AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH
   a. March 2017 Employee of the Month, Mervyn Radoc, Computer/Network Technician, Information Technology Services, Business Services Division

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

5. APPROVAL OF MINUTES OF FEBRUARY 15, 2017, REGULAR MEETING

6. 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. 17-6 In Recognition of March 31, 2017, as Cesar Chavez Day of Service and Learning
   c. Adopt Joint Resolution No. 17-7 Endorsing April as Public Schools Month
   d. Adopt Joint Resolution No. 17-8 Endorsing April as Autism Awareness Month
   e. Adopt Joint Resolution No. 17-9 Honoring Khatoonik (Katie) Ghazarian on Her Retirement
   f. Adopt Joint Resolution No. 17-10 Honoring Carolyn Nichols on Her Retirement
Board of Education
March 15, 2017

7. BUSINESS SERVICES

a. Adopt Joint Resolution No. 17-11 Increasing San Mateo County Office of Education’s
   Designated for Economic Uncertainty Reserve to Seven Percent
b. Receive, Review and Approve with Positive Certification the 2016-2017 Second
   Interim Financial Report

8. OFFICE OF THE SUPERINTENDENT

a. Superintendent’s Comments

9. BOARD MEMBERS

a. Discuss/Act on Legislation
b. Update on Board-Superintendent Retreat
c. Board Policy Review
   1. New and Revised Board Policies – Second Reading and Action
      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)
   2. New Board Policy – First Reading
      1. New Board Policy: BP 9222 (Resignation)
d. Board Member Comments

10. ADJOURNMENT

NEXT REGULAR MEETING: APRIL 5, 2017

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- 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).
1. CALL TO ORDER

The March 15, 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. March 2017 Employee of the Month, Mervyn Radoc, Computer/Network Technician, Information Technology Services, Business Services Division

We will now recognize the March 2017 Employee of the Month. Will Mervyn Radoc please join me in the front of the room?

4. 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.

5. APPROVAL OF MINUTES OF FEBRUARY 15, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the February 15, 2017, Regular Meeting as presented?
6. 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. Receive Staffing Reports
b. Adopt Joint Resolution No. 17-6 In Recognition of March 31, 2017, as Cesar Chavez Day of Service and Learning
c. Adopt Joint Resolution No. 17-7 Endorsing April as Public Schools Month
d. Adopt Joint Resolution No. 17-8 Endorsing April as Autism Awareness Month
e. Adopt Joint Resolution No. 17-9 Honoring Khatoonik (Katie) Ghazarian on Her Retirement
f. Adopt Joint Resolution No. 17-10 Honoring Carolyn Nichols on Her Retirement

7. BUSINESS SERVICES

a. Adopt Joint Resolution No. 17-11 Increasing San Mateo County Office of Education’s Designated for Economic Uncertainty Reserve to Seven Percent

Deputy Superintendent Denise Porterfield will provide information regarding a resolution brought forward for Board consideration.

[AFTER PRESENTATION AND ANY DISCUSSION] Is there a motion to approve Joint Resolution No. 17-11 Increasing the San Mateo County Office of Education’s Designated for Economic Uncertainty Reserve to Seven Percent?


Deputy Superintendent Denise Porterfield will present the Second Interim Financial Report.

[AFTER PRESENTATION AND ANY QUESTIONS] Is there a motion to approve with positive certification the 2016-2017 Second Interim Financial Report?

8. OFFICE OF THE SUPERINTENDENT

a. Superintendent’s Comments

The Superintendent will make comments.
9. 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. Update on Board-Superintendent Retreat

Board Members will have an opportunity to comment on the March 11, 2017, Board-Superintendent Retreat.

c. Board Policy Review
   1. New and Revised Board Policies – Second Reading and Action

At its February 15, 2017, meeting the Board tabled this agenda item. The Board will now have a second reading and/or take action on the revised and new Board Policies originally brought forward at the February 1, 2017, Board meeting. Board Member Camacho has been chairing the Committee and can answer questions the Board may have.

1. Revised Board Policy: BP 9223 (Filling Board Vacancies)

[AFTER any discussion] Is there a motion to approve revised Board Policy: BP 9223 (Filling Board Vacancies)?

2. New Board Policy: BP 9224 (Oath or Affirmation of Office)

[AFTER any discussion] Is there a motion to approve new Board Policy: BP 9224 (Oath or Affirmation of Office)?

3. Revised Board Policy: BP 9240 (Board Development, Activities and Travel)

[AFTER any discussion] Is there a motion to approve revised Board Policy: BP 9240 (Board Development, Activities and Travel)?

2. New Board Policy – First Reading

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 the following Board Policy.

1. New Board Policy: BP 9222 (Resignation)
d. Board Member Comments

Board members will comment.

10. ADJOURNMENT

The next Regular Meeting will take place on April 5, 2017.

NEXT REGULAR MEETING: APRIL 5, 2017
1. CALL TO ORDER

Board President Joe Ross called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), the February 15, 2017, agenda as presented.

3. EMPLOYEE OF THE MONTH

a. February 2017 Employee of the Month, Clarissa Tom, Educational Data Analyst, ESS/Early Learning Support Services, Instructional Services Division

Board President Ross recognized the February 2017 Employee of the Month, Clarissa Tom, Educational Data Analyst, ESS/Early Learning Support Services, Instructional Services Division. Mr. Ross congratulated Ms. Tom on behalf of the Board and presented her with a clock and a check.
4. **PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

There were no persons wishing to address the Board.

Superintendent Campbell acknowledged and welcomed three students from San Francisco State University who were attending the Board Meeting as a class assignment. James Darakjian, Heidi Montiel and Lucia Mena, observed the Board Meeting in action.

Board President Ross thanked Mr. Darakjian, Ms. Montiel and Ms. Mena for attending the meeting and said the Board appreciated the students’ interest.

5. **APPROVAL OF MINUTES OF FEBRUARY 1, 2017, REGULAR MEETING**

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one abstention (Lempert) the Minutes of the February 1, 2017, Regular Meeting as presented.

6. **CONSENT AGENDA**

   a. Receive Staffing Reports
   b. Authorization of Duties and Responsibilities for One (1) New Classified Position

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 Consent Agenda.

7. **INSTRUCTIONAL SERVICES**

   a. Receive Report on Project-Based Learning (PBL) Initiative of the SMCOE STEM Center

Deputy Superintendent Dr. Gary Waddell said he was pleased to introduce Rebecca Vyduna, Director, STEM Center @SMCOE, who would present a report on the Project-Based Learning Initiative. He said Ms. Vyduna has served as the Director of STEM Center @SMCOE and has done phenomenal work leading the team as well as imagining and steering the work that should be done. He said one example of this work is the Project-Based Learning (PBL) Initiative. Dr. Waddell explained about two and one-half years ago the team proposed PBL as an initiative for the STEM Center and said it has been well received. He then asked Ms. Vyduna to share the PBL Initiative.

Ms. Vyduna thanked the Board for the opportunity to provide the Board with an update on Project-Based Learning and share where the STEM team is now.
Ms. Vyduna said when the San Mateo County Office of Education (SMCOE) announced its new Vision and Mission, the STEM Center team paused to ensure they were in alignment. She said when the STEM team focuses on problem-solvers, risk-takers and designing learner-centered experiences, they align well with the Mission Statement Inspiring Students, Investing in Teachers, Invigorating Leaders and Involving Communities. The STEM Center team is excited about this direct connection to their work.

Ms. Vyduna said the STEM Center’s work is organized around three strategies:

- Building educator capacity through a range of professional learning opportunities
- Connecting schools, communities, industries and government to create synergy and support innovation
- Catalyzing innovative, research-validated, educational strategies to support student success

Ms. Vyduna noted in conjunction with the three strategies the STEM Center now uses guiding principles in their work:

- Deeper Learning
- Environmental Literacy
- Equity Oriented Design

Ms. Vyduna explained Project-Based Learning touches everything from SMCOE’s Vision of Excellence and Equity in Education - Every Student, Every Teacher and Every School through the Mission Statement and said it’s exciting to see not only does this work happen at the SMCOE STEM Center, but it is also growing in support and interest across San Mateo County and the nation.

Ms. Vyduna then shared a video of Dan Meyer, Nationally Renowned Expert on Mathematics and Teacher Education, giving a talk at the Annual Asilomar Math Conference regarding his perspective of connecting integrated learning with current issues in our public education system, and connecting back to project-based learning. Mr. Meyer’s conclusion was that there should be a commonality of constructing arguments and critiquing other peoples’ arguments as a key practice to understand the truth.

Ms. Vyduna said the video was compelling to the STEM Center Team as well as to much of the Instructional Services Division staff who had already thought about the nexus of these standards. She said PBL is about designing learning that is cross content and driven by students, led by student questioning and pursuit of information. Ms. Vyduna said when learning is organized using PBL, you are guaranteed to hit the nexus again and again. She said the standard of constructing arguments with evidence and critiquing the reasoning of others is project-based learning.
Ms. Vyduna explained the evolution of PBL at SMCOE:

- 2014-2015 – Licensed a model by the Tulare County Office of Education “pblCORE”
- 2015-2016 – SMCOE developed its own Project-Based Learning model with the San Carlos School District
- 2015-2017 – Contracts developed with individual schools and districts
- 2017-2018 – Looking at new lenses
  - Environmental Literacy
  - Next Generation Science Standards (NGSS) – primary way to integrate NGSS

Ms. Vyduna reported 19 of 23 districts in San Mateo County are served in some way, including 330 teachers and approximately 9,900 students. Current and future partnerships are being developed with: Ten Strands, World Savvy, United States Patent and Trademark Office (USPTO), San Carlos School District (SCSDk8.org).

Ms. Vyduna said students need to engage in a real, challenging opportunity that is authentic and relevant in their lives, which is the purpose behind the project. Fitting these challenges in categories useful for teachers include:

1. Solve a Pressing Problem
2. Tackle a Design Challenge
3. Explore a Philosophical/Intriguing Question
4. Investigate a Historical Event or Natural Phenomenon
5. Examine a Controversial Issue

Ms. Vyduna explained Project-Based Learning Key Elements are slowly infused over the course of the training, which helps teachers go deeper and attain a rigorous, cross-content project aligned to standards. The key elements include:

1. Challenging Opportunity
2. Authenticity
3. Inquiry
4. Critical Knowing and Doing
5. Student Agency
6. Continuous Improvement

Ms. Vyduna shared examples of how PBL projects lead to deeper understanding for students.

Ms. Vyduna then answered questions from the Board.
8. **STUDENT SERVICES**

   a. **Approve Consolidated Application for Funding (ConApp)**

   Associate Superintendent Nancy Magee said each year the California Department of Education (CDE) requests school districts send in applications for funding, which articulates the district’s various federal budgets and the ways in which they are allocated and the funds are spent, the balances as well as carryover amounts. She said the SMCOE 2016-2017 Consolidated Application for Funding shows separate budget funding for categories as Title I, Title II and Title III. Ms. Magee explained each budget has a different spending focus:

   - **Title I Part A** – supports students who are under represented and socio economically disadvantaged
   - **Title I Part D** – serves youth returning to their local schools from correctional facilities (specific to county offices of education and those school districts serving alternative education)
   - **Title II Part A** – focuses on professional development for support to at-risk students
   - **Title III** – supports English Learner students

   Ms. Magee then answered questions from 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), the Consolidated Application for Funding (ConApp).

   b. **Receive Update on the 2017 San Mateo County Office of Education’s (SMCOE) Local Control Accountability Plan (LCAP) Process**

   Associate Superintendent Nancy Magee reported the San Mateo County Office of Education (SMCOE) is working on its 2017 Local Control Accountability Plan (LCAP), which she said will be presented to the Board for consideration and approval at its second meeting in June 2017.

   Associate Superintendent Magee said she wants to begin the process with Stakeholder Engagement and sharing the ways in which last year’s plan was successful as well as areas where progress was a little slower. Ms. Magee reminded the Board SMCOE has a small school environment with students who transition in and out of the learning environment quickly, which means the traditional methods of showing student achievement through standardized testing doesn’t provide enough information. She said part of the challenge is to find ways to show student progress. Ms. Magee said one thing she is sharing with the stakeholders is the continuing effort to develop alternate assessments that show where each student is academically with their skills when they arrive at the program, how they make progress while in the program and what level students have attained when they leave the Court and Community Schools Program.

   Associate Superintendent Magee explained Measures of Academic Progress (MAP) is a
methodology to test students and assess where they are when they arrive in the program. She said using MAP testing is one way to develop local measures of student achievement. Ms. Magee said the current LCAP, which was approved in June 2016, included a plan for staffing, an assessment, and a personalized learning support teacher that feeds into the Summit Base Camp work being done. She said for the first time many of the systems are now connecting and they are now on their way to creating their own local dashboard. Associate Superintendent Magee drew the Board’s attention to a handout, which demonstrated MAP testing for a student and the statistics associated with that test. Data from this test can be used as a formative assessment tool in instruction. Categories used to evaluate the testing results include:

- Comparisons – to national average results
- Instructional Areas – to assist teachers in focusing on student formative assessment instruction
- Growth Goals – average growth between tests is 3-4 points

Associate Superintendent Magee reported earlier in the day teachers attended a professional development session to learn how to look at their individual students so they can help drive their instruction.

Ms. Magee said this is one piece of work being done for the 2017 LCAP and commented when the Board receives the LCAP for 2017 there will also be continuing goals around supporting professional development and increasing learning around using the MAP Assessment Tools.

Associate Superintendent Magee said another accomplishment from last year’s LCAP has taken place in technology infrastructure. She said the Margaret J. Kemp Camp, Camp Glenwood, Canyon Oaks, Gateway and Hillcrest facilities are almost fully outfitted with student accessible computers with the correct software to help San Mateo County Probation allow SMCOE students to learn online. She said the computers are utilized in different ways based on the individual environments.

Associate Superintendent Magee noted areas of growth are:

- Instructing students about the responsibility of learning online
- Continuing to increase staff capacity to utilize technology

Associate Superintendent Magee commented staff is also trying to improve the way education is delivered to students in the Special Education Program as well as for English Learners. She explained the model would be for the Special Education teacher to push in to the classroom in a co-teaching model with the General Education teacher, keeping all of the students together. Ms. Magee said staff is trying to shift the model from pull out to push in for both Special Education as well as English Learners. She said this year’s LCAP includes resources for an English Learner Support Teacher, who will support students with English Language needs and push in with students who are California English Language Development Test (CELDT) Levels I and II and need designated English instruction. Ms. Magee said she is trying to make this a more cohesive learning environment.
STUDENT SERVICES (continued)

Associate Superintendent Magee said other local accountability measures have to do with SMCOE’s Exit Data, which addresses how SMCOE students do after leaving our programs. She reported an Academic Counselor was hired, which helps SMCOE meet another goal for this year. She said the Academic Counselor is doing a great job of developing relationships with the districts, getting deeper-level data and exchange of information in the exit experiences as well as leading a task force of teachers who are developing curriculum for an orientation class at the Hillcrest facility. She explained the orientation class takes place during sixth period for the first two weeks after students enter Hillcrest. During that orientation the students learn:

- Hillcrest School is real school and they get credits that count towards earning a high school diploma
- They can still go to college
- They will establish personal learning goals
- They can be tested for MAP and for CELDT
- They will learn the rules of the classroom and the rules of the larger Hillcrest School
- They can get help developing a transition plan for different situations

Ms. Magee said staff is excited about the possibility of this orientation class and will probably include it in the 2017 LCAP Goals.

Ms. Magee then answered questions from the Board.

9. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

Superintendent Campbell said she would share some of the activities she has participated in since the Board last met:

- February 2 – San Mateo Rotary Club made a presentation on Affordable Housing for teachers and school staff. Superintendent Campbell helped moderate a panel that included: San Mateo-Foster City School District Superintendent Dr. Joan Rosas, San Mateo Union High School District Superintendent Dr. Kevin Skelly, and Barbara Christensen on behalf of the San Mateo County Community College District. She said each district panelist provided a quick overview of what’s happening with affordable housing in their respective organizations and said it was all along the continuum. San Mateo-Foster City is beginning to think about what they might do about workforce housing, the high school district has plans they are working on implementing, and the community college district has actually been successful in constructing work force housing at two of its three campuses and is in the process of working on housing at Skyline College.
Superintendent Campbell said the presentation was made because the San Mateo Rotary Club has built two successful affordable housing complexes for senior citizens in San Mateo and perhaps the Rotary Club might be interested in taking some of that expertise and helping the local school districts. She said it has not been decided whether that will happen, but this is a nice example of potential partnerships that would help local communities and school districts make sure affordable housing is available for their employees.

- February 7 – Visit to the Silicon Valley U.S. Patent and Trademark Office – Superintendent Campbell thanked Board Member Camacho for arranging a visit together with STEM Center Director Vydnur to the U.S. Patent and Trademark Office (USPTO), which recently opened because there are so many patents coming out of Silicon Valley. John Cabeca, Director of the Silicon Valley USPTO, together with his staff gave Mr. Camacho, Ms. Campbell and Ms. Vydnur a tour of the facility. She said one room had a tall set of drawers that contained paper copies of patents that were previously used to research for existing patents. The problem with this process was that someone might have pulled a patent to do their work, leaving an incomplete set of patents in place. Ms. Campbell said technology has now allowed for computerization of patents, which makes the patent-checking process easier and more accurate.

Superintendent Campbell said the USPTO was interested in talking with educators because they realize innovation drives patents and the STEM subjects tend to be instrumental in innovation. The USPTO is committed to doing more outreach to schools to engage students with STEM, and encourage innovation in both Santa Clara and San Mateo Counties. They are interested in partnering in terms of professional development for teachers as well as hands-on STEM opportunities for children.

- February 8-10 – Association of California School Administrators (ACSA) Superintendents' Conference took place in Palm Springs, California. Superintendent Campbell attended a session where David Plank, Executive Director of Policy Analysis for California Education (PACE) spoke about the Local Control Funding Formula (LCFF). She said he talked about the LCFF’s successes as well as its challenges. Ms. Campbell reported Mr. Plank noted when the LCFF and the LCAP came into existence, Governor Brown, the State Board of Education (SBE) and the Legislature assumed if you gave school districts flexibility and time, it would drive systemic reform and continuous improvement. She said that has not happened and they now realize the two missing pieces are support, which is what county offices are currently providing school districts, and technical assistance. Ms. Campbell shared when districts are not meeting their targets, the question is what should county offices do or what does the California Collaborative for Educational Excellence (CCEE) do to provide technical assistance.

Ms. Campbell said PACE wants to do an in depth research project on County Offices of Education and how they implemented the LCAP now that we are at a point where dashboards and more tangible ways of evaluating progress in the spirit of continuous
improvement. Superintendent Campbell said there is foundation funding available to do this work.

Superintendent Campbell reported she also attended a session where Carol Dweck Ph.D., Author and Stanford University Psychologist, talked about Growth Mindset and thinking about organizations and growth mindset. She said we talk a lot about individuals, but how do we cultivate a growth mindset organization that truly values collaboration, innovation and risk taking. Ms. Campbell said SMCOE’s Strategic Plan embodies these values and will continue to move them forward. Ms. Campbell shared a quote by Dr. Dweck “If you're not struggling with something, you’re not in a growth mindset.”

Ms. Campbell also attended a panel where representatives from the Legislative Analyst’s Office (LAO), School Services of California (SSC) and Capitol Advisors were discussing the Governor’s Budget. She said there was a lot of discussion about the Governor’s conservative revenue projections for 2017-2018. Ms. Campbell commented the SSC believes the Department of Finance (DOF) may be closer to reality this year and SSC suggested school districts be cautious for the upcoming year due to economic uncertainty.

- February 13 – Retired Teachers Event – Superintendent Campbell said she had the pleasure of giving the Keynote Address to the Retired Teachers Association and said the members expressed many concerns about Education Secretary Betsy DeVos, vouchers and charter schools. Ms. Campbell commented it was an energetic and engaged group.

- February 16 – Superintendent Campbell, Cabinet and Strategic Plan Goal Facilitators would work with Matt Bigar at an all-day retreat. She said Mr. Bigar facilitated the summer retreat and is returning to assist with reviewing the proposed implementation ideas from each group and then distilling them into a workable and integrated action plan.

Superintendent Campbell announced dates for the various graduation ceremonies for the Court and Community Schools and Special Education Services have been set and would be mailed to the Board. She asked the Board to hold May 25, 2017, for the Special Education K-12 graduation and May 31, 2017, for the Court School graduation, and said details would follow.

Superintendent Campbell reminded Board Members who are able to attend on February 28, 2017, between 7:00-8:00 p.m. at SMCOE, the Preliminary Administrative Services Credential Commencement Ceremony would take place.

Superintendent Campbell announced on March 7, 2017, the SMCOE STEM Fair VIP Open House and Tour would take place at 5:00 p.m. at the Hiller Aviation Museum. She said if Board Members wished to participate to let Ms. Serpa-Garcia know.
OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell reminded the Board on March 9, 2017, the San Mateo County Achievement Gap Summit/Zap the Gap with Philanthropist Bernard Kinsey would take place at the Oracle Conference Center. She said the Board Achievement Gap Summit Subcommittee and Dr. Waddell have worked hard to put together a fantastic event and encouraged the Board Members to attend.

Superintendent Campbell wished Administrator for Board/Superintendent Support and Community Relations Marco Chávez a happy birthday, which he would celebrate on February 20th.

Superintendent Campbell said Cabinet recognized the March 1, 2017, Board Agenda was very light and thought since the Board had a scheduled Board-Superintendent retreat on March 11th, it might consider cancelling the March 1st meeting.

After a motion by Ms. Alvaro and a second by Mr. Camacho, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), adding an agenda item to cancel the March 1, 2017, Board Meeting to the February 15, 2017, agenda.

Board President Ross asked if any member of the public wished to address the Board regarding this agenda item.

There were no persons wishing to address the Board.

Board President Ross asked if the Board wished to comment or discuss this agenda item. There was no Board discussion regarding this agenda item.

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), cancelling the March 1, 2017, Board Meeting.

Superintendent Campbell respectfully requested the Board consider adjourning its meeting in memory of former San Mateo County Superintendent William K. Jennings who passed away on February 17, 2017. She noted Mr. Jennings served three terms as County Superintendent and had left his mark on San Mateo County.

10. BOARD MEMBERS

   a. Discuss/Act on Legislation

Board President Ross said there were three items on the agenda for Board discussion and or action. Mr. Ross asked Board Vice President Alvaro to address Assembly Bills 163 and 173.
BOARD MEMBERS (continued)

1. Assembly Bill 163 School Safety: Peace Officer Interactions with Pupils
2. Assembly Bill 173 Peace Officer Interactions with Pupils

Board Vice President Alvaro said the basic premise of Assembly Bill (AB) 163 and AB 173 is that Boards would be required to pass policies and review those policies annually, which define the scope of what peace officers can do on a school campus. She said the policy would prohibit schools from calling in peace officers for minor violations of school rules and would only be called for a real and immediate physical threat to pupils, teachers, or public safety or when mandated by existing law.

Ms. Alvaro requested the Board discuss supporting these two bills as something that might be a positive step in the school environment. She said her concern is that schools might tend to call the police for minor violations of school rules and situations escalate from there. Ms. Alvaro is also concerned about disproportionality and students getting adjudicated into the criminal justice system for minor disruptions because the police are involved.

After discussion by the Board, consensus was to wait and see how these Assembly Bills evolve as they move through the legislative process. The Board SMCOE Legislative Subcommittee will discuss this item as this legislation is also discussed through the California School Boards Association (CSBA) and the California County Board of Education (CCBE).

3. State Senator Jerry Hill’s Proposed Changes to Education Code 2578

Board President Ross said this item was a result of discussions with State Senator Jerry Hill’s office staff. The intent of the proposed bill is to ensure property taxes paid to the San Mateo County Office of Education for education services that exceed SMCOE’s spending cap, do not get withdrawn and reallocated to offset state costs of providing trial court services. Mr. Ross said Senator Hill and his team had prepared legislation to address this issue and asked Superintendent Campbell to provide an update.

Superintendent Campbell reported the language in the bill had changed from the original version, noting the new verbiage as “This bill, when those conditions are met, would instead require that restricted amount to be used only for teacher recruitment, retainment, or housing, or any of these, as determined by the county superintendent of schools, until the funds are exhausted.” Ms. Campbell said she has been interested in the possibility of using these funds for Early Childhood Education in San Mateo County and recently noticed this new language. She said the Department of Finance (DOF) had communicated its disagreement with this bill, feels San Mateo County is looking for additional funds when it’s already one of the most well-funded counties in the state, and has asked for the bill to be withdrawn. She said the DOF has also communicated this perspective to Senator Hill’s office, but she was unsure where the issue stands at this moment.

Board President Ross said the Legislative Analyst’s Office (LAO) is raising questions about whether county offices are already overfunded.
Having this bill come up asking for additional funds is not timely due to the current circumstances. He said in the context of trying to do right by county offices of education, which already have issues around funding due to the LCFF and LCAP, Senator Hill’s office is inviting SMCOE to rethink how to present this bill.

Board President Ross believes if education was funded properly, the justice system wouldn’t need additional funds. He said he would like to fix this bill to make that point without offending anyone or disrupting other efforts that are important to funding county offices around the state. Mr. Ross drew the Board’s attention to the last paragraph in the bill, which was stricken, “The funds transferred to the Supplemental Revenue Augmentation Fund (SRAF) pursuant to the section shall be transferred by the county office of education to the Controller in amounts determined by the Director of Finance, and shall be exclusively used to offset state costs of providing trial court services and costs, until the funds are exhausted.” He asked if the funds get taken from the county office and get transferred to the SRAF within the County.

Deputy Superintendent Porterfield answered the SRAF fund is the first step, but is located at the State Controller’s Office.

Board President Ross asked if when the state costs of providing trial services are offset, are they offsetting costs within San Mateo County, or are they offsetting statewide costs for trial services?

Deputy Superintendent Porterfield answered both. She said it was explained to her that trial costs are a statewide budget item.

Mr. Ross suggested several options for the Board’s consideration:
1. Step back and do nothing
2. Ask Senator Hill to keep trying
3. Keep trying and add Early Childhood as a designated area to spend the funds
4. Leave intact but suggest if state costs will be offset, at least offset these funds for education, such as special education, etc.

Mr. Camacho said he agreed with Mr. Ross’ statement. Mr. Camacho said he would support continuing with the bill in a way that keeps the funds within education and looking at how CCBE and CSBA can also be utilized to back this issue.

Mr. Ross said he would be interested to see what CCBE says about this at the CCBE Legislative Committee meeting on March 3, 2017.

Board Member Lempert asked why we would restrict how the money is spent?

Board President Ross said originally it was keeping the funds for the superintendent to use however he/she needed, but was changed after contact with the Department of Finance.
Deputy Superintendent Porterfield said the earlier Education Code referenced the funding mechanism. Under Revenue Limit once the funds were restricted they were held for the next year, combined with the new property taxes and then put in the next year’s funding cycle. The excess, excess taxes were held as restricted funds and could not be spent, but were recombined to fund the next year. Ms. Porterfield explained when the LCFF was established, the State began sweeping the funds. She said the previous Education Code stated funds were restricted from being spent and it is now worded in the new code that the funds are restricted, but for these purposes. She said if the entire Education Code were struck out, it puts the funds back and restricts them so they can’t go anywhere.

Mr. Lempert said in the LCFF era we would prefer the state not tell us how to spend our money. He reiterated the state shouldn’t be allowed to do this. The whole point is there’s not enough funding.

Board President Ross clarified there needs to be language of restriction, but not to go back to the previous code. Mr. Ross suggested restricting it for something that is unimpeachable such as: can only be used for the achievement gap or something related to equity, because one of the problems in terms of understanding San Mateo County is that it costs more to do things here than it does in Bakersfield and that we actually have people that are high poverty who need to be served.

Mr. Lempert agreed, but said in fairness, it’s more expensive here but to get from one home to another in a rural area is difficult. He said there are trade-offs, and if you look at other parts of the state their challenges create other challenges.

Mr. Hsiao said he appreciated the illumination about specifying where the funds can go, but thinks by restricting it to teacher recruitment and retention that designation is probably 80% of a school budget anyway. He said even if we didn’t put Early Childhood Education (ECE) in the bill, if we could designate the funds for teachers we could hire teachers for ECE or teacher training and retention. Mr. Hsiao said he was in agreement with Mr. Camacho and believes we need to take a stand on this. He said he likes taking the approach that taking money away from education for the trial system doesn’t make sense. He said let’s keep the simple message of spending the funds on early preventative intervention front and center. Mr. Hsiao said if we tweak where the funds will be spent, where could we get the most support to get this passed?

Mr. Ross said it may be hard to get this done in its current proposal. He said if the Board wants to make a statement about principle and money for education the Board might consider writing this in a way that more explicitly directs the funds through the SRAF to be used for education or to offset education costs of the state. Mr. Ross said it won’t affect SMCOE’s budget in a very direct way, but it might be an easier story to tell because the state will still benefit from it. Mr. Ross asked if the Board wanted to take that approach to make a statement of principle that helps the state and might avoid some of the concerns, or does this Board continue to push forward?

Ms. Alvaro asked how many county offices are in the position that San Mateo County is in?
Deputy Superintendent Porterfield answered no more than five.

Ms. Alvaro commented to expect CCBE and CSBA to take a stand on this is probably not likely.

Mr. Ross said CCBE has had it in the legislative priorities since 2016 and has discussed it.

Ms. Alvaro suggested there is a moral principle, involved. People pay their taxes expecting a certain portion will go to education. If tax payers find out that some of the money they gave in property taxes that should have gone to education in San Mateo County is being diverted to the courts, they might be upset.

Ms. Gerard agreed with Ms. Alvaro and said when she first found out about this she was outraged. She said San Mateo County residents pay a lot of taxes and the Board Members wouldn’t be sitting on the Board if they didn’t care about the educational system in the state and the county. Ms. Gerard believes the Board needs to take a stand against taking the funds away from education. She said she personally believes the students in San Mateo County should benefit from the taxes she pays in San Mateo County.

Mr. Cannon said he agrees with his Board colleagues and feels that logic is on our side.

Board Member Lempert said he believed there are two separate issues:
  1. The amount of money going to education
  2. Singling out San Mateo County and the other counties in this position

Mr. Lempert said all county offices within the state are in a major dispute to get additional funding for county offices of education. He thinks for this county office to say San Mateo County is not getting what it needs when all county offices throughout the state are engaged in a major fight to get more money for county offices could be counterproductive. Mr. Lempert agrees with the issue about the funds going to education and not the court system, but he is nervous about this Board saying the San Mateo County Office of Education should get more.

Mr. Camacho agreed and said looking at this issue from a statewide perspective with both CCBE and CSBA, he thinks those organizations would be more amenable if this Board weren’t saying we want to keep it in San Mateo County.

Board President Ross said it’s almost less complicated than it used to be because Senator Hill’s bill can see that the money from the education system is ending up in the trial system. Mr. Ross said this could be publicized again if the Board wanted to do that, but said he also agrees with Mr. Lempert in that if the Board really wants to change the direction of the restricted tax funds, the first step might be to say offset costs of education, which would help all counties, including San Mateo County.

Ms. Gerard agreed with that direction.
Ms. Alvaro also agreed and commented that five counties in the state would not have funds taken away to offset trial costs.

Mr. Ross then asked if the Board would like to take that approach, even though it wouldn’t be a solution for the Big Lift or Early Childhood Education, rather it would be a way to make a statement of principle. Or, should the Board wait for a new Governor and raise the issue then?

Mr. Camacho said he would like to ensure whatever the Board does it is in conjunction with the Superintendent.

Superintendent Campbell said while she is offended the funds are going to support the court system, forcing the issue might put in jeopardy the attempt that is being made in the Governor’s Office to get extra money for county offices for LCAP work. Ms. Campbell said she understands about waiting for two years for a new Governor and believes Early Childhood Education could be a possibility at that time. She said she agrees with Board Member Lempert in being a little cautious in terms of what it might mean to take a stand on principle right now.

Mr. Ross said he believes the right thing to do is have a discussion with Senator Hill’s staff and share this sentiment rather than take any action now.

Ms. Alvaro agreed with Mr. Ross’s suggestion and requested Mr. Ross convey a deep thanks to Senator Hill’s staff for beginning this process and said this has been an issue for a few years and she appreciates his consideration in trying to help solve it.

Board President Ross said this issue will be continued and thanked the Board for the discussion.

b. Discuss and/or Cast Ballot for Beverly J. Gerard as the 2017 Region V County Representative to the California School Boards Association Delegate Assembly

After a motion by Mr. Lempert and a second by Ms. Alvaro, the Board voted unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) to cast its ballot for Beverly J. Gerard as the 2017 Region V County Representative to the California School Boards Association Delegate Assembly.

c. Discuss/Act on Continued Commitment to Online Agenda Services

Administrator to the Board/Superintendent and Community Relations, Marco Chávez, explained this item is placed on the agenda annually to allow the Board the opportunity to consider Online Board Agenda Options. He said at last year’s meeting questions were raised about CSBA’s Agenda Online features as well as other services available. Mr. Chávez said he and Ms. Serpa-Garcia collaborated to compile information to present to the Board.
BOARD MEMBERS (continued)

Administrator Chávez said he would discuss current practices, online agenda options, and then share a matrix that compares different features.

Mr. Chávez commented the three options that had been researched included:

- California School Boards Association (CSBA) Agenda Online
- Board Docs
- Electronic School Board

**Option One** – CSBA’s Agenda Online is used to:
- Post the Board’s Agenda for public access
- Provides online access for Trustees
- Upload support materials
- Receive CSBA on site support and training

Administrator Chávez said additional current SMCOE practices include:

- SMCOE Website
  - Archiving Board Minutes and Board Policies
- CSBA’s GAMUT Online
  - Resource used to access CSBA Sample Board Policies
- Board Packets
  - Several Board Members use online packets only
  - Seven paper packets are produced

**Option two** – Board Docs provides options similar to CSBA’s Agenda Online with some additional features:
- Accessing materials supporting the individual agenda items on one page
- Automatically archives minutes once approved by the Board
- All information stored in this system can be transferred to SMCOE if Board decides later to use another company

Mr. Chávez said Sequoia Union High School District (SUHSD) and the San Carlos School District use Board Docs. SUHSD uses CSBA’s GAMUT Online to house its Board Policies rather than using Board Docs.

**Option three** – Electronic School Board is used by two districts in California: Mt. Diablo Unified School District and Tahoe-TRuckee Joint Unified School District. He said this program is similar to Agenda Online.
Mr. Chávez shared a comparison matrix for the three options presented to the Board. They have many similar features and are comparable in price. He asked the Board how they see changing practices because there are additional features available:

- All three provide:
  - Action items prompt for vote
  - Ability to post events, invitations, etc.
- Board Docs:
  - Linking and tracking Board goals
  - Calendar Event: Shared Board or public calendar
  - Customizable speaker count-down timer
- Electronic School Board
  - Synchronized meetings
  - Electronic voting feature (public display of votes)
  - Customizable speaker count-down timer

Mr. Chávez then answered questions from the Board.

Mr. Chávez said he would contact the providers and ask about sharing their demos with the Board.

Superintendent Campbell said the next item is the Board Policy Review, which was intended to be an action item, but inadvertently the words “and Action” after “Second Reading” were left off. Since this is not a time-constrained action, Ms. Campbell requested that Agenda item 10.d. (Board Policy Review) be tabled until the next Board Meeting so it is properly labeled as an action item.

After a motion by Ms. Alvaro, and a second by Mr. Hsiao, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), tabling Agenda Item 10.d. 1. (1,2,3) (Board Policy Review).

d. Board Policy Review
   1. New and Revised Board Policies – Second 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)

e. Board Member Comments

Ms. Gerard

Ms. Gerard commented former San Mateo County Superintendent of Schools William K. Jennings was the Superintendent when she joined the Board in 1989. She recalled meeting Mr. Jennings as the PTA President prior to that.
BOARD MEMBERS (continued)

Ms. Gerard announced she is unable to attend the March 15, 2017, Board Meeting.

Ms. Gerard thanked her colleagues for voting for her to represent them on the California School Boards Association (CSBA) Delegate Assembly.

Mr. Lempert

Mr. Lempert reported he attended the Healthy Cities Tutoring on Sunday, February 12, 2017, where he saw former Board Member Memo Morantes. Mr. Lempert said Mr. Morantes asked him to say hello to everyone.

Mr. Hsiao

Mr. Hsiao said he always appreciates hearing Ms. Vyduna’s presentations. He said thinking about the amazing progress that has been made in the past few years with the STEM Center’s Project-Based Learning and the Personalized Learning in the Court and Community Schools makes him appreciate the courage and leadership staff takes to forge ahead.

Mr. Cannon

Mr. Cannon commented that Bill Jennings hired his wife Kris Cannon in 1965 to work in the San Bruno Park Elementary School District.

Mr. Cannon reported he attended the Ad Hoc LCAP/Budget Advisory Subcommittee meeting with Superintendent Campbell and Cabinet on February 8, 2017.

Mr. Cannon reported he attended the Margaret J. Kemp 10th Anniversary Dinner on Thursday, February 9, 2017, and said the celebration was nice. Mr. Cannon was pleased that Ms. Alvaro’s work is being rejuvenated and appreciated the former students of the program returning to talk with the current students.

Mr. Cannon reported he attended the 17th District PTA Founders Day Luncheon on Friday, February 10, 2017. He acknowledged and thanked Lori McBride, Court & Community Schools & Foster Youth Liaison, for everything she does for the PTA and the students in our Court Schools program.

Mr. Cannon said he sat with former Assemblymember Gene Mullin at the Founders Day Luncheon who appreciated Mr. Cannon’s comments about what a good Board Member Mr. Camacho is. Mr. Cannon was also pleased to see Safe and Supportive Schools Administrator Jeneé Littrell and Administrator Chávez honored at the event.
Mr. Camacho thanked Mr. Cannon for his comments to Mr. Mullin about him. He said it makes him happy to make Gene Mullin smile.

Mr. Camacho echoed Mr. Cannon’s comments about the Camp Kemp 10th Anniversary Celebration. He said the stories told by former students of the program were moving. He appreciated hearing how life changing that experience was for them. Mr. Camacho said their experience was a result of the educators in the Camp Kemp Program, the Mental Health Services, the Yoga and everything in the wrap-around approach that is used at Camp Kemp.

Mr. Camacho echoed the Superintendent’s comments about their USPTO visit and said it is an amazing place. He said some of the things that struck him in that building included:

- Seeing the structure of the workspace (e.g. flexible and open)
- Seeing the many photographs, commenting how powerful photographs of the faces are

Mr. Camacho announced the San Mateo County School Boards Association (SMCSBA) Annual Education Conference will take place on Friday, May 5, 2017, at the Sobrato Center in Redwood City. He announced Linda Darling Hammond will be a Keynote Speaker at this event.

Ms. Alvaro acknowledged and thanked the three San Francisco State University students for attending the Board meeting.

Ms. Alvaro reported she participated on the CSBA Every Student Succeeds Act (ESSA) Webinar and said it was very helpful. She said Dr. Waddell had explained ESSA so well she was able to follow along nicely. Ms. Alvaro commented during the webinar they did polling on a number of questions for feedback to take back to the State.

Ms. Alvaro acknowledged Administrator Littrell being honored by San Diego County was wonderful and said SMCOE is fortunate to have her on staff. Ms. Alvaro said she read the testimony about the work she did in San Diego and is now doing for SMCOE.

Ms. Alvaro said she was thrilled to see people talking about Environmental Literacy as an important component of education and is proud of the work SMCOE does.
BOARD MEMBERS (continued)

Ms. Alvaro said she was able to attend the grand opening of the Cabrillo Unified School District’s/Boy’s and Girl’s Club Gymnasium in Half Moon Bay. She said this is an amazing facility to share with the children in the community. This impressive facility has the capability for children to play basketball, volleyball, badminton and other sports.

Mr. Ross

Mr. Ross thanked Ms. Gerard and Mr. Cannon for attending the Ad Hoc LCAP/Budget Advisory Committee with Superintendent Campbell and Cabinet to hear about the budget and the LCAP process. He said the Legislative Analyst’s Office (LAO) expects county offices of education to take on responsibility of the LCAP accountability and school improvement, supporting teachers and districts, with the wane of the Federal Government’s role in this and subsidiarity coming out of Sacramento. He said it’s tied to the county offices’ budgets ultimately and said it’s an interesting issue and connects to legislative advocacy.

Mr. Ross said he was struck again by the SMCOE leaders who are driving what he believes school improvement looks like. Data science instead of ignorance around what’s happening with students using formative assessments not just summative assessments with a map and using them to drive instruction. He is pleased SMCOE is using Project-Based Learning instead of drill and kill. Pushing in rather than pulling out are all of the things experts say you should do in schools is being led by the San Mateo County Office of Education through professional development and through example, and it is amazing.

Mr. Ross thanked the SFSU students for attending the meeting and said he hopes they will report back that SMCOE is trying to do its best for students.

Mr. Ross said the County Board and Superintendent would like to adjourn its meeting in honor of former Superintendent William K. Jennings, who passed away February 6, 2017.

Mr. Jennings devoted more than four decades of his life to serving students in San Mateo County. He brought extensive experience, knowledge, and commitment to public schools to his 12-year tenure as county superintendent. Mr. Jennings’ contributions to the County Office are still felt today.

Mr. Ross said he would like to offer sincerest condolences to his family and friends. Mr. Jennings will be dearly missed by all who knew him.

11. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:49 p.m. in Memory of Former San Mateo County Superintendent of Schools William K. Jennings.

Anne E. Campbell, Secretary

msg
### 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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<tr>
<td>Paul Swanson</td>
<td>Substitute Teacher</td>
<td>SSD</td>
<td>2/21/17</td>
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### SEPARATIONS

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<tr>
<td>Anne Gallagher</td>
<td>Teacher, K-12</td>
<td>Special Education/SSD</td>
<td>2/8/2017</td>
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Forward to the Board:

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

### Positions Open – Recruitment / Testing in Progress

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<tr>
<th>Position</th>
<th>Div./Dept.</th>
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<tbody>
<tr>
<td>Braille Transcriber</td>
<td>SSD/ECE</td>
<td>Gail Baldwin</td>
<td>04/01/2016</td>
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<tr>
<td>Administrative Assistant II</td>
<td>SSD/SSS</td>
<td>Natasha Dinis</td>
<td>12/05/2016</td>
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<tr>
<td>Manager, Facilities Services</td>
<td>SSD/FAC</td>
<td>Kenneth Tanase</td>
<td>01/09/2017</td>
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<td>Coordinator, Information Systems – Bus Sys</td>
<td>BSD/DBS</td>
<td>Marco Sanchez</td>
<td>01/09/2017</td>
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<tr>
<td>Administrative Assistant I</td>
<td>SSD/FAC</td>
<td>Rina Kolesnikov</td>
<td>01/23/2017</td>
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<tr>
<td>Project Specialist, ELSS (Big Lift)</td>
<td>ISD/ELSS</td>
<td>New Position</td>
<td>01/24/2017</td>
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<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Rebecca Su</td>
<td>02/01/2017</td>
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<tr>
<td>Accountant</td>
<td>BSD/IBS</td>
<td>Rosalie Badua</td>
<td>02/06/2017</td>
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<tr>
<td>Paraeducator, Special Education</td>
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### Promotions

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### Transfers

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### New Employees – Regular

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<tr>
<td>Educational Data Analyst</td>
<td>ISD/ESS</td>
<td>Yangxue (Sophie) Dong</td>
<td>02/13/2017</td>
</tr>
<tr>
<td>Administrative Assistant I, Bilingual</td>
<td>ISD/ELSS</td>
<td>Monica Xuereb</td>
<td>03/01/2017</td>
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### New Employees - Substitute

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### Separations

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<th>Remarks</th>
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<tr>
<td>Financial Analyst</td>
<td>BSD/IBS</td>
<td>Rebecca Su</td>
<td>Separated</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Olga Moran</td>
<td>Separated</td>
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Forward to the Board:

Anne E. Campbell  
County Superintendent of Schools
Joint Resolution No. 17-6
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

In Recognition of César Chávez Day of Service and Learning

Whereas, César Estrada Chávez was born in Yuma, Arizona on March 31, 1927; and

Whereas, César Chávez was a heroic civil rights leader and champion for nonviolent social change; and

Whereas, César Chávez, after attending more than 30 elementary and middle schools, left school in eighth grade and became a full-time farm worker to help support his family; and

Whereas, César Chávez joined the Community Service Organization, a prominent Latino civil rights group, in 1952, where he coordinated voter registration drives and campaigned against discrimination in East Los Angeles; and

Whereas, in 1962, César Chávez founded the National Farm Workers Association, a union to protect and serve farm workers that later became the United Farm Workers of America; and

Whereas, under César Chávez's leadership, the United Farm Workers of America organized farm workers to fight for fair wages, health care coverage, pension benefits, livable housing, and respect; and

Whereas, César Chávez effectively used strategies and tactics adapted from Mahatma Gandhi and Dr. Martin Luther King, Jr. and became a resource for those engaged in human rights struggles around the world; and

Whereas, in 2000, the California Legislature enacted Senate Bill 984, establishing César Chávez Day in California to promote service and volunteerism;

Now, Therefore Be It Resolved that, in recognition of his service and accomplishments, the San Mateo County Board of Education and the County Superintendent of Schools hereby observe March 31, 2017, as César Chávez Day of Service and encourage public schools throughout San Mateo County to conduct appropriate activities in observation thereof.

SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS  

SAN MATEO COUNTY  
BOARD OF EDUCATION  

Passed and Adopted on this  
Fifteenth Day of March 2017  

President
Joint Resolution No. 17-7

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

Endorsing April as Public Schools Month

Whereas, concern for the common good and well-being of all citizens is one of the highest virtues of American democracy, and generations ago our ancestors recognized the importance of this virtue by creating the public school system; and

Whereas, our system of public education has been a major factor in educating children to become responsible, productive citizens who are endowed with the qualities expected of future leaders; and

Whereas, an educated public is essential if our nation is to maintain its place as a leading partner in the international community; and

Whereas, American public schools have educated and, thereby, enabled the nation's youth to participate in and contribute to their own version of the American dream; and

Whereas, April 2017 has been designated as Public Schools Month;

Now, Therefore, Be it Resolved that the San Mateo County Board of Education and the County Superintendent of Schools hereby ask each of the school districts in San Mateo County to join in observing April 2017 as Public Schools Month to promote public education as the source of our nation's strength and the key to our future.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Fifteenth Day of March 2017

President
Joint Resolution No. 17-8
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Endorsing April as Autism Awareness Month

Whereas, April has been designated National Autism Awareness Month; and

Whereas, the Centers for Disease Control and Prevention (CDC) estimates that 1 in 68 children live with autism spectrum disorder (ASD), which includes autism and Asperger syndrome; and

Whereas, the San Mateo County Board of Education and County Superintendent of Schools recognize and celebrate the countless ways individuals who live on the autism spectrum contribute to and strengthen our communities; and

Whereas, every year, people around the world join together to support Autism Awareness Month and light up their communities by wearing blue through the month of April; and

Whereas, the United Nations has recognized April 2 as World Autism Awareness Day to highlight the need to help those affected by autism lead full and meaningful lives; and

Whereas, it is vital that students living with autism spectrum disorder feel included and accepted in our classrooms, businesses, and communities;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the County Superintendent of Schools hereby observe April as Autism Awareness Month; and

Be It Further Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools encourage the community to "Light It Up Blue" on April 2 and through the month of April to help shine a light on autism.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Fifteenth Day of March 2017

SAN MATEO COUNTY
BOARD OF EDUCATION

President
Honoring Khatoonik (Katie) Ghazarian on Her Retirement

Whereas, Khatoonik (Katie) Ghazarian joined the San Mateo County Office of Education (SMCOE) on July 10, 1990, as an office assistant in the Student Services Division and was quickly promoted to administrative assistant in the Instructional Services Division, where she supported the library program; and

Whereas, Ms. Ghazarian supported SMCOE's library program for more than 15 years, where she coordinated Library Summer Camp with the Santa Clara County Office of Education, helped run book repair trainings for librarians, and created an exceptionally thorough manual for book repair trainings; and

Whereas, Ms. Ghazarian has also provided exemplary administrative support to a variety of other SMCOE programs, including Special Education, Curriculum and Instruction Services, and Educational Support Services; and

Whereas, Ms. Ghazarian is a conscientious, detail-oriented administrative assistant who is consistently able to make sense of the variety of programs and work duties assigned to her; and

Whereas, Ms. Ghazarian is a kind and compassionate individual who works tirelessly to support the colleagues with whom she works and is willing to listen and assist others in every way possible;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Khatoonik (Katie) Ghazarian on her more than 26 years of service to SMCOE and wish her the best in her retirement.
Honoring Carolyn Nichols on Her Retirement

Whereas, Carolyn Nichols joined the San Mateo County Office of Education on March 26, 2012, as an administrative assistant in the Instructional Services Division to assist with the California Comprehensive Early Learning Project (CCELP), a joint project of the California Department of Education and the San Mateo County Office of Education that involved more than 2,500 stakeholders over the course of 18 months; and

Whereas, Carolyn's work on CCELP was critical to keeping the lead and partner agencies, as well as multiple funders, on track and organized by coordinating schedules, meetings, conference calls, travel plans, and contracts; and

Whereas, after CCELP successfully concluded in July of 2013, Carolyn joined the Student Services team, where she has provided reliable data entry and dedicated administrative support to the Special Education program since that time; and

Whereas, Carolyn Nichols is an efficient, resourceful, and responsive employee and will do whatever it takes to get the job done. She is extremely organized and a quick learner whose curiosity and effort combine to consistently produce positive results; and

Whereas, Carolyn is a cheerful colleague with a "can-do" attitude whose smiling face has been featured on the employment page of the SMCOE website with her testimonial, A Job That Matters. Carolyn Nichols is warm and generous in spirit and a lot of fun to be around; and

Whereas, Carolyn Nichols is active each year in spearheading fundraising events, especially those events that support San Mateo County Foster Youth Services, resulting in thousands of dollars in funds raised; and

Whereas, Carolyn Nichols will retire on April 1, 2017;

NOW, THEREFORE BE IT RESOLVED that the San Mateo County Board of Education and the County Superintendent of Schools commend Carolyn Nichols for her years of dedication and service to the San Mateo County Office of Education and wish her the best in retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Fifteenth Day of March 2017
March 8, 2017

To: San Mateo County Board of Education  
Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent  
Business Services

Subject: Establishing a 7% Reserve for Economic Uncertainties

The current reserve for economic uncertainties for the San Mateo County Office of Education (SMCOE) is 5% of the general fund operating expenditures. The Government Finance Officers Association recommends reserves equal to two months of average general fund operating expenditures, or about 17%. To protect SMCOE from future economic downturns and to be good stewards of the future of SMCOE, it is prudent and fiscally responsible to begin moving to an 11% reserve for economic uncertainties. An 11% reserve, approximately $11.3 million, is equivalent to the cost of 3 months of payroll and benefits for the employees of SMCOE.

To move towards this goal, Board action is requested approving Resolution 17-11 that commits the County Office of Education to increasing the reserve for economic uncertainties from 5% of the general fund operating expenditures to 7% of the general fund operation expenditures.

Approved and Recommended:

Anne E. Campbell, County Superintendent of Schools
Joint Resolution No. 17-11
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Resolution Establishing a Seven (7) Percent Reserve for Economic Uncertainties

Whereas, the San Mateo County Board of Education is responsible for maintaining fiscal solvency of the San Mateo County Office of Education; and

Whereas, funds for crucial services for operations, such as payroll and vendor payment, require successful ongoing cash-flow and fund balance management and disciplined planning, including the creation and maintenance of prudent financial reserves; and

Whereas, county office of education reserve levels, as well as their fund balances, are determined by the governing board to meet local priorities and allow the county office of education to save for potential future expected and unexpected expenditures for eventual economic downturns; and

Whereas, the cost of three months of salaries and benefits for San Mateo County Office of Education (SMCOE) employees is $11.3 million, which represents 11% of the general fund expenditures; and

Whereas, the Government Finance Officers Association recommends reserves equal to two months of average general fund operating expenditures, or about 17%;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools authorize the establishment of a seven (7) percent reserve for economic uncertainties.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this Fifteenth day of March 2017

SAN MATEO COUNTY BOARD OF EDUCATION

President
March 8, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
       Business Services

Subject: 2016-17 Second Interim Financial Report

The 2016-17 Second Interim Financial Report reflects the status of the budget as of January 31, 2017. The attached schedules reflect the most current information available since the adoption of the 2016-17 Budget and First Interim Report.

As of January 31, 2017, the overall budget of the San Mateo County Office of Education reflects a positive fiscal condition as defined by the state criteria and standards for budget review. Staff recommends the Board take action for a positive certification.

Attached are the general fund narrative, budget comparison, and the components of the ending fund balance.

I will be present at the Board meeting on March 15, 2017, to respond to any questions.

Attachments: Second Interim Report

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
Introduction

The San Mateo County Office of Education (SMCOE) Second Interim Report reflects the most current information available since the adoption of the 2016-17 Budget. Under the County Office LCFF, county offices receiving funds in excess of the LCFF funding will be held “harmless” and will continue to receive the same level of funding that they received under the Revenue Limit funding model. This Second Interim Report continues to reflect that status.

Revenue Assumptions

Current General Fund Income is estimated to be $90,784,715.

<table>
<thead>
<tr>
<th>Fund 01</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LCFF Revenue Sources</td>
<td>42,938,344</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td>2,679,648</td>
</tr>
<tr>
<td>State Revenue</td>
<td>8,771,170</td>
</tr>
<tr>
<td>Local Revenue</td>
<td>36,395,553</td>
</tr>
</tbody>
</table>

Expenditure Assumptions

Current General Fund Expenditures are estimated at $77,968,791. Expenditures are adjusted as a result of receipt of funding letters.

For the 2016-17 school year, the Local Control Funding Formula is at target. As such the SMCOE Court Schools is receiving all funding earned through average daily attendance as well as currently a contribution of $958,301 from the operational funding.

Components of the Ending Fund Balance

The Components of the Ending Fund Balance are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revolving Cash</td>
<td>3,275</td>
</tr>
<tr>
<td>Stores</td>
<td>6,907</td>
</tr>
<tr>
<td>Designated for Economic Uncertainties 7% (Resolution #17-11)</td>
<td>5,457,815</td>
</tr>
<tr>
<td>Excess Property Taxes 11-12</td>
<td>14,132,787</td>
</tr>
<tr>
<td>Excess Property Taxes 15-16</td>
<td>5,359,838</td>
</tr>
<tr>
<td>Excess Property Taxes 16-17</td>
<td>12,919,710</td>
</tr>
<tr>
<td>Small District Bridge Loan</td>
<td>1,500,000</td>
</tr>
<tr>
<td>Data Sharing Agreements</td>
<td>2,500,000</td>
</tr>
<tr>
<td>Lottery</td>
<td>873,112</td>
</tr>
<tr>
<td>Legally Restricted Fund Balance</td>
<td>8,883,846</td>
</tr>
</tbody>
</table>
The Revolving Cash and the Stores reservations are required as an offset. The Revolving Cash represents the amount of funds held in a separate account for emergency and expedited reimbursements. The Stores reservation represents goods purchased for SMCOE programs but not yet charged to those programs.

The Designated for Economic Uncertainties reserve amount of 7.0% or $5,457,815 reflects the San Mateo County Office of Education’s commitment to maintain a reserve commensurate with its status as an “Excess Property Tax” county office, dependent on both LCFF funding and property taxes.

SMCOE is considered an “Excess Tax” County. This means the County Office received property taxes in excess of the Revenue Limit allowed. Per Education Code 2558(e), once the County Office has funded all allowable programs, the excess property taxes cannot be spent and are held and used as property taxes in the subsequent year. Beginning 2014-15 Education Code 2578, under LCFF, the Excess Tax will be placed into a Supplemental Revenue Augmentation Fund for the purposes of offsetting trial court costs within San Mateo County.

SMCOE continues each year to receive property taxes in excess of the allowable LCFF. For 2015-16, the amount remaining is 50% of the total. Funds are shifted twice a year; 50% in January and 50% in May. For 2016-17 the amount is estimated at $12,919,710. This amount is subject to change as property taxes are recalculated during the year.

Legally restricted program funds are reserved, as required, for the purpose for which they were intended. These include State, Federal and Local Grants and are known as Restricted or Categorical Programs.

Other Funds

All other funds are projected to have a positive ending balance.

SMCOE staff recommends a Positive Certification for the 2016-17 Second Interim Report.
## 2016-17 Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Object Codes</th>
<th>1st Interim Budget</th>
<th>2nd Interim Budget</th>
<th>Increase / Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Revenue Limit Sources</td>
<td>8010-8099</td>
<td>42,942,088</td>
<td>42,938,344</td>
<td>(3,744)</td>
</tr>
<tr>
<td>2) Federal Revenue</td>
<td>8100-8299</td>
<td>3,040,877</td>
<td>2,679,648</td>
<td>(361,229)</td>
</tr>
<tr>
<td>3) Other State Revenue</td>
<td>8300-8599</td>
<td>8,716,396</td>
<td>8,771,170</td>
<td>54,774</td>
</tr>
<tr>
<td>4) Other Local Revenue</td>
<td>8600-8799</td>
<td>35,724,862</td>
<td>36,395,553</td>
<td>670,691</td>
</tr>
<tr>
<td>5) TOTAL REVENUES</td>
<td></td>
<td>90,424,223</td>
<td>90,784,715</td>
<td>360,492</td>
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<tr>
<td><strong>B. EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Certificated Salaries</td>
<td>1000-1999</td>
<td>16,876,074</td>
<td>17,204,841</td>
<td>328,767</td>
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<tr>
<td>2) Classified Salaries</td>
<td>2000-2999</td>
<td>18,103,220</td>
<td>18,380,426</td>
<td>277,206</td>
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<tr>
<td>3) Employee Benefits</td>
<td>3000-3999</td>
<td>13,591,665</td>
<td>13,730,369</td>
<td>138,704</td>
</tr>
<tr>
<td>4) Books and Supplies</td>
<td>4000-4999</td>
<td>1,938,289</td>
<td>1,858,156</td>
<td>(80,133)</td>
</tr>
<tr>
<td>5) Services and Other Operating Expenditures</td>
<td>5000-5999</td>
<td>25,419,532</td>
<td>25,207,785</td>
<td>(211,747)</td>
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<tr>
<td>6) Capital Outlay</td>
<td>6000-6999</td>
<td>1,195,000</td>
<td>1,195,000</td>
<td>0</td>
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<tr>
<td>7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)</td>
<td>7100-7299</td>
<td>7400-7499</td>
<td>678,789</td>
<td>678,789</td>
</tr>
<tr>
<td>8) Transfers of Indirect/Direct Support Costs</td>
<td>7300-7399</td>
<td>77,529,361</td>
<td>77,968,791</td>
<td>439,430</td>
</tr>
<tr>
<td>9) TOTAL EXPENDITURES</td>
<td></td>
<td>77,529,361</td>
<td>77,968,791</td>
<td>439,430</td>
</tr>
<tr>
<td><strong>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</strong></td>
<td></td>
<td></td>
<td></td>
<td>12,894,862 12,815,924 (78,938)</td>
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<td><strong>D. OTHER FINANCING SOURCES/USES</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>1) Interfund Transfers</td>
<td>8910-8929</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1a) Transfers In</td>
<td>8910-8929</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1b) Transfers Out</td>
<td>7610-7629</td>
<td>10,274,268</td>
<td>10,274,268</td>
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</tr>
<tr>
<td>2) Other Sources/Uses</td>
<td>8930-8979</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2a) Sources</td>
<td>8930-8979</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2b) Uses</td>
<td>7630-7699</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3) Contributions</td>
<td>8980-8999</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4) TOTAL OTHER FINANCING SOURCES/USES</td>
<td></td>
<td>(10,274,268)</td>
<td>(10,274,268)</td>
<td>0</td>
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<tr>
<td><strong>E. NET INCREASE(DECREASE) IN FUND BALANCE (C + D4)</strong></td>
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<td></td>
<td></td>
<td>2,620,594 2,541,656 (78,938)</td>
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<tr>
<td><strong>F. FUND BALANCE, RESERVES</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1) Beginning Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a) As of July 1 - Unaudited</td>
<td>9791</td>
<td>49,095,634</td>
<td>49,095,634</td>
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<td>1b) Audit Adjustments</td>
<td>9793</td>
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<tr>
<td>1c) As of July 1 - audited (F1a + F1b)</td>
<td>9795</td>
<td>49,095,634</td>
<td>49,095,634</td>
<td>0</td>
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<tr>
<td>1d) Other Restatements</td>
<td>9795</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1e) Adjusted Beginning Balance (F1c + F1d)</td>
<td>9795</td>
<td>49,095,634</td>
<td>49,095,634</td>
<td>0</td>
</tr>
<tr>
<td>2) Ending Balance, June 30 (E + F1e)</td>
<td></td>
<td>51,716,228</td>
<td>51,637,290</td>
<td>(78,938)</td>
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<tr>
<td>Components of Ending Fund Balance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a) Nonspendable</td>
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<td></td>
</tr>
<tr>
<td>Revolving Cash</td>
<td>9711</td>
<td>3,275</td>
<td>3,275</td>
<td>0</td>
</tr>
<tr>
<td>Stores</td>
<td>9712</td>
<td>6,907</td>
<td>6,907</td>
<td>0</td>
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<tr>
<td>Prepaid Expenditures</td>
<td>9713</td>
<td>0</td>
<td>0</td>
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<tr>
<td>All Others</td>
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<td>0</td>
</tr>
<tr>
<td>b) Restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9740</td>
<td>8,883,846</td>
<td>8,883,846</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>c) Committed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committed - Stabilization Arrangements</td>
<td>9750</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Other Commitments</td>
<td>9760</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>d) Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assignments</td>
<td>9780</td>
<td>38,945,732</td>
<td>37,285,447</td>
<td>(1,660,285)</td>
</tr>
<tr>
<td>e) Unassigned/Unappropriated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Economic Uncertainties</td>
<td>9789</td>
<td>3,876,468</td>
<td>5,457,815</td>
<td>1,581,347</td>
</tr>
<tr>
<td>Unassigned/Unappropriated Amount</td>
<td>9790</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
March 8, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Revised Board Policies – Second Reading and Action

The first reading of the following Board Policies took place on February 1, 2017. At the February 15, 2017, meeting this item was tabled due to an absence of the notice for action. These items are now brought forward for a second reading and action:

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)

Attachments

Approved and Recommended 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
San Mateo County Board of Education Policy

• 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 I WILL SUPPORT 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

Adopted SMCBE: (date)
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)
March 8, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed New Board Policy – First Reading

Attached for the Board’s review is a draft of Board Policy:

1. New Board Policy: BP 9222 (Resignation)

This proposed policy will be brought forward for Board consideration and approval at the April 5, 2017, Board Meeting.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Resignation

A County Board of Education member who wishes to resign shall file a written resignation with the County Superintendent of Schools. (Education Code 1008, 5090)

The resignation shall become effective when filed with the County Superintendent unless a deferred effective date is specified in the resignation. The effective date may not be deferred for more than 60 days after filing. (Education Code 5090, 5091)

A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable once filed. (Education Code 5090)

A County Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office except those involving the provisional appointment of his/her successor.

A County Board member who resigns shall file a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement and the date he/she leaves office within 30 days of leaving office. (Government Code 87302, 87500)

Legal Reference:

EDUCATION CODE
1008 Vacancies; procedure for filing
5090-5095 Definition (vacancy)
35178 Resignation with deferred effective date

GOVERNMENT CODE
1770 Vacancies: definition
87300-87313 Conflict of interest code
87500 Statements of economic interests