revenue is estimated to be $90 million with an estimated excess property tax amount of $11 million
• Total expenditures are estimated at $77.5 million and transfers to other funds are estimated at $10.2 million. Transfers to other funds are the result of the resolutions passed in 2014-2015 to fund Other Post Retirement Benefits (OPEB), the Certificates of Participation or COP to pay off the buildings in 2019 and future program planning and saving for future expenditures as we continue to be a hold harmless funded county office. No changes to funding in the near future are anticipated.

Deputy Superintendent Porterfield said next in the document are components of the Ending Fund Balance. These one-time dollars are for specific purposes, such as: the Designated for Economic Uncertainties at 5%; and small district bridge loans to assist small districts with cash flow issues if necessary.

Ms. Porterfield noted the budget, which begins on page 127, demonstrates an anticipated increase in our ending fund balance and no deficit spending.

Deputy Superintendent Porterfield said the following pages provide the breakdown of the budget by funding source. She noted an error in the court schools budget, which shows a carryover amount of $575,191. She said court schools do not have a carryover and the number will be removed and a corrected version will be provided for the next meeting at adoption.
Deputy Superintendent Porterfield explained page 148 begins the Standardized Account Code Structure (SACS) report. Education Code requires the budget to be presented to the board in this format based on fund. She said the SACS report provides a comparison of the Estimated Actuals, which is how we expect to end the year and the budget for the upcoming year. Ms. Porterfield drew the Board’s attention to a significant increase in expenditures, which is due to necessary renovations to the restrooms at the Twin Dolphin Drive facility.

Deputy Superintendent Porterfield reported the Multi-Year Projection (MYP) is required to show fiscal solvency in the current and two subsequent years based on everything known at the time of the report. She said the sections are divided into unrestricted and restricted with a combined section for the entire General Fund. Ms. Porterfield explained the assumptions used are flat funding in both unrestricted and restricted funding, noting that SMCOE is not experiencing any significant swings in its funding. She said she is also assuming all current expenditures such as: step and column increases; State Teachers Retirement System (STRS) and the Public Employees Retirement System (PERS) funding increases; as well as cost of goods and services increasing by the California Price Index (CPI). Ms. Porterfield said making the assumption of continuing without changes, we begin to see deficit spending in 2017-2018 in the restricted programs. She said SMCOE’s practice is to reevaluate annually and make necessary adjustments and reductions to avoid those deficits. The deficit in restricted funding begins in 2018-2019 as a result of keeping the Capital Outlay budget in the out year and will be adjusted as we move forward on projects.

Deputy Superintendent Porterfield noted:
- All expenditures in the Local Control Accountability Plan are included in the budget
- All other funds are projected to have positive ending balances
- SMCOE will be able to continue making all the contributions by resolution referred to earlier, and meet its self-imposed Reserve for Economic Uncertainty amount of 5%.

Ms. Porterfield then answered any questions from the Board.


Board President Cannon opened the Public Hearing concerning the San Mateo County Office of Education’s 2016-2017 Proposed Budget. Hearing no public comment, Mr. Cannon declared the hearing closed.

11. INSTRUCTIONAL SERVICES

a. Ratify Submission of Project: Early Learning Family Engagement Initiative
ADMINISTRATIVE SERVICES (continued)

Administrator of Curriculum and Instruction Services (CIS) Lori Musso, said the Family Engagement Initiative proposal is being presented to First 5 San Mateo County in the amount of $530,750.

Ms. Musso said this two-year proposal was initiated by the Early Childhood Language Development Institute (ECLDI) and continues to run out of SMCOE for children and families whose home language is other than English. She said ECLDI is proposing three complementary strategies with the goal of bolstering the family engagement system across San Mateo County while increasing the knowledge and capacity of service providers and administrators:

1. Parent Café Expansion – a strategy that promotes parent leadership skills, reduces social isolation and strengthens family-school partnerships
2. Friday Café Professional Learning Community (PLC) – a strategy that facilitates the development of a robust countywide family engagement identity while increasing the knowledge and capacity of family engagement practitioners and leadership
3. Leadership Training Modules Development and Implementation – a strategy that addresses a systemic approach to family engagement, practices and policies

Ms. Musso said existing SMCOE staff time will be expanded.

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board unanimously ratified, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), submission of the Project: Early Learning Family Engagement Initiative.

12. STUDENT SERVICES

a. Discuss/Act on Mathematics Textbooks Adoption for Special Education K-12 Program

Associate Superintendent Nancy Magee reminded the Board the Student Services Division has been working on the mathematics textbook adoption for the Special Education K-12 Program. She said this is another example of Student Services working in concert with the Instructional Services Division. She said the Mathematics Coordinator, administrator and the school principals vetted various materials, visited classrooms, and looked at instructional strategies to decide on standards aligned mathematics curriculum that would meet the needs of these students. Ms. Magee said the final decision was to choose materials from McGraw-Hill My Math for Education through 5th grade and the intervention program Number Worlds: Math Intervention for PreK-8 and California Mathematics for 6th through 8th grade. She said these materials were on public view for the families and the public for more than 30 days and Student Services now requests Board approval for adoption.

Ms. Magee then answered questions from the Board.
STUDENT SERVICES (continued)

After a motion by Mr. Lempert and a second by Mr. Camacho, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Mathematics Textbooks Adoption the for Special Education K-12 Program.

13. OFFICE OF THE SUPERINTENDENT

a. Receive Update on San Mateo County Office of Education’s Strategic Plan

Superintendent Campbell said she was honored to share the Strategic Plan with the Board as it was presented to her by Fern Tiger Associates (FTA). She said FTA titled this report Aiming High - Inspiring the Future of Education 2016-2021 and noted this is a culmination of almost two years of intensive work on behalf of SMCOE by Fern Tiger and her associates. Ms. Campbell said Fern Tiger looked closely at potential forces that are apt to impact the County Office over the next five years, which could be categorized in three areas: statutory, funding, and value-add. Superintendent Campbell said the document required several readings because there was so much to ponder and reflect upon. Ms. Campbell provided the Board with an overview of the document with the expectation of future discussion at a later date. She said Fern Tiger noted the plan contains many possible actions and and doesn’t believe SMCOE will want to implement everything, but the variety will help SMCOE think about possibilities.

Superintendent Campbell said the Strategic Plan document is very well organized and encourages SMCOE to do a lot of interfacing with other agencies as well as working internally together. She said the components of the document include:

- Vision – Excellence and Equity in Education
  - Every Student • Every Teacher • Every School
- Mission Statement – Inspiring Students, Investing in Teachers, Invigorating Leaders and Involving Communities, which will have a tagline:
  - Inspire • Invest • Invigorate • Involve
- Values
- Guiding Assumptions
- Program Goals – five goals work together
  - Successful Students – SMCOE should champion student success by encouraging the development of learning environments and experiences where all students can learn and imagine
  - Inspired Teachers – foster an exceptional countywide climate for teachers and the teaching profession through innovative use of resources and cultivation of broad public will to advance the profession of education
- Effective Districts – encourage equitable academic and experiential outcomes across San Mateo County School Districts through proactive outreach, responsive services, and collaboration. The County Office is the leader in the county for public education. The place people should come for data, resources, and research on the efficacy of different educational practices. Understand district needs and what SMCOE can do to help
OFFICE OF THE SUPERINTENDENT (continued)

- Forward-Thinking Policies – to initiate transformative conversations about public education and advocate for effective educational policies at the regional, state and national level. Craft a policy platform annually with the districts and then advocate for those policies.
- Continuous Learning – create an engaged countywide learning community through continuous open-minded inquiry and rigorous evaluation. Assess annually.

• Strategies – Flow through Program Goals as well as Management Goals and include:
  - Investment – generate and sustain an investment of resources.
  - Partnerships – build partnerships regionally and statewide as well as nationally.
  - Leadership – SMCOE as the go-to voice for public education in San Mateo County (leadership and advocacy). SMCOE should be the primary leader/advocate and the place people look to for information, data and leadership on issues.
  - Advocacy
  - Culture – SMCOE is building a culture of inquiry and continuous improvement and should always push ourselves towards the highest level of excellence.
  - Engagement – engaging everyone who works with SMCOE (students of all ages, teachers, principals, district superintendents and Board Members). As SMCOE offers programs it should seek evaluation of the work being done so it can be the best it can be.

• Actions
• Management Goals – these goals are designed to help SMCOE organize itself and put SMCOE in a position to accomplish the Strategic Plan.
  - Organization: Ethos
    - Leadership – emphasis on County Office as the leader in educational policy in San Mateo County.
    - Structure – how/why is SMCOE structured the way it is, possible ways to reorganize.
    - Staffing
    - Effectiveness.
  - Operations: Energy – does SMCOE have what it needs to do the job it wants to accomplish?
    - Facilities – do we have the interactive learning spaces we need to have.
    - Technology – Chief Technology Officer who would combine the technical expertise with instructional expertise and be a resource for the districts.
    - Funding – must address the implications of flat funding with the Local Control Funding Formula (LCFF). SMCOE must prioritize and be able to understand what it costs to run the different programs and how SMCOE generates revenue.
OFFICE OF THE SUPERINTENDENT (continued)

- Outreach: Engagement
  - Image – marketing – tell the story about what is happening in public education in San Mateo County and the State
  - Visibility – think through where we are and why we are there. The Board as Ambassadors to tell SMCOE’s story throughout the County
  - Marketing
  - Communication

Superintendent Campbell said next steps include:
- Cabinet Retreat in early July to begin looking at where SMCOE is headed over the next five years
- Fem Tiger Associates is working on Communications
- Roll-Out for staff and the public will take place in September

Superintendent Campbell talked about the role of the Board and suggested they might consider a Board Retreat earlier than the one scheduled for January 2017. She said throughout the Strategic Plan there are multiple references to the County Board of Education to help move the strategic plan forward:
- Importance
- Advocacy – a role that the Board performs in many different arenas
- Connections – the connections that each Board Member has from the arenas in which they are involved as well as the geographical areas they represent
- Thought partners – SMCOE staff regards the Board as thought partners in this work because of the questions the Board asks and the perspectives they bring to the conversation/discussion

Superintendent Campbell then answered questions from the Board.

Ms. Alvaro requested a recap version of this plan be created as a reference for the Board. She would also like to see a brief 1-2 page plan that the Board could disseminate.

Mr. Camacho thanked Superintendent Campbell for the presentation and the staff for the time they took to participate with Fem Tiger during the interview process to help her understand the San Mateo County Office of Education. He said he is pleased about goal four and the possibility for the Board to advocate. He said the San Mateo County School Boards Association (SMCSBA) and the California County Boards of Education (CCBE) are looking at using the Boards of Education as ambassadors to get messages out to the public.

Mr. Lempert said he would like to talk more about the role of the Board during the retreat.

Mr. Hsiao said he appreciated reading the Strategic Plan and saw so much good information, but noted he didn’t find much about Foster Youth.
Mr. Hsiao asked what goals would Superintendent Campbell try to achieve during the July Retreat with Cabinet taking the future into consideration with new staff.

Ms. Alvaro commented she was excited about seeing the idea of treating the Court and Community Schools as a district and with the same services.

Superintendent Campbell commented how impressed she was with Fern Tiger and her ability to come into an organization, get a true sense of what is taking place and then assemble all of the information together in such an integrated final product.

b. Receive Initial Proposal from the California School Employees Association, Chapter 158, to the San Mateo County Superintendent of Schools for 2016-2017

Associate Superintendent Sue Wieser explained that per California Government Code 3547 all initial contract proposals of the superintendent and employee organizations, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Ms. Wieser asked that the Board receive the initial proposal from the California School Employees Association (CSEA), Chapter 158, for 2016-2017, Collective Bargaining Agreement and hold a public hearing on this proposal at its June 15, 2016, Board meeting.

c. Receive Initial Proposal from the San Mateo County Superintendent of Schools to the California School Employees Association, Chapter 158, for 2016-2017 Collective Bargaining Agreement

Associate Superintendent Wieser explained that per California Government Code 3547 all initial contract proposals of the superintendent and employee organizations, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Ms. Wieser asked that the Board receive the Initial Proposal from the San Mateo County Superintendent of Schools to the California School Employees Association (CSEA), Chapter 158, for 2016-2017, Collective Bargaining Agreement and hold a public hearing on this proposal at its June 15, 2016, Board meeting.

d. Superintendent's Comments

Superintendent Campbell thanked the Board Members for their participation in the various graduation ceremonies. She there is one last graduation ceremony that will take place on Friday, June 3, 2016, at the Early Childhood Education Center (ECE). She said this will be the first graduation held at ECE and invited the Board Members to participate if they are able.

Superintendent Campbell thanked Board Members Alvaro and Hsiao for their participation at the Special Education K-12 Graduation on Thursday, May 26, 2016. She said this graduation is such a meaningful event for the families and acknowledged Ms. Alvaro and Mr. Hsiao for the great job they did making each student shine.
Superintendent Campbell reported after the Board’s last meeting she had an opportunity to attend a Court and Community School Advisory Committee meeting where participants provided their feedback on the LCAP. She said she was in a group with two students and she found it interesting to hear their feedback and appreciated their participation in the process.

Superintendent Campbell reminded the Board the CSBA Conference will take place December 1-3, 2016, in San Francisco. She announced on June 7, 2016, registration for this event will be available and asked Board Members to let Ms. Serpa-Garcia know as soon as they know they wish to attend.

Superintendent Campbell wished Board Member Lempert a happy birthday that he will celebrate on June 14th.

Superintendent Campbell wished Board President Cannon a happy birthday that he will celebrate on June 18th while he is on vacation.

14. BOARD MEMBERS

   a. Discuss/Act on Legislation

   There was no Legislation to discuss.

   b. Discuss/Act on Nomination of California School Boards Association (CSBA) 2016 Legislative Awards

   There were no nominations for the California School Boards Association (CSBA) 2016 Legislative Awards.

   c. Discuss/Act on California County Boards of Education (CCBE) 2016 Officer Nominations

   There were no nominations for the California County Boards of Education (CCBE) 2016 Officer Nominations.

   d. Discuss/Act on the County Board of Education Candidate Policy Form

   After a motion by Ms. Alvaro and a second by Ms. Gerard, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), that the Candidate Policy Form be filed as completed and returned to the San Mateo County Registration-Elections Division for the November 8, 2016, School District Governing Board General Election.
BOARD MEMBERS (continued)

e. Board Member Comments

Mr. Camacho

Mr. Camacho reported he attended the Gateway Graduation on Wednesday May 18, 2016, along with Board President Cannon and Superintendent Campbell. He said the Gateway students have unique experiences and was very pleased their families and the community were in attendance to support them.

Mr. Camacho reported he attended the Kent Awards on May 23, 2016, where two SMCOE programs received awards. He said the winner of the Emily Garfield Award this year was Jenna Carson of Menlo-Atherton High school who is a good friend of his. Mr. Camacho said he looks forward each year to this wonderful celebration of education.

Mr. Camacho said he met with the Educator Recognition Committee and said the committee is looking at possibly integrating Educator Appreciation/Recognition on a countywide partnership with the San Mateo County School Boards Association (SMCSBA). He said he looks forward to working towards celebrating education on a countywide level.

Mr. Camacho reported the Board Policy Subcommittee met prior to the Board Meeting and said they are making great progress on their work. He requested the Board agendize a first reading of Board Policy: BP 0460 (Local Control And Accountability Plan) at its June 15, 2016, Board Meeting.

Ms. Alvaro

Ms. Alvaro reported she attended the Kent Awards and agreed with Mr. Camacho’s comments. She said it was great to see all of the great work being done throughout the County and certainly at SMCOE’s Programs.

Ms. Alvaro reported she attended the Special Education K-12 Graduation on May 26, 2016, and commented this event is one of the highlights of her year. She said the families are just as excited as families would be at any graduation. Ms. Alvaro said this event is very moving and is planned with the utmost care.

Ms. Alvaro thanked Mr. Camacho for his leadership of the Board Policy Subcommittee. She said the work of this committee can be difficult and Mr. Camacho keeps the group focused and moving forward. Ms. Alvaro also acknowledged Marco Chávez, Administrator for Board/Superintendent Support and Community Relations, and Lead Deputy County Counsel Claire Cunningham for keeping track of the changes and edits agreed on by the Committee.
**BOARD MEMBERS (continued)**

**Mr. Ross**

Mr. Ross thanked Mr. Chávez and Counsel Cunningham as well as Board Member Camacho for shepherding the process for the group.

Mr. Ross announced he would like to attend the ECE Graduation Ceremony on Friday, June 3, 2016.

**Ms. Gerard**

Ms. Gerard thanked everyone involved in the reports presented to the Board during the meeting. She said she appreciated how the volumes of information were presented in a condensed, clear format for the LCAP as well as the Strategic Plan.

Ms. Gerard said she looks forward to discussions regarding the Strategic Plan and the Board’s role in that work.

Ms. Gerard said she was sorry to have missed the Special Education K-12 Graduation ceremony this year because it is such a meaningful event.

Ms. Gerard reported she attended the Kent Awards Event, which she very much enjoyed.

Ms. Gerard commented as she was driving to the Board Meeting she heard talk about the teacher shortage in San Mateo County and said it’s important to get students excited about going into the teaching profession again.

**Mr. Lempert**

Mr. Lempert echoed Ms. Gerard’s comments regarding the presentations and said he hopes the State will make reporting the LCAP easier in the years to come. He acknowledged SMCOE staff for their hard work on the LCAP and is glad the County Office can be a model for other districts given the oversight responsibilities for the districts.

**Mr. Hsiao**

Mr. Hsiao thanked the staff for the excellent work in preparing the LCAP and Budget reports. He said they provide clarity on the amazing work being done by the County Office.

Mr. Hsiao thanked the Board Policy Subcommittee for its hard work and said he appreciates Mr. Camacho’s leadership.

Mr. Hsiao reported he attended the Special Education K-12 Graduation ceremony and echoed Ms. Alvaro’s comments. He said he was certainly grateful he attended this special event.
BOARD MEMBERS (continued)

Mr. Cannon

Mr. Cannon commented he was pleased the Board appreciates attending the recent celebrations such as the employee and student recognitions. He said this is a reminder of the importance of an organization celebrating together and thanked the staff for their efforts in making these celebrations a success.

Mr. Cannon said it is a joy to be around people who do first rate work. He said the modeling of the staff with the reports presented to the Board is good teaching and very effective.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:24 p.m.

_________________________________
Anne E. Campbell, Secretary
msg
**CERTIFICATED STAFFING REPORT**  
May 19, 2016 – June 7, 2016

### NEW EMPLOYEES

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF HIRE</th>
<th>REMARKS</th>
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### SEPARATIONS

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<th>REMARKS</th>
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<tr>
<td>Mariana Horchi-Alegre</td>
<td>Teacher</td>
<td>SSD/Community Schools</td>
<td>5/20/2016</td>
<td>Resigned</td>
</tr>
<tr>
<td>Megan Price</td>
<td>Teacher</td>
<td>SSD/Court Schools</td>
<td>5/23/2016</td>
<td>Resigned</td>
</tr>
<tr>
<td>Robert Goodwin</td>
<td>Teacher</td>
<td>SSD/K-12</td>
<td>5/27/2016</td>
<td>Resigned</td>
</tr>
<tr>
<td>Pam Merchant</td>
<td>Teacher</td>
<td>SSD/APE</td>
<td>6/7/2016</td>
<td>Retired</td>
</tr>
<tr>
<td>Evelyn Rankin</td>
<td>Teacher</td>
<td>SSD/APE</td>
<td>6/3/16</td>
<td>Retired</td>
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Forward to the Board:

Anne E. Campbell  
County Superintendent of Schools
# Staffing Report - Classified

### May 11, 2016 – June 7, 2016

## Positions Open – Recruitment / Testing in Progress

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Replacing</th>
<th>Date Opened</th>
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<tbody>
<tr>
<td>Braille Transcriber</td>
<td>SSD/SpEd, ECE</td>
<td>Gail Baldwin</td>
<td>04/01/2016</td>
</tr>
<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/IBS</td>
<td>Michael Frentz</td>
<td>04/11/2016</td>
</tr>
<tr>
<td>Manager, Payroll-Districts</td>
<td>BSD/DBS</td>
<td>Kaylene Elliott</td>
<td>04/11/2016</td>
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<tr>
<td>Substitute Placement Assistant (50%)</td>
<td>SUPT/HR</td>
<td>Mariela Ochoa</td>
<td>04/21/2016</td>
</tr>
<tr>
<td>Educational Data Analyst</td>
<td>ISD/AIR</td>
<td>R. Bunuan/New Position</td>
<td>04/27/2016</td>
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## Promotions

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## Transfers

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<tbody>
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## New Employees – Regular

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<tbody>
<tr>
<td>None to report.</td>
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## Employees Recalled from Layoff

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## New Employees – Substitute

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<tr>
<td>Substitute Paraeducator</td>
<td>SSD/SpEd</td>
<td>Dorotea Medina</td>
<td>05/01/2016</td>
</tr>
<tr>
<td>Substitute, Clerical</td>
<td>All Departments</td>
<td>Ginger Jew</td>
<td>06/01/2016</td>
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## Separations

<table>
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<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Vacating Employee</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Coordinator, Information Systems</td>
<td>BSD/DBS</td>
<td>Denise Bottomley</td>
<td>Separated</td>
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<tr>
<td>Naturalist</td>
<td>ISD/OE</td>
<td>Mark Kudrav</td>
<td>Resignation</td>
</tr>
<tr>
<td>Manager, Facilities Services</td>
<td>BSD/FAC</td>
<td>Kenneth Tanase</td>
<td>Resignation</td>
</tr>
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Forward to the Board:

[Signature]

Anne E. Campbell
County Superintendent of Schools
Joint Resolution No. 16-35
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Louis Shapiro on His Retirement

Whereas, Louis Shapiro joined the San Mateo County Office of Education on April 23, 2008 as a Training Placement Assistant in Student Services and currently serves the K-12 Special Education program; and

Whereas, Mr. Shapiro has long been committed to serving students with special needs and previously worked as a substitute teacher in many K-12 classes; and

Whereas, Mr. Shapiro assists with the WorkAbility training program, which offers vocational training and hands-on work experience to K-12 students; and

Whereas, Mr. Shapiro is extremely friendly and establishes wonderful rapport with students of all abilities; and

Whereas, Mr. Shapiro is beloved by managers for the way he supports students and gives them the space necessary to help them become independent; and

Whereas, Mr. Shapiro will retire effective August 1, 2016;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Louis Shapiro on his more than 8 years of service to the County Office and wish him a fulfilling retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Fifteenth day of June 2016

SAN MATEO COUNTY
BOARD OF EDUCATION

President

____________________

____________________
June 8, 2016

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent & Business Services

Subject: 2016-2017 Local Control Accountability Plan

Board Action is requested for approval of the County Office of Education 2016-2017 Local Control Accountability Plan (LCAP). Staff will be present at the June 15, 2016, meeting to answer any questions the Board may have.

Attachment

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 8, 2016

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent

Business Services

Subject: 2016-2017 Budget

Board Action is requested for approval of the County Office of Education 2016-2017 Budget. I will be present at the June 15, 2016, meeting to answer any questions the Board may have.

Attachment

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 8, 2016

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Cancellation of June 22, 2016, Board Meeting

The June 22, 2016, Board meeting has nothing pressing with the approval of the 2016-2017 Proposed Local Control Accountability Plan (LCAP) and the 2016-2017 Proposed Budget on June 15, 2016. I recommend the Board consider canceling the June 22, 2016, Board meeting.

Approved and recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 8, 2016

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed New Board Policy: BP 0460 (Local Control and Accountability Plan) – First Reading

Attached for the Board’s review is a draft of a new Board Policy: BP 0460 (Local Control and Accountability Plan).

This proposed policy focuses on ensuring a comprehensive, data-driven planning process involving local stakeholders to identify annual goals for the County Office of Education’s Local Control Accountability Plan as well as specific actions to achieve those goals.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
The County Board of Education desires to ensure the most effective use of available state funding to improve student achievement and other outcomes for all students. A comprehensive, data-driven planning process involving local stakeholders shall be used to identify annual goals for the County Office of Education (COE) and specific actions to achieve those goals.

The County Board shall consider for adoption a proposed local control and accountability plan (LCAP) presented by the County Superintendent of Schools. The LCAP shall address the state priorities specified in Education Code 52066 and any additional local priorities established by the County Board, as listed in the section "Content of the Plan" below. (Education Code 52066)

The LCAP shall focus on improving outcomes for all students, particularly those who are identified as "unduplicated students" and numerically significant student subgroups who are at risk of or are underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, foster youth and homeless, and who are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

On or before July 1 of each year, the County Board shall consider for adoption any update to the COE LCAP required pursuant to Education Code 52067, as described in the section "Annual Updates" below.

Content of the Plan

The COE LCAP shall adhere to the template provided in 5 CCR 15497.5 and shall include, for each school or program operated by the County Superintendent: (Education Code 52066)

1. A description of the annual goals, for all students and for each numerically significant student subgroup, to be achieved for each of the following state priorities as applicable to the students served:
a. — The degree to which teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002.

b. — Implementation of the academic content and performance standards adopted by the SBE; including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency.

e. — Parent/guardian involvement, including efforts to seek parent/guardian input in making decisions for each school-site and county program and how the County Superintendent will promote parent/guardian participation in programs for unduplicated students and students with disabilities.

d. — Student achievement, as measured by all of the following as applicable:

   (1) — Statewide assessments of student achievement.

   (2) — Academic Performance Index.

   (3) — The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692.

   (4) — The percentage of English learners who make progress toward English proficiency as measured by the SBE certified assessment of English proficiency.

   (5) — The English learner reclassification rate.

   (6) — The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher.

   (7) — The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301.
e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

i. How the County Superintendent will coordinate instruction of expelled students offered pursuant to Education Code 48926

j. How the County Superintendent will coordinate services for foster youth, including, but not limited to, all of the following:

(1) Working with the county child welfare agency to minimize changes in school placement

(2) Providing education-related information to the county child welfare agency to assist the agency in the delivery of services to foster youth, including, but not limited to, educational status and progress information that is required to be included in court reports

(3) Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services

(4) Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport
2. — Goals identified for any local priorities established by the County Board of Education.

3. — A description of the specific actions the County Superintendent will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the jurisdiction of the County Superintendent.

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52066)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate the applicable level of increased or improved services to unduplicated students. The LCAP shall explain how the funding apportioned based on the number and concentration of unduplicated students is used and how services are provided, whether by school site or countywide, to meet the needs of unduplicated students and to improve the performance of all students in the state priority areas. (Education Code 42238.07; 5 CCR 15494)

Services may include, but are not limited to, those associated with the delivery of instruction, administration, facilities, student support services, technology, and other general infrastructure necessary to operate and deliver educational instruction and related services. (5 CCR 15495)

When the COE expends supplemental and/or concentration funds on a countywide basis during the year for which the LCAP is adopted, the LCAP shall: (5 CCR-15496)

1. — Identify those services that are being funded and provided on a countywide basis

2. — Describe how services are principally directed towards, and are effective in, meeting the COE's goals for unduplicated students in the state priority areas and any local priority areas
Adoption of the Plan

For the purpose of reviewing the proposed LCAP, the County Board may consider quantitative data presented by the County Superintendent as well as qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52066)

The County Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the COE budget in accordance with Education Code 1620. (Education Code 1620, 52068)

Prior to considering and adopting the COE budget, but at the same public meeting at which the budget is adopted, the County Board shall adopt the LCAP or the annual update to the LCAP. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 1622, 52068)

At any time during the period in which the LCAP is in effect, the County Board may adopt revisions to the plan presented by the County Superintendent, provided that the County Board follows the same process for adopting the LCAP pursuant to Education Code 52068 and the revisions are adopted in a public meeting. (Education Code 52068)

Monitoring Progress

At least annually, the County Board shall review data presented by the County Superintendent evaluating the COE's progress toward attaining each goal identified in the LCAP.

Indicators of progress toward state priorities shall include those identified in Education Code 52066 and any additional indicators established by the County Board and County Superintendent.

The County Board may identify the method(s) to be used for measuring the COE's progress toward achieving the local goals established by the County Board. (Education Code 52066)

Evaluation data shall be used to recommend any necessary revisions to the LCAP.
Annual Updates

On or before July 1 of each year, the LCAP shall be updated using the template in 5 CCR 15497.5 and shall include all of the following: (Education Code 52067)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above

2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the COE will make as a result of the review and assessment

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above

4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Submission of Plan to Superintendent of Public Instruction

Not later than five days after adopting the LCAP or the annual update to the LCAP, the County Board shall file the LCAP or the annual update with the SPI. (Education Code 52070.5)

If the SPI sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the County Board shall respond in writing within 15 days of the request. If the SPI then submits recommendations for amendments to the LCAP within 15 days of receiving the County Board's response, the County Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070.5)

Technical Assistance/Intervention

When it is in the best interest of the COE, the County Board may submit a request to the SPI for technical assistance, including, but not limited to: (Education Code 52071.5)

1. Identification of the COE's strengths and weaknesses in regard to state priorities, including a review of effective, evidence-based programs that apply to the County Board's goals
2. Assignment of an academic expert, team of academic experts, or the California Collaborative for Educational Excellence established pursuant to Education Code 52074 to assist the COE in identifying and implementing effective programs to improve the outcomes for student subgroups.

3. Solicitation of another county office of education to act as a partner to the COE

In the event that the SPI requires the COE to receive technical assistance pursuant to Education Code 52071.5, the County Board and County Superintendent shall review all recommendations received from the SPI or other advisor. The County Board shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52068.

If the SPI identifies the COE as needing intervention pursuant to Education Code 52072.5, the SPI may, with approval of the SBE, take any of the following actions: (Education Code 52072.5)

1. Revise the COE's LCAP

2. Revise the COE's budget in accordance with changes in the LCAP

3. Stay or rescind any action that would prevent the COE from improving outcomes for all student subgroups, provided that the action is not required by a collective bargaining agreement

4. Appoint an academic trustee to exercise the powers and authority specified in items #1–3 above on his/her behalf
San Mateo County Board of Education Policy

Philosophy, Goals, Objectives and Comprehensive Plans

Legal Reference:

EDUCATION CODE
1620-1630 County office of education budget
17002 State School Building Lease-Purchase Law, including definition of good repair
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
48926 Education services for expelled students
48985 Parental notices in languages other than English
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
52302 Regional occupational centers and programs
52372.5 Linked learning pilot program
54692 Partnership academies
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission
60811.3 Assessment of language development
64001 Single plan for student achievement
99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20
6312 Local educational agency plan
6826 Title III funds, local plans

(7/14) 1/16

SMCBE Adopted: [date]