AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH
   a. January 2017 Employee of the Month, Lilian Flores, Administrative Assistant III, Special Education Local Education Plan Area (SELPA)

4. INTRODUCTION OF NEW STAFF
   a. Michelle Holdt, Coordinator Visual and Performing Arts, Curriculum and Instruction Services, Instructional Services Division

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

6. APPROVAL OF MINUTES OF JANUARY 18, 2017, REGULAR MEETING

7. 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. Adopt Joint Resolution No. 17-5 Endorsing February as Career Technical Education Month
8. INSTRUCTIONAL SERVICES
   a. Receive Report on California Accountability System

9. STUDENT SERVICES
   a. Receive Report on San Mateo County Office of Education Special Education Related Services

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

11. BOARD MEMBERS
    a. Discuss/Act on Legislation
    b. Board Policy Review
       1. New and Revised Board Policies – First Reading
          1. Revised Board Policy: BP 9223 (Filling Board Vacancies)
          2. New Board Policy: BP 9224 (Oath or Affirmation of Office)
          3. Revised Board Policy: BP 9240 (Board Development, Activities and Travel)
    c. Board Member Comments

12. ADJOURNMENT

   NEXT REGULAR MEETING: FEBRUARY 15, 2017

msg
1. **CALL TO ORDER**

The February 1, 2017, 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. **January 2017 Employee of the Month, Lilian Flores, Administrative Assistant III, Special Education Local Education Plan Area (SELPA)**

We will now recognize the January 2017 Employee of the Month. Will Lilian Flores please join me in the front of the room?

4. **INTRODUCTION OF NEW STAFF**

a. **Michelle Holdt, Coordinator Visual and Performing Arts, Curriculum and Instruction Services, Instructional Services Division**

Deputy Superintendent Dr. Gary Waddell will introduce a new member of the Instructional Services Division.

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 JANUARY 18, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the January 18, 2017, 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. Adopt Joint Resolution No. 17-5 Endorsing February as Career Technical Education Month

8. INSTRUCTIONAL SERVICES

a. Receive Report on California Accountability System

Deputy Superintendent Dr. Gary Waddell will provide a report on the California Accountability System. [Presenter: Gary Waddell]

9. STUDENT SERVICES

a. Receive Report on San Mateo County Office of Education Special Education Related Services

Associate Superintendent Nancy Magee will introduce a report on San Mateo County Office of Education’s Special Education Related Services. [Presenters: Nancy Magee, Mary Browning]

10. OFFICE OF THE SUPERINTENDENT

a. Superintendent’s Comments

The Superintendent will make comments.

11. 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?
b. Board Policy Review
   1. New and Revised Board Policies – First Reading

   The Board will have a first reading of new and revised Board Policies 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 the following Board Policies.

   1. Revised Board Policy: BP 9223 (Filling Board Vacancies)
   2. New Board Policy: BP 9224 (Oath or Affirmation of Office)
   3. Revised Board Policy: BP 9240 (Board Development, Activities and Travel)

c. Board Member Comments

   Board members will comment.

12. ADJOURNMENT

   The next Regular Meeting will take place on February 15, 2017.

   NEXT REGULAR MEETING: FEBRUARY 15, 2017
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: January 18, 2017

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
Claire Cunningham, Lead Deputy County Counsel
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Marco Chávez, Roselle Loudon,
Nancy Magee, Nabila Massoumi,
Lori Musso, Denise Porterfield

1. CALL TO ORDER

Board President Joe Ross called the meeting to order at 7:03 p.m.

2. APPROVAL OF AGENDA

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board unanimously approved,
(Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the January 18, 2017, agenda as presented.

3. INTRODUCTION OF NEW STAFF

   a. Roselle Loudon, Special Olympics Event Specialist, Student Services Division

Associate Superintendent Nancy Magee said she would share information regarding the restructure that took place for the Special Olympics Program. She said the process is now complete and the new Special Olympics Event Specialist is in place.

Associate Superintendent Magee said up until 2015 the San Mateo County Office of Education (SMCOE) had been providing coordination for Special Olympics in San Mateo County for many years. She explained in the old model, the Special Olympics of Northern
INTRODUCTION OF NEW STAFF (continued)

California SMCOE Special Olympics Coordinator position was filled by a credentialed teacher, typically an Adapted Physical Education teacher. Ms. Magee said that teacher relied on relationships with site-based teachers and administrators to implement the Special Olympics events. Ms. Magee said when she began with the Student Services Division, the Special Olympics Coordinator position was unfilled so SMCOE advertised for a credentialed teacher. At that time the teacher shortage was coming to the forefront and no one applied for this position.

Associate Superintendent Magee said she took a step back from the role of providing coordination for Special Olympics and worked with Special Olympics to run the programs in 2016. She said during that year a reorganization and stakeholder engagement process was implemented to rethink how to provide services in a more effective way. Ms. Magee said the year long reorganization process included:

• Review of data and information
• Monthly meetings
• Stakeholders engagement:
  o Practitioners who sponsored and hosted Special Olympics across San Mateo County
  o Experts who had done this work for 15-20 years and had vast experience and knowledge
  o Special Olympics of Northern California
  o Community Sponsors (e.g. Lions Club, Sheriff’s Office, etc.)

Associate Superintendent Magee said during the process the group discussed what was effective as well as where the weaknesses were in providing a robust Special Olympics program for San Mateo County. She said Special Olympics of Northern California is specifically interested in their Unified Sports Program and implemented an approach called whole school involvement where typically developing students interact and participate with Special Education students in sporting events. Whole school involvement means holding assemblies, having speakers, holding events for the entire school population around Special Olympics events or themes to help raise the level of awareness and involvement for all students.

Ms. Magee said the group asked how SMCOE could best attract a non-credentialed teacher to coordinate this work so she worked with the Personnel Commission and created an Event Specialist for Special Education classified position. Ms. Magee explained there are now three regional school district representative leads who will support the Special Olympics Event Specialist Coordinator.
INTRODUCTION OF NEW STAFF (continued)

Associate Superintendent Magee said the new model includes:

- SMCOE priorities:
  - providing effective service to the school districts, supporting their participation of special and general education students in the San Mateo County Special Olympics
  - ensuring high-quality coordination, communication and technical resources

- Special Olympics priorities:
  - Increase number of students served
  - Outreach to focus on inclusion of Unified Sports

- School District priorities:
  - Quality experiences for students to include refreshments, awards and mementos
  - Organizational structures that are transparent, easy to access and accurate

Associate Superintendent Magee said she believes this new model will accomplish all of the group’s priorities. She then introduced the new Special Olympics Events Specialist Roselle Loudon and asked her to say a few words.

Ms. Loudon said she was pleased to join the SMCOE team in support of the Special Olympics program. She said has worked as an event coordinator for five to six years and said her most recent event work was with the City of Emeryville, where she coordinated various types of events for the City. Ms. Loudon said this was a relatively new position when she started, which had about six annual events, and when she left had grown to about 25 annual events.

Ms. Loudon then worked for the City and County of San Francisco on the logistical side of coordinating private events such as 5k-10k runs; the Bay to Breakers; San Jose Earthquake games. During the past year Ms. Loudon worked with the Sequoia Union High School District as a vocational transition coach for special education students, helping them decide what they will do after high school. Ms. Loudon was very excited when the Special Olympics Event Coordinator position opened up because it blended both aspects of her experience and her passion.

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

There were no persons wishing to address the Board.
5. **APPROVAL OF MINUTES OF DECEMBER 14, 2016, REGULAR MEETING**

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the Minutes of the December 14, 2016, Regular Meeting as presented.

6. **CONSENT AGENDA**

   a. Receive Staffing Reports
   b. Adopt Joint Resolution No. 17-1 Endorsing February as National African American History Month
   c. Adopt Joint Resolution No. 17-2 Honoring Susanty S. Theny on Her Retirement
   d. Receive Quarterly Report on Complaints, as Required by the Williams Settlement
   e. Establish Process for Small School District Purchase of Supplies and Equipment
   f. Authorization of Duties and Responsibilities for Two (2) New Classified Positions

After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the Consent Agenda.

7. **BUSINESS SERVICES**

   a. Receive 2015-2016 Fiscal Audit Report

The Board received the 2015-2016 Fiscal Audit Report. Deputy Superintendent Denise Porterfield introduced Jeff Ira, Certified Public Accountant and Partner with C. G. Uhlenberg LLP. She said C. G. Uhlenberg LLP has served the County Office of Education for many years. Ms. Porterfield explained a public entity must have its financial statements audited annually and as required by Education Code, the Board must receive the annual financial statements. She said Mr. Ira would cover new areas reported in SMCOE’s Audit Report that address the audit finding from the previous year. Ms. Porterfield said due to illness, increased accounting activities and turnover, a process was missed, and stated she agrees with the finding. She said steps have been taken place to ensure monitoring in the future to prevent the same thing from happening again. She then asked Mr. Ira to present a review of the audit from the 2015-2016 fiscal year.

Mr. Ira reviewed highlights of the report and said there were no findings related to Federal or State compliance. Mr. Ira commented the Management’s Discussion and Analysis is the key piece of the report and noted it has an excellent narrative and numerical overview of the Fiscal Audit Report, which has been consistent throughout the years. He complimented the SMCOE staff for their work on this section. Mr. Ira reviewed the audit report and said there was one finding in internal control, but because there are so many other overriding controls he doesn’t feel there were any risks. He did point out that because of the number of vacancies in Business Services SMCOE is stretched, which can set up a situation where information can fall through the cracks. Mr. Ira said he doesn’t believe this will happen again and noted the professionalism of the Business Services team and complimented the staff for their competence and cooperation.
BUSINESS SERVICES (continued)

Mr. Ira then answered questions from the Board.

b. Receive Report on 2017-2018 Governor’s Budget Proposal

Deputy Superintendent Porterfield said on January 10, 2017, Governor Jerry Brown released his Budget Proposal for 2017-2018. She said Governor Brown is taking a conservative approach in his effort to maintain the gains made over the time of his administration as we move into uncertain times.

Deputy Superintendent Porterfield said Proposition 98 was established as the floor for educational funding. She said in setting the 2017-2018 Budget the calculations for funding include three years. Analyst look backwards at the actuals from 2015-2016, estimate 2016-2017 final results and what they believe 2017-2018 will be. Ms. Porterfield said the premise of the Governor’s message is that the trajectory is moving slower than anticipated. She said it has been the policy of this administration not to allow for any appropriation. The 2015-2016 fiscal year has been recalculated and is now coming in $379m lower than what was anticipated. Deputy Superintendent Porterfield said those funds that have already been spent by school districts and county offices that received them, are now being accounted for in 2016-2017. Proposition 98 funds will be moved again in 2017-2018 increasing the “deferral” amount to $859m and reducing the Proposition 98 target for the coming year. Ms. Porterfield said districts and county offices will receive half of Proposition 98 funds in June and the rest will be paid the first week of July. This will reduce the balance Proposition 98 payment in 2017-2018 to $744m from $1.5b.

Deputy Superintendent Porterfield said based on the recalculations the K-14 funding is the lowest that K-14 education can experience at any given time. She explained this restarts the maintenance factor and will bring the obligations back up to $1.6b to education.

Deputy Superintendent Porterfield said overall the 2017-2018 Budget is flat-lined:
- COLA is 1.48% ($744m)
- $287m one-time discretionary ($48 per Average Daily Attendance - ADA)
- $439 ADA Proposition 39 ($25m more than last year)
- Career Technical Education Grant will be paid off
- $93m for charter school ADA growth
- $58m for COLAs on program outside of the Local Control Funding Formula (LCFF)
- $30m for tobacco prevention
- $10m for truancy
- $2.4m for County Office’s of Education COLA (not Hold Harmless county offices)
- Negative $4.9m on Special Education ADA due to declining enrollment

Deputy Superintendent Porterfield said the Governor is proposing a pause on adding augmentations to childcare for now.
BUSINESS SERVICES (continued)

Deputy Superintendent Porterfield advised districts to be conservative and have a plan on what they can reduce immediately if needed. She said there are no additional funds included for teacher workforce and at the Business and Administration Steering Committee's (BASC) meetings the Department of Finance said they want to watch the outcomes of the money they have already invested.

Deputy Superintendent Porterfield said the Governor is proposing changes in accountability and oversight of the bonds issued for school construction.

Ms. Porterfield said the Proposed Budget does not include funds for California Employees Retirement System (CalPERS) or California State Teachers' Retirement System (CalSTRS) increases and recently the CalPERS Board had to decrease their assumed rate of return and as a result employer costs will increase. Ms. Porterfield said it is anticipated that the CalSTRS Board will also consider actions on their returns.

Deputy Superintendent Porterfield said there are many who are hopeful there might be additional revenues even if they are one-time funds. She said SM COE won’t see significant changes in funding except for increased costs for CalPERS and CalSTRS, but as a Hold Harmless County Office funding remains the same and is only adjusted on the ADA for Student Programs.

8. INSTRUCTIONAL SERVICES

Curriculum and Instruction Services (CIS) Administrator Lori Musso introduced a report on Supporting English Learners in San Mateo County. She said in previous reports to the Board CIS has shared its work at the state level and that she is on the Statewide Commission of English Language Arts (ELA) and English Language Development (ELD) Instruction. Ms. Musso said CIS has also shared with the Board the new ELA/ELD framework for effective implementation of the Common Core State Standards. She said tonight’s report would be on service and support offered to the districts around English Learners (EL). She then introduced English Learner Services Coordinator Dr. Nabila Massoumi to share her work with the Board.

Dr. Massoumi reported she works closely with the English Language Arts Coordinator Dr. Gwenn Lei. She said their goal is to increase student achievement through awareness, advocacy and action for English Learners. She shared statistics from 2015-2016 in San Mateo County including:

- Total student enrollment – 95,502
  - English Learners – 23% (22,623)

Dr. Massoumi shared statistics for the school districts that show Redwood City Elementary School District with the most English Learners (10.4% of those in San Mateo) and Sequoia, San Mateo and Jefferson Union High School Districts with the most Long Term English Learners (in U.S. Schools for five+ years). Since these students have not received the support they need
INSTRUCTIONAL SERVICES (continued)

by the time they get to high school the content becomes more difficult as well as the language, which makes it harder on (EL) students.

Dr. Massoumi reported of the districts that have 750 or more EL test takers in San Mateo County, San Bruno Park Elementary School District has made the most progress on the California English Language Development Test (CELDT). She said this test will be replaced by the English Language Proficiency Assessments for California (ELPAC) test in the near future. Dr. Massoumi shared statistics from the California Assessment of Student Performance and Progress (CAASPP), the assessment directly connected to the Common Core State Standards in English and Mathematics, which shows there is still work to be done.

Dr. Massoumi said the work is immense and SMCOE supports San Mateo County Districts and Schools in capacity building through professional development, coaching and support services. She said the goal is to ensure that English Learners develop the linguistic and academic skills they need to participate in a meaningful and challenging academic experience. She then explained the supports provided to the districts:

- Professional Development:
  - Whole district, school site, or leadership team
  - Topics requested include:
    - ELD standards
    - ELA/ELD development framework
    - Designated ELD
    - Integrated ELD
    - Supporting EL students with best practices in Content Instruction
    - Project Based Learning

- Coaching:
  - Teacher content includes:
    - Designing and developing designated ELD units
    - Modeling best practices in delivery of instruction
    - Facilitating peer observation and feedback
  - Leader content includes:
    - Improving systems to maximize academic support of EL students
    - Building teacher capacity through effective observation and feedback protocols
    - Utilizing resources to improve student achievement

- Support Services:
  - Improving EL parent engagement through District English Learners Advisory Committee (DELAC)
  - Piloting the new English Learner Proficiency Assessment (ELAC)
  - Revising District English Learner Master Plan
  - Adopting a new ELA/ELD Curriculum
  - Creating language support in adopted ELA Curriculum

Dr. Massoumi then answered questions from the Board.
9. STUDENT SERVICES DIVISION

a. Receive San Mateo County Office of Education School Accountability Report Cards (SARCs) For Court and Community Schools and Special Education

The Board received the San Mateo County Office of Education School Accountability Report Cards (SARCs) for Court and Community Schools and Special Education.

Associate Superintendent Magee explained the California Education Code requires the School Accountability Report Card (SARC) be presented to and received by the Board no later than February 1st of each year. She said the data for the SARCs are downloaded from the California Longitudinal Pupil Achievement Data System (CALPADS) and results for the Court and Community Schools are different than they are for a comprehensive school since these are unique alternative schools. Ms. Magee said the narrative sections of this report help with understanding the Court Schools Program results.

Ms. Magee then answered questions from the Board.

b. Discuss/Act on College Readiness Block Grant Plan

Associate Superintendent Magee said the College Readiness Block Grant Plan was presented to the Board at its December 14, 2016, Board Meeting. She explained the Plan was presented to the Court and Community staff earlier in the day and said staff was optimistic about the direction of developing this college and career readiness plan and asked the Board for its approval.

Ms. Magee then answered questions from the Board.

After a motion by Mr. Camacho and a second by Mr. Lempert, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the College Readiness Block Grant Plan.

10. OFFICE OF THE SUPERINTENDENT

a. School Board Recognition Month

Superintendent Campbell said states throughout the U. S. designate January as School Boards Recognition Month. She said this is an opportunity to say thank you for the time, energy and expertise School Board Members devote to serving in this vitally important role. Ms. Campbell said on behalf of the staff and students of the San Mateo County Office of Education, she wanted to express profound appreciation to each Board Member, because SMCOE staff couldn’t ask for a better County Board of Education with whom to work. Ms. Campbell said she is honored to share this journey together with the Board Members.

Superintendent Campbell said the Board’s commitment and passionate dedication to serving the
children and youth of San Mateo County are truly noteworthy, especially because many of the young people we serve are among the most at-risk students.

Superintendent Campbell said the Board Members’ willingness to be involved, whether by engaging in spirited debates at Board meetings, attending graduations or other important events, supporting SMCOE staff, or advocating on behalf of children and youth, speaks volumes to our students, who can often feel isolated because of their circumstances.

Superintendent Campbell said she wanted to find a tangible way to honor the Board’s service and the commitment that each Board Member makes to the San Mateo County public education system. She said in the past SMCOE had a tradition of presenting books to its program libraries in the Board’s honor and thought she’d try to change it for this particular occasion. Ms. Campbell commented a planting motif came to mind. She thought about planting fruit tress at several of the campuses, but it’s not quite the right time of year for that. She then thought about providing plants for the gardens so the students could harvest the crops, but again, it’s a little early in the season. Ms. Campbell then realized this is the perfect time to plant roses and presented the Board with five bare root roses that will be planted in the Board’s honor at the various SMCOE student programs to commemorate appreciation for all the Board does.

Superintendent Campbell explained on November 20, 1986, President Ronald Regan signed Proclamation 5574 proclaiming the rose as America’s National Flower, and, appropriately enough, he signed his proclamation in the White House Rose Garden. Ms. Campbell said while we often associate roses with love and passion, especially red roses, roses actually symbolize many other qualities, including ones that are particularly relevant to service as school board members. Roses also symbolize promise, hope, new beginnings, honor and wisdom— all qualities that the Board possesses and which certainly captures why staff so appreciates each Board Member.

Ms. Campbell said as she was researching roses she came across the term “sub rosa,” which literally means “under the rose.” Apparently, the Romans used to hang roses above their meeting tables and it was understood that anything said at the table beneath the hanging roses, was forbidden to repeat elsewhere. This made Ms. Campbell wondered if that’s the genesis of “Closed Session?”

Superintendent Campbell said in selecting the roses to be planted in the Board’s honor, the rose names chosen seemed relevant in honoring the Board including:

- Above All – because the Board truly rises to the top!
- Over the Moon – because when you’re above all, you’re truly over the moon!
- Twilight Zone – because there may be those Board experiences, perhaps during a particularly intense hearing or perhaps while the Superintendent is holding forth at length and the Board is wishing it were time for cookies, the Board Members may wonder if they have entered the “Twilight Zone!”
- Perfect Moment and Salute You – because this was the perfect moment to salute the Board
OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell thanked the Board Members for all they do and said she as well as all SMCOE staff and all students, appreciate them, not just in January, but all year long!

b. Superintendent's Comments

Superintendent Campbell wished the Board Members a belated Happy New Year and said it was hard to believe it had been over a month since the Board last met.

Superintendent Campbell said it was nice to have time off for holiday festivities. She thanked Board Members who were able to attend the Winter Holiday Luncheon, which definitely got everyone in the holiday spirit.

Superintendent Campbell said SMCOE staff is now ready to embrace 2017 with renewed vigor.

Superintendent Campbell announced the Board would meet again to continue the work they did in November on Excellence and Equity in Education’s strategic planning. The meeting has been set for Saturday, March 11, 2017, in the morning and will take place at the Burlingame Library.

Superintendent Campbell reported Cabinet continues to receive reports from the five strategic work plan groups and will have a retreat on February 16 with the work group leaders. She said Matt Bigar, who worked with Cabinet at its retreat last summer will serve as facilitator at the retreat and help the group take all of the great ideas that are being generated and mold them into an integrated whole.

Superintendent Campbell said a group of early child care experts met recently to create a multi-sector group that will call attention to the severe childcare facilities shortage in San Mateo County. She said they want to recruit representatives from City Governments, the private sector and Chambers of Commerce, to help address the crisis. Ms. Campbell announced through the First 5 Commission together with the Silicon Valley Community Foundation a report from Brion Associates will be released next month that looks specifically at the child care facilities shortage in San Mateo County. Once they have that data the group plans to try and work with City Governments to locate additional facilities.

Superintendent Campbell reported on Friday, January 13, 2017, the County Office of Education hosted Leadership Redwood City for the Redwood City Chamber of Commerce. She said she gave the participants an overview of PreK-14th Grade Public Education. Ms. Campbell thanked Board Member Lempert for participating in the Early Childhood Panel and helping the group understand how important the 0-5 years are for brain development and why we need to have a more systematic approach to helping children in that age bracket. She said this information was well received. After the morning session that also addressed K-12 and the Community College System, the participants spent the afternoon in the STEM Center @ SMCOE, with Robert Pronovost, STEM Coordinator of Maker Education, learning about Robotics/Making, and Bruce Duncan, Instructional Technology Coordinator, learning about coding.
OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell reported Mr. Pronovost and Mr. Duncan each led hands-on engaging sessions giving the participants a nice sense of how school has changed since they attended school.

Superintendent Campbell reported on Tuesday, January 17, 2017, she attended the launch of the Silicon Valley Regional Data Trust along with Board President Ross, Board Vice President Alvaro, and Board Members Hsiao and Camacho, at the Santa Clara County Office of Education. Ms. Campbell reported the Tri-County Trust includes San Mateo County, Santa Clara County and Santa Cruz County, and focuses on ways to share data across sectors to better serve the needs of students.

Superintendent Campbell reported Dr. Priscilla Chan gave the Keynote Address and talked about the Primary School she has started in East Palo Alto and the idea of integrating medicine and education based on her experiences as both a college student at Harvard, tutoring in a Boston after school program with students who were dealing with many issues in their personal lives, and enrolling in medical school at the University of California (UC) San Francisco and having the same frustrations. Ms. Campbell said Dr. Chan announced the Chan-Zuckerberg Foundation would be making a grant that will allow all 66 school districts in the three counties to join the Data Trust.

Superintendent Campbell reported there was also a fascinating panel about the power of sharing data from the perspective of a juvenile court judge, an eminent medical researcher and a district superintendent. She said they each looked at data from their perspectives and talked about the power of sharing data.

Superintendent Campbell reported on Tuesday, January 17, 2017 the Big Lift had its Quarterly Meeting. She said Dr. Alison Gopnik, UC Berkeley Professor of Psychology, talked about the brain development of children ages 0-7 comparing humans to different species and the amount of time parents are involved in raising their young in relation to the size of the brain. Ms. Campbell said Dr. Gopnik also talked about the 0-7 age category and said we shouldn’t tell children what to do, that children are naturally programmed to explore the world, to experience it by watching, which is why their visual cortex develops more quickly than other areas of their brain. Children need the opportunity to explore until they are able to make connections neurologically around the age of seven when they want structure and to have someone show them how to do things.

Superintendent Campbell reported Kelly Pope, Board Member, Silicon Valley Social Venture Fund – SV2, made a presentation on ways the Big Lift might be able to use different technology applications (apps) in the work being done. Ms. Pope will continue to review apps relevant to early childhood and share them with the Big Lift. Superintendent Campbell reported this was a well-attended meeting and noted the Big Lift is beginning to get data from its first year. She hopes in a few weeks she will be able to present findings regarding this effort.
11. BOARD MEMBERS

a. Discuss/Act on Legislation

There was no legislation to report.

b. Adopt Joint Resolution No. 17-3 Setting Forth the San Mateo County Board of Education and the San Mateo County Superintendent of Schools’ Principles in Support of Undocumented Students and Families

Superintendent Campbell said Joint Resolution No. 17-3 was requested by the Board as well as the County Superintendent to set forth principles of fostering an environment in which all students are able to learn and excel, whatever their national origin, ethnicity, religion, sexual orientation, ability, gender, or socio-economic status. She added SMCOE does not believe that compiling registries of individuals based upon their immigration status or their religious affiliation is something that should happen. Ms. Campbell said SMCOE would pledge to follow the law, but that there are principles the Board and Superintendent need to honor when working with children and families in our schools.

Superintendent Campbell said the language for this resolution was developed by San Mateo County Counsel and that superintendents and school boards had requested. Ms. Campbell said she has heard from all but five districts at this point and all are in favor of adopting this, or a similar resolution. She said SMCOE will issue a press release and would like Board President Ross to comment on behalf of the Board.

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Resolution No. 17-3 Setting Forth the San Mateo County Board of Education and the San Mateo County Superintendent of Schools’ Principles in Support of Undocumented Students and Families.

c. Adopt Joint Resolution No. 17-4 Honoring Jill Wynns on Her Retirement

After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Resolution No. 17-4 Honoring Jill Wynns on Her Retirement.

d. Discuss/Act on 2017 Board Committee Assignments

The Board discussed and agreed to the following committee assignments for 2017:
## SAN MATEO COUNTY BOARD OF EDUCATION
### COMMITTEE ASSIGNMENTS
#### 2017

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<th>ASSIGNMENT</th>
<th>BOARD MEMBER</th>
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<td>1. Ad Hoc LCAP/Budget Advisory Committee for 2017/2018</td>
<td>Mr. Ross (Chair)</td>
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<tr>
<td></td>
<td>Mr. Cannon</td>
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<td>Ms. Gerard</td>
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<td>2. Educator Recognitions</td>
<td>Mr. Camacho</td>
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<tr>
<td>3. San Mateo County School Boards Association (SMCSBA) Area Representative - County Board</td>
<td>Mr. Camacho</td>
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<tr>
<td>4. Superintendent’s Salary Committee</td>
<td>Mr. Ross (Chair)</td>
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<td></td>
<td>Mr. Cannon</td>
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<td>Mr. Lempert</td>
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<tr>
<td>5. Ad Hoc Achievement Gap Summit 2017 Committee</td>
<td>Ms. Alvaro (Chair)</td>
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<td></td>
<td>Mr. Camacho</td>
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<td></td>
<td>Mr. Cannon</td>
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<tr>
<td>6. County Committee on School District Organization (CCSDO) Liaison</td>
<td>Mr. Lempert</td>
</tr>
<tr>
<td>7. Outdoor Education Committee</td>
<td>Mr. Hsiao (Chair)</td>
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<td></td>
<td>Ms. Alvaro</td>
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<td></td>
<td>Mr. Camacho</td>
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<tr>
<td>8. San Mateo County Office of Education Legislative Committee</td>
<td>Mr. Ross (Chair)</td>
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<td></td>
<td>Mr. Camacho</td>
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<td>Ms. Gerard</td>
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<td>9. Ad Hoc Board Policy Committee</td>
<td>Mr. Camacho (Chair)</td>
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<tr>
<td></td>
<td>Ms. Alvaro</td>
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<tr>
<td></td>
<td>Mr. Ross</td>
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</table>
e. Board Member Comments

Ms. Gerard

Ms. Gerard wished her colleagues and SM COE staff a Happy New Year.

Ms. Gerard said she looks forward to a busy 2017-2018.

Mr. Lempert

Mr. Lempert wished everyone a Happy New Year.

Mr. Lempert thanked Superintendent Campbell for the roses that will be planted in the Board’s honor.

Mr. Hsiao

Mr. Hsiao said he also appreciated the roses to honor the Board.

Mr. Hsiao reported he attended the Data Driven Solutions for Silicon Valley: A Conversation with Distinguished Leaders event on January 17, 2017, and said he appreciated the Data Trust briefing the group received. He said he was aware of the program, but didn’t realize it had progressed as much as it had. Mr. Hsiao said he wished there had been more educators on the panel to talk about different patterns that could be discerned and drawn from the data, but commended the hard work that has been done and looks forward to how San Mateo can utilize this program.

Mr. Cannon

Mr. Cannon thanked Superintendent Campbell for her gracious recognition of the Board.

Mr. Cannon thanked Deputy Superintendent Porterfield for keeping the San Mateo County Office of Education solvent. He said nothing positive would happen if SMCOE didn’t have a positive cash position.

Mr. Cannon thanked Associate Superintendent Magee for her hard work on the Court and Community Schools.

Mr. Camacho

Mr. Camacho wished his colleagues a Happy New Year.

Mr. Camacho thanked Superintendent Campbell for honoring the Board with roses and said he will look for them when he visits the programs.
Mr. Camacho provided the Board with updates on activities in San Mateo County and California School Boards Association (CSBA) Region 5:

- **CSBA**
  - Alisa MacAvoy – appointed to the CSBA Board of Directors
  - Chelsea Bonini – will become the new District Representative for Region 5
- **San Mateo County School Boards Association (SMCSBA)**
  - January 30, 2017, SMCSBA Dinner Meeting
    - Panel 1 will include Dr. Vera Jacobson-Lundberg, SMCOE Career and Technical Education Program Coordinator
    - Panel 2 will discuss High School/Community College Partnerships

Mr. Camacho reported the Ad Hoc Board Policy Subcommittee met prior to the Board meeting and requested the following Board Policies be added to the February 1, 2017, agenda for a first reading:

- Revised Board Policy: BP 9223 (Filling Board Vacancies)
- New Board Policy: BP 9224 (Oath or Affirmation of Office)
- Revised Board Policy: BP 9240 (Board Development, Activities and Travel)

**Ms. Alvaro**

Ms. Alvaro reported she attended the Data Driven Solutions for Silicon Valley on Tuesday, January 17, 2017, and said she enjoyed the presentation and was excited about the possibilities of what can be done with that sort of data sharing. Ms. Alvaro said she was also glad to see San Mateo County Supervisor Warren Slocum and San Mateo County Manager John Maltbie attend the event.

Ms. Alvaro said she is excited about the Margaret J. Kemp Camp’s 10th Anniversary and said she will attend.

Ms. Alvaro thanked Superintendent Campbell for honoring the Board with roses.

**Mr. Ross**

Mr. Ross said it is still a ways off before the Board and Superintendent have another retreat, but said he is looking forward to working with the Superintendent and others to help plan the agenda and said the data collaborative is connected to the things SMCOE has talked about as is community engagement and said he is looking forward to that work.

Mr. Ross thanked Deputy Superintendent for the report she made on the Governor’s Proposed Budget.

Mr. Ross thanked Associate Superintendent Magee for the reports she made to the Board.
BOARD MEMBERS (continued)

Mr. Ross said Dr. Massoumi struck him when she said the English Learner data was unacceptable. He said one of the best things we can do for children is to be unafraid to surface data that is unacceptable because it’s the first step to try and fix the problem. Mr. Ross said he appreciated the view she took and acknowledged that there is a problem.

Mr. Ross noted in February we will celebrate Black History Month and said members of his community were looking for ways to celebrate.

19. CLOSED SESSION

   a. Persons Wishing to Address the Board on Closed Session Agenda Items

   There were no persons wishing to address the Board.

   b. Convene to Closed Session

   At 9:04 p.m., Mr. Ross announced the meeting would move into closed session.

   1. Conference with Legal Counsel – Anticipated Litigation
      Initiation of litigation pursuant to Government Code § 54956.9 (d)(4): one case

13. OPEN SESSION: REPORT ON CLOSED SESSION

   At 10:24 p.m. the Board moved back into open session.

   1. Conference with Legal Counsel – Anticipated Litigation
      Initiation of litigation pursuant to Government Code § 54956.9 (d)(4): one case

   Board President Ross announced that during the Closed Session, the Board conferred with its Legal Counsel, but took no action.

14. ADJOURNMENT

   There being no further business to come before the Board, the meeting was adjourned at 10:25 p.m.

   Anne E. Campbell, Secretary
   msg
Joint Resolution No. 17-5

San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Endorsing February as Career Technical Education Month

Whereas, February has been designated Career and Technical Education (CTE) Month by the Association for Career and Technical Education (ACTE); and

Whereas, CTE Month 2017's tagline, "Celebrate Today, Own Tomorrow," provides an opportunity to inform others of the innovation and excellence that exists within local CTE programs and raise awareness of the crucial role CTE plays in readying students for successful careers; and

Whereas, career and technical education provides students with a school-to-career connection and is the backbone of a strong, well-educated workforce, fostering productivity in business and industry and contributing to America’s leadership in the international marketplace; and

Whereas, according to the U.S. Department of Education’s Office of Vocational and Adult Education, the average high school graduation rate for students concentrating in CTE programs is 93 percent, compared to an average graduation rate of 80 percent; and

Whereas, CTE programs have been found to improve school climate, increase school connectedness, and reduce behavioral problems related to suspensions and expulsions; and

Whereas, high-risk students are eight to ten times less likely to drop out in grades ten and eleven if they enroll in a CTE program instead of a general education program; and

Whereas, the increasingly cooperative efforts between educators and industry professionals stimulate the growth and vitality of our local economy by preparing graduates for career fields that may not even exist yet;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools support February 2017 as Career and Technical Education Month.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
First Day of February 2017

President
January 25, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
        Instructional Services Division

Subject: Report on the California Accountability System

I will be present at the Board Meeting on February 1, 2017, to present an update on the California Accountability System and to respond to any questions the Board may have.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
California Accountability Update

Gary Waddell, Ed.D.
Deputy Superintendent
Instructional Services Division

Overview

• Every Student Succeeds Act (ESSA) State Plan
• The California Dashboard
• Academic Indicator Methodology
• Local Indicators
• English Learner Definition
• Assessment Cycle
• Other Initiatives
Every Student Succeeds Act (ESSA)

This...

Not This...

The California Way

www.smcoe.org
California: Aiming for One Coherent System

1. Goal: Create a single, coherent system integrating state and federal accountability structures.
2. Ensure state priorities and direction lead the plan.
3. Ensure alignment of federal funds to state and local priorities.
4. Use the ESSA State Plan to focus to California's priorities.

Accountability System Updates

New name for Web-based system:
California School Dashboard

Key Dates:
- January 23, 2017: Enrollment of district staff coordinators begins
- February 2017: System opens for local educational agency private preview, input of local indicator data
- March 2017: Public release of Dashboard
January 2017 State Board Action

At the January 2017 SBE meeting, the State Board of Education (SBE) approved indicators for local, state, and federal continuous improvement accountability system:

- Smarter Balanced scale scores for Academic Indicator
- Definition of English Learner (EL) group for Academic Indicator
- Reflection tools for remaining two local indicators, the State Academic Standards (Priority 2) and Parent Engagement (Priority 3)
Methodology: “Distance from Level 3”

- Distance from Level 3 (“Standard Met”)
- Distances averaged to produce school, LEA, or student-group average score.
- A basis for comparison across grades.
- Broadly supported by stakeholder groups.

Why shift to a scale score methodology?

- Unintended consequence of percent proficient (under NCLB) was to skew attention toward students scoring just below proficiency threshold.
- Schools disincentivized from looking at academic performance of all students.
- Fairer way to provide equal weight to all students.
- Credit for each student’s growth.
- Scaled scores illustrate both students’ and cohorts’ current level of achievement and growth over time.
Calculating the Distance from Level 3 (Cont.)

Grade 6 Students | 2016 Grade 6 Math Score | Distance From Level 3
--- | --- | ---
Sally | 2440 | 112 points below Level 3
Billy | 2505 | 47 points below Level 3
Jason | 2576 | 24 points above Level 3
Debbie | 2556 | 4 points above Level 3
Total scores for Grade 6 students | 131 points below Level 3
The Schoolwide average is 32.3 points below Level 3 (-131/4)

District Math Academic Indicator

Distance from Level 3

<table>
<thead>
<tr>
<th>District</th>
<th>2015 Math</th>
<th>2016 Math</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>-51</td>
<td>-40</td>
<td>11</td>
</tr>
<tr>
<td>District 2</td>
<td>-23</td>
<td>-27</td>
<td>-4</td>
</tr>
</tbody>
</table>

Find the placement on the 5x5 reference chart for each district.
### District Math Academic Indicator

#### Distance from Level 3

<table>
<thead>
<tr>
<th></th>
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<td>-4</td>
</tr>
</tbody>
</table>

Find the placement on the 5x5 reference chart for each district.

#### Change

<table>
<thead>
<tr>
<th>Level</th>
<th>Declined Significantly</th>
<th>Declined by 4 to 10 Points</th>
<th>Maintained</th>
<th>Increased by 4 to 10 Points</th>
<th>Increased Significantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very High</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>High</td>
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<tr>
<td>Medium</td>
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<tr>
<td>Low</td>
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<td></td>
<td></td>
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<tr>
<td>Very Low</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**District 1**
- Change: -40
- Status: Low

**District 2**
- Change: 11
- Status: Medium

### Local Indicators:
**Implementation of State Academic Standards and Parent Engagement**

[www.smcoe.org](http://www.smcoe.org)

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**1/26/17**
LCFF Evaluation Rubrics

3 Indicators to Measure Performance

6 State Indicators
Priority 4: Academics
Priority 4: English Learner
Priority 5: Graduation Rate
Priority 5: Chronic Absenteeism
Priority 6: Suspension Rate
Priority 1: Basic Conditions

4 Local Indicators
Priority 2: Implementation of Academic Standards
Priority 3: Parent Engagement
Priority 6: School Climate

www.smcoe.org

Priority 1
Basic Conditions at School

Priority 2
Implementation of State Standards
Narrative Summary or Reflection tool

Priority 3
Parental Involvement
Parent Engagement Survey or Local Measures

Local Indicator Tools

Priority 6
School Climate
Local Climate Survey
CHKS or other survey

Priority 9 (CDE only)
Coordination of Instruction of Foster Youth
CDE's Self-Assessment Tool

Priority 10 (CDE only)
Coordination of Services for Foster Youth
CDE's Self-Assessment Tool

www.smcoe.org
Definition of the English Learner Student Group for the Academic Indicator

Ongoing Accountability Lifecycle

March 2017: SBE determines which indicators or performance standards to be considered for review.

September 2017: Final decisions on revisions to indicators or performance standards. SBE approves state plan for the ESSA (includes criteria to identify lowest 5% of schools).

November 2017: Release of first operational Dashboard. LEAs identified for support.
Other Initiatives and Next Steps

1. **Plan Alignment** – SMCOE one of two COEs partnering with WestEd, CDE

2. **CCSESA Trainings** – 4 Part Series (concluded in January); Liz Wolfe and Gary Waddell on development and training team

3. **California Collaborative on Educational Excellence** – SMCOE is partner, *Early Adopter Professional Learning Network*
January 25, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee
Associate Superintendent, Student Services Division

Subject: Report on SMCOE Special Education Related Services Program

One way the San Mateo County Office of Education (SMCOE) Special Education Department provides services and supports to students in local school districts and the SMCOE Special Education K12 program is through our Related Services providers.

SMCOE teachers in Related Services provide targeted intervention in the following areas: Adapted Physical Education; Orientation and Mobility; Speech and Language Pathology; Integrated Visual Impairment; Integrated Deaf and Hard of Hearing, and Audiology. These services include accessible instructional materials, assistive technology, curriculum access and alignment, least restrictive environment, community orientation, and transition.

I will be present at the Board meeting on February 1, 2017, to introduce this report about the services these expert teachers provide to San Mateo County students in helping them access a high quality general education program and in receiving targeted services to help students meet their IEP goals.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
January 25, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed New and Revised Board Policies – First Reading

Attached for the Board’s review are drafts of new and revised Board Policies:
1. Revised Board Policy: BP 9223 (Filling Board Vacancies)
2. New Board Policy: BP 9224 (Oath or Affirmation of Office)
3. Revised Board Policy: BP 9240 (Board Development, Activities and Travel)

These proposed policies will be brought forward for Board consideration and approval at the February 15, 2017, Board Meeting.

Attachments

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Filling Board Vacancies

Timelines for Filling a Vacancy

When a vacancy occurs, the County Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the County Board shall take no action.

2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described below. When a vacancy occurs more than four months before the end of a County Board member's term, the County Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation unless a special election as described in item #3 below is required. (Education Code 5091, 5093). In the event that the County Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy.

3. When a vacancy occurs from six months to 130 days before a regularly scheduled County Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled County Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill.

Procedure for Making a Provisional Appointment

If the Board chooses to make an appointment, it shall establish a procedure for doing so. The Board may use or modify the procedure as set forth by Board Regulation.

Appointment and Public Notice of Provisional Appointment

Appointment to a vacant position shall be made by majority vote at an open meeting of the County Board. The appointment shall be a provisional appointment for a period of 30 days. A provisional appointment shall confer all powers and duties of a Board member upon the appointee immediately following her/his appointment. At the expiration of the 30 day period, if no petition is filed for an election, the person shall hold office until the next regularly scheduled election for the Board.

Within 10 days after the appointment is made, the County Superintendent of Schools shall:

- Post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment
The notice shall be published in the local newspaper and posted in at least three public places within San Mateo County.

The notice shall contain the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation; the full name of the appointee; the date of appointment; and a statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and an election will not be held, the County Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the County Board shall publish a notice once in a newspaper of general circulation published in the county, or if no such newspaper exists, in a newspaper having general circulation within the county. This notice shall state that the County Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures specified above in the "Provisional Appointments" section.

Legal References:

Education Code 1008 Vacancies, procedures for filling
Education Code 5000-5033 Elections
Education Code 5090-5095 Vacancies
Education Code 5300-5304 Elections
Education Code 5320-5329 Order and call of election
Education Code 5340-5345 Consolidation of elections
Education Code 5440-5442 Miscellaneous provisions, elections
Education Code 35178 Resignation with deferred effective date

Adopted: BP 9217 SMCBE 9/1/71
Revised: BP 9217 SMCBE 1/16/80, 8/19/87, 3/27/91, 9/25/91, 10/01/08
Renamed BP 9223 (Replaces BP 9217) (date)
Oath Or Affirmation

Prior to entering upon the duties of their office, all members of the County Board of Education shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by any County Board member, the secretary or assistant secretary to the County Board, the County Superintendent of Schools, the Superintendent of Public Instruction, or any other person authorized in Education Code 60 or Government Code 1225.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Oath of Office:

FOR THE OFFICE OF BOARD MEMBER
SAN MATEO COUNTY BOARD OF EDUCATION

I, STATE YOUR NAME, DO SOLEMNLY SWEAR (or AFFIRM) THAT
AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE
CONSTITUTION OF THE STATE OF CALIFORNIA AGAINST ALL ENEMIES, FOREIGN
AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE
CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE
OF CALIFORNIA; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY
MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND
FAITHFULLY DISCHARGE THE DUTIES UPON WHICH I AM ABOUT TO ENTER.

Legal Reference:

EDUCATION CODE
60 Persons authorized to administer and certify oaths

GOVERNMENT CODE
1225 Right to administer and certify oaths
1303 Misdemeanor for failure to take oath
1360-1369 Oath of office
3100-3109 Oath or affirmation of allegiance
Board of Education BP 9240

Board Development, Activities and Travel

The County Board recognizes that professional development and participation in professionally related associations and organizations will help them understand their responsibilities, stay abreast of new developments in education and develop their skills.

All Board members may attend conferences, workshops and other events for the purpose of Board development. Board members may also attend meetings of associations or committees, which relate to their duties as Board members. Board members shall report to the County Board, orally or in writing, as soon as possible on such activities that they attend.

Funds for County Board development and travel shall be budgeted annually. To the extent possible, registration and hotel arrangements shall be made through the Superintendent’s office.

Expense Reimbursement

Members may attend such activities within the state and shall be reimbursed for such expense as is incurred, within prescribed County Office guidelines, without prior action of the County Board and upon presentation of proper receipts.

Members may attend such activities outside the state upon prior approval of the County Board, and shall be reimbursed for such expense as is incurred, within prescribed guidelines, upon presentation of proper receipts.

The Superintendent shall periodically determine expense reimbursement guidelines for County Office staff. The same guidelines will determine expense reimbursement for Board members. Personal expenses shall be the responsibility of individual County Board members. Personal expenses include, but are not limited to, the personal portion of any tip, alcohol, entertainment, laundry, expenses of any family member who is accompanying the County Board member on official business, personal use of an automobile, and personal losses and traffic violation fees incurred while on official business.

Legal References:

Education Code 33360 Department of Education and statewide association of school district boards; annual workshop
Government Code 54950-54963 The Ralph M. Brown Act, especially 54952.2 Meeting

Adopted SMCBE 10/01/08
Revised SMCBE 02/19/14
(Replaces Board Policies 9215.1, 9215.2 and 9215.3)