AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PRESENTATION OF 2016 CALIFORNIA SCHOOL PUBLIC RELATIONS ASSOCIATION (CALSPRA) EXCELLENCE IN COMMUNICATION AWARD

4. RECOGNITION
   a. Adopt Joint Resolution No. 17-12 In Recognition of School Volunteers and April as National Volunteer Month
   b. Honor 2017 Volunteers
   c. Honor Burlingame Intermediate School – Named by the California Department of Education as 2017 “Schools to Watch™–Taking Center Stage”

5. RECEPTION

6. INTRODUCTION OF NEW STAFF
   a. Hui Yon Kim, Project Specialist, Early Learning Support Services (ELSS), Educational Support Services, Instructional Services Division

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

8. APPROVAL OF MINUTES OF MARCH 11, 2017, BOARD-SUPERINTENDENT RETREAT

9. APPROVAL OF MINUTES OF MARCH 15, 2017, REGULAR MEETING
10. CONSENT AGENDA

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

a. Adopt Joint Resolution No. 17-13 Honoring San Mateo County Office of Education Certificated and Classified Employees
b. Adopt Joint Resolution No. 17-14 Honoring Nelson Shum on His Retirement

11. BUSINESS SERVICES

a. Approval of Resolution No. 17-15 to Grant Another Designated Period for Two Years Additional Service Credit – Brisbane School District

12. INSTRUCTIONAL SERVICES

a. Receive Report on 2017 San Mateo County Achievement Gap Summit/Zap the Gap

13. OFFICE OF THE SUPERINTENDENT

a. Authorization of Duties and Responsibilities for One (1) New Classified Management Position
b. Superintendent's Comments

14. BOARD MEMBERS

a. Discuss/Act on Legislation
b. Board Policy Review
   1. New Board Policy – Second Reading and Action
      1. New Board Policy: BP 9222 (Resignation)
   2. Revised Board Policies – First Reading
      1. Revised Board Policy: BP 6480 (Special Education Diplomas and Certificates)
      2. Revised Board Policy: BP 9230 (Orientation)
      3. Revised Board Policy: BP 9260 (Legal Protection and Liability Insurance)
      4. Revised Board Policy: BP 9270 (Conflict of Interest)
      5. Revised Board Policy: BP 9310 (Board Policies and Regulations)

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).
c. Board Member Comments

15. ADJOURNMENT

NEXT REGULAR MEETING: APRIL 19, 2017

msg
Joint Resolution No. 17-12
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

In Recognition of School Volunteers and April as National Volunteer Month

Whereas, volunteers demonstrate their commitment to public education by investing their own time and expertise in schools throughout the county every day, with no monetary compensation; and

Whereas, community involvement is a significant factor in the success of our schools and communities; and

Whereas, community volunteers not only make invaluable contributions to the education of our students, but also exemplify the spirit of volunteerism and public service; and

Whereas, students in San Mateo County Office of Education programs and in schools and districts throughout the county benefit from the support of these volunteers who generously and enthusiastically offer their skills and talents; and

Whereas, the month of April is designated National Volunteer Month; and

Whereas, volunteers from the 17th District PTA, the STEM Fair Committee, the Moomaugh Library and community speaker series at Hillcrest School, and the Outdoor Education program have been working diligently for the benefit of our community;

Now, Therefore Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools honor the dedicated school volunteers who give so generously of their time and thank them for everything they do to support student success.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY BOARD OF EDUCATION

Passed and Adopted on this Fifth Day of April 2017

President
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Date: March 11, 2017

Special Meeting: Burlingame Library
Vaughan Meeting Room
480 Primrose Road
Burlingame, California

Present: Susan Alvaro, Hector Camacho, Jr.,
Jim Cannon, Beverly Gerard,
Rod Hsiao, Ted Lempert (left 11:37 a.m.),
Joe Ross

Others Present: Anne E. Campbell, Secretary,
Marco Chávez, Allie Jaarsma,
Nancy Magee, Gary Waddell

Board President Ross called the meeting to order at 8:35 a.m.

After a motion by Board Member Gerard and a second by Board Member Camacho, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), approved the March 11, 2017, agenda as presented.

There were no persons wishing to address the Board.

Board President Ross welcomed the Board Members, Superintendent Campbell, Deputy Superintendent Dr. Gary Waddell, Associate Superintendent Nancy Magee, Administrator Marco Chávez and Public Communications Specialist Allie Jaarsma, to the Board/Superintendent Retreat and said he looked forward to a robust conversation to set the San Mateo County Board of Education up for agreeing upon action items for the year ahead. Mr. Ross said this is a real opportunity for the Board to make an impression on the community regarding what it does as a Board.

Superintendent Campbell provided a review of the November 9, 2016, Board-Superintendent Retreat.

The Board was updated on the status of the San Mateo County Office of Education Strategic Plan action steps.

The Board then worked to identify priorities for Board involvement in implementation of the Strategic Plan. The Board agreed that each Board Member would visit local board meetings within their trustee area to share the Strategic Plan and to discuss the duties and role of the County Board.
Board of Education Meeting
March 11, 2017

There being no further business to come before the Board, the meeting was adjourned at 11:59 a.m.

Anne E. Campbell, Secretary to the Board
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: March 15, 2017
Meeting Location: California Suite
101 Twin Dolphin Drive
Redwood City, California

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

Board Members Absent: Beverly Gerard, Joe Ross

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

Other Staff Present: Marco Chávez, Franklin Felizardo,
Nancy Magee, Denise Porterfield,
Sue Wieser

Guest Students: Heidi Montiel, Lucia Mena,
Kristine Perdomo

1. CALL TO ORDER

Board Vice President Susan Alvaro called the meeting to order at 7:01 p.m.

2. APPROVAL OF AGENDA

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

3. EMPLOYEE OF THE MONTH

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

Board Vice President Alvaro recognized the March 2017 Employee of the Month, Mervyn
Radoc, Computer/Network Technician, Information Technology Services, Business Services
Division. Ms. Alvaro congratulated Mr. Radoc on behalf of the Board and presented him 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.

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

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross) the Minutes of the February 15, 2017, Regular Meeting as presented.

6. **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

   After a motion by Mr. Hsiao and a second by Mr. Camacho, the Board approved by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), the Consent Agenda.

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 said Joint Resolution No. 17-11 would increase the San Mateo County Office of Education’s self-imposed Reserve for Economic Uncertainties to seven percent. She said Education Code states that county offices similar in size to the San Mateo County Office of Education (SMCOE) are required to maintain a reserve level of three percent. Deputy Superintendent Porterfield noted prior to her joining the organization SMCOE raised the reserve level to five percent. She requested the Board approve raising the level to seven percent and drew the Board’s attention to the resolution that refers to having on hand a reserve equaling three months’ salary and benefits. For SMCOE 11% of the general fund expenditures would represent three months salary and benefits should we ever have a need to maintain payroll while not receiving apportionments or taxes. The Government Finance Officers Association recommends a 17% reserve and SMCOE recommends this amount to our districts if they are able to attain that. Ms. Porterfield said these funds are one time in nature,
meaning they are set aside once and held going forward, and only adjusted based on the general fund expenditure or by another resolution.

Deputy Superintendent Porterfield then answered questions from the Board.

After a motion by Mr. Camacho and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Resolution No. 17-11 Increasing San Mateo County Office of Education’s Designated for Economic Uncertainty Reserve to Seven Percent.


Deputy Superintendent Denise Porterfield explained two financial reports are routinely required each year. She said the San Mateo County Office of Education’s (SMCOE) Second Interim Report reflects the most current information available, on revenue and expenditures, since the adoption of the 2016-2017 Budget and the First Interim Report.

Deputy Superintendent Porterfield reported:

- General Fund Revenues have increased approximately $360,500 bringing the total to $90.7 million. Expenditures have been adjusted with an increase of approximately $439,500 bringing the total to $77.9 million

- Components of the Ending Fund Balance have been listed in the General Fund Narrative. A 50% transfer for Excess Taxes for 2015-2016 has been completed and the remaining balance will be transferred in May

- The increase to seven percent was included for the Designated for Economic Uncertainties Reserve

- The legally restricted program funds are reserved, as required, for the purpose for which they are intended

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

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), the 2016-2017 Second Interim Financial Report with a Positive Certification.
8. **OFFICE OF THE SUPERINTENDENT**

a. Superintendent's Comments

Superintendent Campbell reported earlier in the day the California School Dashboard launched and encouraged the Board Members to log on to the California Department of Education (CDE) Website to spend some time viewing how this new way of assessing schools and school districts works. Ms. Campbell said SMCOE staff has already been able to view the various districts’ successes, particularly with certain subgroups and students as well as areas of focus. She said when she looks at the Dashboard she sees it’s a work-in-progress and will continue to evolve, but gives a much better sense of what is happening in a school district versus the one Academic Performance Index (API) number.

Superintendent Campbell reported earlier in the day Univision Channel 14 interviewed Administrator for Board/Superintendent Support and Community Relations Marco Chávez, after seeing a Press Release about the California School Dashboard from Public Communications Specialist Allie Jaarsma. Ms. Campbell said she is curious to hear feedback from the press and parents in the upcoming days.

Superintendent Campbell thanked the Board Members for the productive Board-Superintendent Retreat. She acknowledged and thanked Board Member Cannon for arranging access to a great venue at the Burlingame Library and providing refreshments. Ms. Campbell said in talking with staff who attended the retreat she heard comments regarding the depth of discussion and the candid exchange of views as well as coming to consensus in the end about actions moving forward.

Superintendent Campbell said Board Member Camacho will speak with the South San Francisco Unified School District Board at its next Board meeting in March. She said visiting district board meetings was an idea from the Board-Superintendent retreat. Ms. Campbell commented staff is preparing talking points and will assist in future visits by each Board Member.

Superintendent Campbell announced on April 5, 2017, between 2:00 – 4:00 p.m. at the College of San Mateo, SMCOE will host an all hands staff meeting to give everyone an update on the Strategic Plan. She said the Strategic Plan workgroups have identified action steps that they would like to move forward and would like to share those action steps with all staff members. Ms. Campbell said there would be a large group session so everyone can be updated on the work that has been done and then staff will be divided into small groups to delve more deeply into an understanding of what equity and excellence means for each of us in our roles at SMCOE. She said the next big step would be to develop metrics to evaluate progress of the action steps. Superintendent Campbell invited Board Members to attend.

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

- February 22 – Attended the San Bruno Park School District Board Meeting along with Board Member Camacho. She said they took action on a report from the Budget Advisory Committee regarding how to bring their budget back to fiscal stability.
Superintendent Campbell said the committee included a variety of people from the school district and community who came up with a host of recommendations, many of which included ideas regarding how to address Special Education. She said because San Bruno Park chooses to serve its Special Education students outside of the district it is having a negative impact on their budget. Ms. Campbell said their new Special Education Director has worked through a detailed plan of how to bring students back to the district and serve them there.

Superintendent Campbell reported she had an opportunity to emphasize to the Board how important it is to keep their school district fiscally solvent and monitor how progress is being made. She said she hopes the steps the Board voted to take by adopting the plan of the Budget Advisory Committee will help the district move its budget forward in a positive way. Ms. Campbell said Deputy Superintendent Porterfield repeatedly reminded the San Bruno Park Board that it took a long time to get in this situation and it will also take a long time to get back on solid fiscal footing.

Superintendent Campbell acknowledged and thanked Deputy Superintendent Porterfield and her staff for their dedicated, hard work assisting San Bruno Park School District. She also acknowledged and thanked Associate Superintendent of Human Resources Sue Wieser for her work addressing various human resources systemic issues such as position control.

- March 1-4 – Attended American Association of School Administrators (AASA) Conference in New Orleans, Louisiana. Ms. Campbell co-leads a Superintendents’ Environmental Education Collaborative (SEEC) with Dr. Kevin M. Maxwell, Chief Executive Officer of Prince George's County Public Schools (PGCPS), and said they are coordinating a national collaborative of superintendents to advocate for environmental education in all classrooms throughout the United States. She and Dr. Maxwell presented at a session on the SEEC during the conference.

Superintendent Campbell reported the most interesting part of the trip was leading a field trip out into the bayous and the Ninth Ward to see first-hand the impact of climate change, including sea-level rise in that area, as well as historical stories/facts regarding the families who live there. She said this trip gave the superintendents a good understanding of why environmental education and environmental literacy are so important.

Superintendent Campbell reported the SEEC was recruiting champions from every state and had participants from 25 of 50 states who signed up to be champions. She was pleased to see the attendees become engaged so quickly.
Superintendent Campbell reported she also attended a session on the possibility of partnerships between American schools and Chinese schools. She said the Chinese are particularly interested in Project-Based Learning and Makerspaces. Ms. Campbell talked with STEM Center @SMCOE Director Rebecca Vyduna, about the work being done in the STEM Center and the opportunity to work with Chinese Educators and said they will look further into that possibility.

Superintendent Campbell reminded the Board of upcoming events:

- **March 17** - SMCOE will host one of four hearings being held throughout the State of California by the Department of Finance (DOF) regarding the Public Policy Institute of California’s recent report on Special Education in California. She said the DOF is listening to people’s reactions about the report. Ms. Campbell said in this report a variety of suggestions have been made about Special Education in California as well as asking if Special Education Local Plan Areas (SELPAs) are the most efficient way to distribute Special Education Funding. She invited the Board to attend this interesting session between 10:00 a.m. and 1:00 p.m. at the County Office.

- **April 5** – SMCOE all hands meeting at the College of San Mateo from 2:00 – 4:00 p.m.

- **April 8** – First Annual Parents-As-Partners Saturday Institute taking place at SMCOE between 8:30 a.m. and 1:00 p.m. Ms. Campbell said parents are encouraged to attend workshops on the importance of parent engagement in schools and staff will help parents understand about the Local Control Accountability Plan (LCAP) and how they can provide input, be involved in their child’s school and take part in leadership opportunities. Superintendent Campbell thanked Administrator Chávez, Director of Accountability and District Support Liz Wolfe, and Compliance and Categorical Programs Coordinator J. Jesus Contreras, for their efforts on this project.

- **March 20** – San Mateo County School Board Association (SMCSBA) Dinner Meeting with State Board of Education President Michael Kirst, who will talk about the rollout of the California School Dashboard.

Superintendent Campbell announced she would be away from the office between March 28th and April 3rd attending her son’s wedding. She said in her absence Deputy Superintendent Waddell will be authorized to act on her behalf.

Superintendent Campbell requested the Board adjourn its meeting in honor of Robert Miller, a former Millbrae Elementary School District Board Member, who passed away on February 17, 2017. She said Retired Deputy Superintendent Karen Phillip worked with Mr. Miller for many years and speaks fondly of his service to the children and families of Millbrae.
9. **BOARD MEMBERS**

   a. **Discuss/Act on Legislation**

   There was no legislation to report.

   b. **Update on Board-Superintendent Retreat**

**Mr. Cannon**

Mr. Cannon said he thought the Board-Superintendent Retreat was a helpful and satisfactory couple of hours. He said he enjoyed the discussions and thought the Board was productive.

**Mr. Camacho**

Mr. Camacho thanked Mr. Cannon for making arrangements to hold the Board-Superintendent Retreat at the Burlingame Library and providing snacks for the attendees.

Mr. Camacho thanked Superintendent Campbell and SMCOE staff for helping guide the Board Members through the Strategic Plan and the next steps.

**Mr. Hsiao**

Mr. Hsiao thanked Board President Ross, Superintendent Campbell and staff for organizing the retreat and the discussion. He said he felt like the Board had good conversations that included interactions between the Board and the staff. Mr. Hsiao noted he learned a lot about how the Board can engage on issues around the Court and Community Schools. He said he was reinvigorated after the retreat because there are a lot of issues the Board can address.

Mr. Hsiao said he looks forward to seeing how the conversation goes after Board Member Camacho’s visit with the South San Francisco Unified School District Board. Mr. Hsiao said he looks forward to doing something similar in the San Mateo-Foster City School District and the San Mateo Union High School District.

**Mr. Lempert**

Mr. Lempert acknowledged and thanked Board Member Cannon and Superintendent Campbell for organizing the Board-Superintendent Retreat and echoed his colleagues’ comments about the helpful conversations.

**Ms. Alvaro**

Ms. Alvaro agreed with all of the comments made and thanked Mr. Cannon for arranging the accommodations for the meeting. She thanked Board President Ross and SMCOE staff for putting together the agenda because a Strategic Plan is something that is so big it can seem impossible to begin discussions. Breaking it down in sections made it easier to address and work on. Ms. Alvaro agreed with Mr. Hsiao’s comment that the day felt productive.
c. Board Policy Review

Board Member Camacho said these were reviewed at the February 15, 2017, Board Meeting and had no further comments.

1. New and Revised Board Policies – Second Reading and Action
   1. Revised Board Policy: BP 9223 (Filling Board Vacancies)

After a motion by Mr. Cannon, and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: BP 9223 (Filling Board Vacancies).

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

After a motion by Mr. Lempert, and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: BP 9224 (Oath or Affirmation of Office).

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

After a motion by Mr. Hsiao, and a second by Mr. Lempert, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: 9240 (Board Development, Activities and Travel).

2. New Board Policy – First Reading
   1. New Board Policy: BP 9222 (Resignation)

Board Member Camacho said the Board Policy Subcommittee and SMCOE staff continues its work on new and revised Board Policies. He said the subcommittee is bringing forward a new Board Policy: BP 9222 (Resignation) for a Board first reading.

d. Board Member Comments

Mr. Lempert

Mr. Lempert reiterated how much he appreciated the Board-Superintendent Retreat.

Mr. Hsiao

Mr. Hsiao acknowledged and thanked his colleagues on the Board and SMCOE staff who participated for their input at the Board-Superintendent Retreat.

Mr. Hsiao commented he appreciates the increase to the San Mateo County Office of Education’s Reserve for Economic Uncertainties, since he thinks it is warranted for the years ahead.
Board of Education Meeting  
March 15, 2017

BOARD MEMBERS (continued)

Mr. Cannon

Mr. Cannon reported he attended the 2017 Preliminary Administrative Services Credential Graduation on Tuesday February 28th. This graduation was for the first cohort, second tier, Administrative Credential and Board Member Cannon was pleased to see so many happy, enthusiastic students graduating. Mr. Cannon said educators understand how important principals and administrators are to the education of our children. He said the program and the event were well organized and he enjoyed attending the graduation.

Mr. Cannon reported he attended the San Mateo County STEM Fair on March 7th at the Hiller Aviation Museum. He said it was nice to be in the Hiller Aviation Museum with the students and all of their science projects.

Mr. Cannon reported he attended the San Mateo County Achievement Gap Summit on March 9th and said the atmosphere was fantastic. He said he learned a lot about Black History and said it was eye opening.

Mr. Cannon agreed with his colleagues’ comments about the Board-Superintendent Retreat. He thanked Superintendent Campbell and her staff for taking on the Strategic Plan, which has been a huge job, but necessary to move SMCOE forward.

Mr. Cannon acknowledged the excellent job Mr. Camacho did moderating the Panel Discussion with Bernard, Shirley and Khalil Kinsey.

Mr. Cannon acknowledged the excellent welcome Board President Ross gave at the beginning of the program.

Mr. Camacho

Mr. Camacho reported he attended the San Mateo County STEM Fair and echoed Mr. Cannon’s comments about the fair. Mr. Camacho said he was able to take his wife and two sons this year and mentioned they also appreciated the science projects. He said the amount of work the students are putting into the projects is tremendous and was impressed with the outcomes and the students’ scientific thought processes.

Mr. Camacho reported he attended the San Mateo County Achievement Gap Summit and was very impressed with Mr. Bernard Kinsey, Mrs. Shirley Kinsey and their son Khalil Kinsey. Mr. Camacho appreciated Dr. Waddell asking him to moderate the panel with the Kinsey family and said the conversation was personal for him and hopes it was helpful to everyone to hear the idea of a shared history and shared story and how much that can impact people’s lives. He said he was honored to have participated in the Summit. Mr. Camacho acknowledged and thanked Ms. Alvaro for her leadership on the Ad Hoc Achievement Gap Summit Board Subcommittee.

Mr. Camacho acknowledged and thanked Oracle for hosting the event in its wonderful facility.
Mr. Camacho provided the Board with updates from the San Mateo County School Boards Association (SMCSBA):

- Dinner Meeting on Monday, March 20th with a presentation by Dr. Michael Kirst, President of the California State Board of Education
- SMCSBA Kent Awards Event – May 22, 2017 – the first round of reviews has been completed and Mr. Camacho will participate in two site visits

Mr. Camacho noted Ms. Alvaro ran into Dr. Mallory Dwinal, Lead Founder, Oxford Day Academy, who said she would like to participate in SMCSBA. Mr. Camacho said he would explore participation of Charter Schools in SMCSBA.

Mr. Camacho said he will also explore how SMCSBA can help recruit candidates for school boards. He said as school district boards are realigning their election years, as well as some moving to district elections, recruiting candidates from communities who might not have been active before will be a big job.

Mr. Camacho said SMCSBA is looking forward to discussing charter school participation and board recruitment at its retreat in June.

Mr. Camacho reported the Ad Hoc Board Policy Subcommittee met prior to the Board meeting and requested the following Board Policies be added to the April 5, 2017, agenda for a first reading:

1. BP 6480 (Special Education Diplomas and Certificates)
2. BP 9230 (Orientation)
3. BP 9260 (Legal Protection and Liability Insurance)
4. BP 9270 (Conflict of Interest)
5. BP 9310 (Board Policies and Regulations)

Ms. Alvaro

Ms. Alvaro reported she attended the Achievement Gap Summit and thought it was amazing. She said she always leaves the Achievement Gap Events inspired, but thought the recent event was exceptional. Ms. Alvaro thanked Dr. Waddell for recommending Mr. Kinsey and said this event was appreciated by all who attended. Ms. Alvaro said the districts and schools from San Mateo County that received a copy of The Kinsey Collection book were thrilled.

Ms. Alvaro commended Board Member Camacho for moderating the Kinsey Family Panel discussion so well.

Ms. Alvaro announced she would like to attend the April 5, 2017, Strategic Plan All Hands meeting at College of San Mateo.
12. ADJOURNMENT

Board Vice President Alvaro said the County Board and Superintendent would like to adjourn its meeting in honor of Robert Miller, a former Millbrae Elementary School District board member, who passed away February 17, 2017.

Mr. Miller was an extremely dedicated board member, who always put the interests of students first. He consistently showed integrity and courage and was greatly respected by his colleagues for his dedication to his position. Mr. Miller was also a very active member of the Millbrae community, serving on both the Millbrae Library Committee and the San Mateo County Grand Jury.

Ms. Alvaro said the Board, Superintendent and SMCOE staff would like to offer their sincerest condolences to Mr. Miller's sons, Robert and Jeffrey, as well as to everyone who knew and cared for him. The education community has lost a valuable member, and he will be dearly missed.

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m.
Joint Resolution No. 17-13
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring San Mateo County Office of Education Certificated and Classified Employees

Whereas, the California Department of Education has identified May 10, 2017, as California Day of the Teacher and the week of May 21–27, 2017, as Classified School Employee Week; and

Whereas, a high-quality education is essential to good citizenship and ensures young people will be able to positively contribute to their communities; and

Whereas, certificated and classified employees, with their diverse talents and true dedication, nurture and inspire San Mateo County students throughout their school years; and

Whereas, the County Board of Education and the County Superintendent of Schools appreciate the dedication, professionalism, and expertise of our certificated and classified employees who work every day to create outstanding educational experiences for students in San Mateo County Office of Education programs;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools honor all our certificated and classified staff for their professionalism and thank them for their distinguished service to public education in San Mateo County.

Be It Further Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools strongly encourage all members of our community to join in this observance and acknowledge the dedication and hard work of these individuals.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Fifth Day of April 2017

SAN MATEO COUNTY
BOARD OF EDUCATION

President

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Joint Resolution No. 17-14
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Nelson Shum on His Retirement

Whereas, Nelson Shum joined the San Mateo County Office of Education (SMCOE) on January 9, 2001, as an accountant in District Business Services and was quickly promoted to financial analyst serving the Special Education Local Plan Area (SELPA); and

Whereas, Mr. Shum supported the San Mateo County SELPA in their operations and business practices for six years before being transferred back to District Business Services; and

Whereas, Mr. Shum has worked diligently to learn all aspects of public school finance and business operations, attending workshops on district budgets, revenue apportionments, multi-year projections, and other finance reporting requirements; and

Whereas, Mr. Shum is highly analytical and thorough in his reviews of district budgets and fiscal reports, making him a valuable resource to district staff; and

Whereas, Mr. Shum is well liked by all of his county office and district colleagues and has gained many friends in the organizations he works with;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Nelson Shum on his more than 17 years of service to SMCOE and wish him happy travels in his retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Fifth Day of April 2017

President


March 29, 2017

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

From: Denise Porterfield, Deputy Superintendent
Business Services

Subject: Resolution to grant designated period for two years additional service credit for Brisbane School District

The Brisbane School District plans to offer a retirement incentive program to its classified employees called the “Golden Handshake.” This retirement incentive would provide two years of additional California Public Employees’ Retirement System (CalPERS) service credit for employees who retire and who have at least five years of service credit. As a part of this process, CalPERS requires a resolution from the San Mateo County Office of Education as the administering agency for CalPERS for all the school districts in the county.

Board action is requested approving Resolution 17-15 that will allow Brisbane School District to offer this retirement incentive program to its classified employees.

Approved and Recommended:

Anne E. Campbell, County Superintendent of Schools
Joint Resolution No. 17-15
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Grant Another Designated Period for Two Years Additional Service Credit

Whereas, San Mateo County Superintendent of Schools participates in the Public Employees’ Retirement System; and

Whereas, San Mateo County Superintendent of Schools desires to provide another designated period for Two Years Additional Service Credit, Section 20904, based on the contract amendment included in said contract, which provided for Section 20904, Two Years Additional Service Credit, for eligible miscellaneous members;

Now, Therefore, Be It Resolved that San Mateo County Superintendent of Schools does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from June 9, 2017, through October 1, 2017, for miscellaneous members eligible to retire in the Brisbane School District.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Fifth Day of April 2017

President
CERTIFICATION OF COMPLIANCE WITH GOVERNMENT CODE SECTION 20904

In accordance with Government Code Section 20904 and the contract between the Public Employees' Retirement System, the Superintendent of the San Mateo County Schools hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the county superintendent of schools would be served by granting such additional service credit.

2. Payment shall be made of the amount equal to the actuarial equivalent of the difference between the allowance the member receives after receipt of such service credit and the amount the member would have received without such service credit with respect to all eligible employees who retire during the specified period.

3. It is the intention at the time Section 20904 becomes operative that the retirements under this section will either: (1) result in a net savings to the district or county superintendent of schools, or (2) result in an overall reduction in the work force of the organizational unit because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, as designated by the county superintendent of schools, resulting from the curtailment of, or change in the manner of performing, its services.

THEREFORE, the Superintendent of the San Mateo County Schools hereby elects to provide the benefits of Government Code Section 20904 to all eligible miscellaneous members who retire within the designated period, June 9, 2017 through October 1, 2017.

SUPERINTENDENT
OF THE
SAN MATEO COUNTY SCHOOLS

By ______________________

Attest:

_______________________
Clerk/Secretary

_______________________
Date

2yr certification-county schools (Rev. 8/16)
CERTIFICATION OF COMPLIANCE WITH GOVERNMENT CODE SECTION 7507

I hereby certify that in accordance with Section 7507 of the Government Code the future annual costs to provide Section 20904 (Two Years Additional Service Credit) have been made public at a public meeting on March 15, 2017, which is at least two weeks prior to the adoption of the Resolution by the Superintendent of Schools for San Mateo County Schools.

________________________
Clerk/Secretary

________________________
Title

(County Schools)
PERS-CON-12C (rev. 8/1/2016)
CERTIFICATION OF GOVERNING BODY’S ACTION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

Superintendent of the San Mateo County Schools on April 5, 2017.
(name of county schools) (date)

__________________________________________
Clerk/Secretary

__________________________________________
Title

(County Schools)
PERS-CON-12B (rev. 8/1/2016)
AGENDA

1. Call to Order

2. Approval of Agenda (with requested revisions)

3. Public Comment

4. Consent Items (If discussion is desired the item(s) should be removed from Consent to Action)

4.1 Minutes of Regular Board Meeting: February 15th, 2017

4.2 Warrant List: February 2017

4.3 Memorandum of Understanding for Interagency Information Sharing Between the Brisbane School District and the San Mateo County Office of Education

4.4 Individual Services Agreements for Nonpublic, Nonsectarian School/Agency Services:
   A. with Starfish Therapies, 01/10/17-06/30/17 for S3262, $2,832.50
   B. with Starfish Therapies, 01/27/17-06/30/17 for S3277, $2,640.00
   C. with Starfish Therapies, 01/17/17-06/30/17 for S3278, $1,265.00

4.5 2016-2017 Certification of Assurances, Consolidated Application

4.6 Local Control Accountability Plan (LCAP) Advisory Committee

4.7 Acceptance, 2016-2017 Confidential Supervisory Classified Salary Schedule

5. Deferred Consent Items (if any)

6. Action Items

   A. Curriculum/Instruction – No Items

   B. Support/Board
6.B.1 Approval, Second Interim Report 2016-2017

6.B.2 Approval, Bid Process for Lipman School’s Turf Project**

C. Personnel Recommendations – No Items

7. Reports

7.1 BEST/PTO*

7.2 Board*

7.3 Superintendent Report

7.4 Principal Reports

8. Discussion

8.1 Local Control Accountability Plan (LCAP) Update

9. Information/Correspondence

9.1 Golden Handshake Valuation

9.2 Board Governance Calendar

9.3 San Mateo County: Investment Policy Statement 2017

9.4 Facilities Inspection: Lipman School

10. Public Comment

11. Future Agenda Items

12. Adjournment

Schedule of Regular Board Meetings for 2017: The Brisbane School District Board of Trustees normally meets the third Wednesday of every month at 6:00 p.m. Special board meetings are scheduled occasionally. For notification of special board meetings, please check the board calendar on the district’s website (www.brisbanesd.org). If you prefer to receive agendas electronically, please send an email to rberania@brisanesd.org.

Lipman Middle School is located at 1 Solano St., Brisbane, CA. Panorama Elementary School is located at 25 Bellevue Ave., Daly City, CA.

April 19 @ Lipman School       June 21 @ Lipman School       September 20 @ Panorama School
May 17 @ Lipman School         July 19 @ Lipman School      October 18 @ Lipman School

Agenda, Brisbane School District Board of Trustees, 15 March 2017
*No attachments  **Attachments under separate cover

Brisbane School District        March 15th, 2017  2
Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Rachell Berania at least ten (10) working days before the meeting at 415-467-0550, fax 415-467-2914, or email RBERANIA@BRISBANESD.ORG. Notification in advance of the meeting will enable the District to make reasonable arrangement to ensure accessibility to this meeting and the materials related to it.

Government Code §54954.5 states that public records that related to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office at 1 Solano Street, Brisbane, California 94005, for the purpose of making those public records available for inspection.
9.1

Golden Handshake Valuation
TO:       Board of Trustees  
FROM:     Ronan Coliver, Superintendent  
DATE:     15 March 2017  
RE:       9.1       Golden Handshake Valuation  

This item, unlike the BETA retirement incentive, is only a discussion item and not an action item. The District must show what the cost of offering the classified retirement incentive program called the "Golden Handshake". Please be aware that this data shows all employees who are eligible to receive this offer. In any event, it shows a cost saving to the district. The SMCOE Board will vote on this next month and if approved, employees wishing to take advantage of the program may do so by April 15, 2017.
TO: Ronan Collver
FROM: Shirley Hardy, Payroll/Benefits Officer
DATE: 15 March 2017
RE: 9.1 Golden Handshake Valuation

Golden Handshake Valuation:

All potentially eligible classified employees were used in this valuation. The attached "Golden Handshake" valuation is for information only. Total cost for all potential participants is $244,914.00. Actual participants unknown at this time.

- Government Code Section 7507 – public information presented at a public meeting of the Brisbane School District Board of Trustees, two weeks prior to the San Mateo County Board of Education actions upon a resolution with CalPERS.
### Classified Employees Eligible for PERS Golden Handshake

All employees age 55 and over with 5 or more years of service credit as of date 02/28/17.

<table>
<thead>
<tr>
<th>AS OF DATE 02/28/17</th>
<th>AGE</th>
<th>F.T.E.</th>
<th>PERS MEMBER DATE</th>
<th>PERS SERVICE CREDIT</th>
<th>Cost Factor</th>
<th>Cost</th>
<th>Estimated Employer Cost</th>
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Total estimated employer cost: $244,914

#### 2% @ 55 Formula

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<td>55-59</td>
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<tr>
<td>60-64</td>
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</tr>
<tr>
<td>65+</td>
<td>0.60</td>
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</table>

#### 2% @ 62 Formula

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<td>55-59</td>
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<td>60-64</td>
<td>0.53</td>
</tr>
<tr>
<td>65+</td>
<td>0.59</td>
</tr>
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</table>
Tentative Agreement for 2016-2017 Contract Reopener
Between CSEA Chapter 482 and Brisbane School District
January 30, 2017

Article III – HOURS AND OVERTIME

3.9 Minimum Days
On the six (6) days listed below, all classified employees will be able to leave for the day at 1:40 pm, provided all of these conditions are met: (a) the principal and unit member agree that duties have been completed; (b) that all members of the maintenance department begin work that day at 7:00 am; and (c) bus driver’s hours will be 7:30 am until after the Lipman bus run is completed.

a. Last day before winter recess
b. Last day before spring break
c. Last day of school
d. Last workday before Thanksgiving holiday (according to classification work year) (end of day 2:00 pm)
e. Last day of parent/teacher conferences

Article IV – COMPENSATION AND BENEFITS

New Section:
4.12 Retirement Incentive

Effective the 2016-2017 school year, the District shall offer a “golden handshake” retirement incentive to CSEA unit members if both of the following conditions are met: 1) all participants notify the District of their intent to participate in the retirement incentive no later than April 15, 2017; and 2) the retirement incentive is approved by the District Board of Trustees and/or San Mateo County Board of Education (as applicable) and is in compliance with CalPERS regulations. On behalf of each unit member who elects to participate as outlined in 1) above, the District shall purchase up to two (2) additional years of service credit in CalPERS.

Article XIV – PROMOTION

14.1 First Consideration
Employees in the bargaining unit shall be given first consideration for filling any job vacancy after the announcement of the position vacancy. “First consideration” shall mean the following:

1) The District shall not post a position to the public until it has been posted internally for five (5) working days (per Section 12.1 of the CBA and any other current posting practice, including e-mail to unit members).
2) The District shall interview all bargaining unit applicants for vacant bargaining unit positions before interviewing external candidates.

A position will be deemed a promotion for an employee if it requires placing the individual in a higher classification.

Signed and dated:

For CSEA

For the District

Amali Win

Sarah Reichard

Jenell Mautino

Andrea Kostek

[Signature]

[Signature]
February 10, 2017

Suzette Burns  
Local Administrator  
San Mateo County Schools  
101 Twin Dolphin Drive  
Redwood City, CA 94065-1064

Dear Ms. Burns,

Thank you for contacting CalPERS we have received your request to designate a window period for granting two years additional service credit for miscellaneous members pursuant to Government Code Section 20904.

The Resolution for signature by the county superintendent of schools and other required documents necessary to provide another designated period for granting two years additional service credit pursuant to Government Code Section 20904 for miscellaneous members are enclosed.

1. Resolution for adoption by your governing body, original or certified copy
2. Certification of Governing Body's Action, (CON-12B)
3. Certification of Compliance with Government Code Section 7507, (CON-12C)
4. Certification of Compliance with Government Code Section 20904

The Resolution must include the designated period and specify the eligible group of members. If the eligible group is employed in a specific district and it is the county superintendent of schools intention to limit the eligibility to a specific classification within a specific district, please identify both the classification and the district. **The benefit cannot be provided on the basis of employee organization or unrepresented groups, e.g. confidential employees or members of a bargaining association.**

The following forms are also enclosed:

1. Two Years Additional Service Credit Section 20904, information, (CON-29).
Government Code Section 7507 requires that the costs to provide this benefit be made public at a public meeting at least **two weeks prior to the adoption of the Resolution**. To determine the total dollar amount, use the enclosed cost factors to calculate the approximate employer cost for each employee who will be eligible for the additional service credit. The county superintendent of schools is to certify compliance on the enclosed Certification of Compliance with Government Code Section 7507.

The county superintendent of schools is responsible for the transfer to the retirement fund of the actual costs of providing the additional service credit.

CalPERS is committed to assisting our members and employers in all matters related to their retirement within the scope of the statutory authority available to us. Should you have any questions or concerns, please visit our website www.calpers.ca.gov, or you may contact us toll free at 888 CalPERS (888-225-7377).

Sincerely,

[Signature]

Justo Facino
Pension Contract Management Services & Prefunding Programs

Enclosures
SAN MATEO COUNTY SCHOOLS
RESOLUTION
TO
GRANT ANOTHER DESIGNATED PERIOD
FOR
TWO YEARS ADDITIONAL SERVICE CREDIT

WHEREAS, San Mateo County Schools participates in the Public Employees' Retirement System; and

WHEREAS, San Mateo County Schools desires to provide another designated period for Two Years Additional Service Credit, Section 20904, based on the contract amendment included in said contract which provided for Section 20904, Two Years Additional Service Credit, for eligible miscellaneous members;

NOW, THEREFORE, BE IT RESOLVED, that San Mateo County Schools does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from ________________ through ________________ for miscellaneous members eligible to retire in the ________________.

Adopted and approved this _____ day of _________________.

SAN MATEO COUNTY SCHOOLS

By ____________________
County Superintendent of Schools

Attest:

__________________
Clerk/Secretary

(Rev. 2/04)
CERTIFICATION OF COMPLIANCE WITH GOVERNMENT CODE SECTION 20904

In accordance with Government Code Section 20904 and the contract between the Public Employees' Retirement System, the Superintendent of the San Mateo County Schools hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the county superintendent of schools would be served by granting such additional service credit.

2. Payment shall be made of the amount equal to the actuarial equivalent of the difference between the allowance the member receives after receipt of such service credit and the amount the member would have received without such service credit with respect to all eligible employees who retire during the specified period.

3. It is the intention at the time Section 20904 becomes operative that the retirements under this section will either: (1) result in a net savings to the district or county superintendent of schools, or (2) result in an overall reduction in the work force of the organizational unit because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, as designated by the county superintendent of schools, resulting from the curtailment of, or change in the manner of performing, its services.

THEREFORE, the Superintendent of the San Mateo County Schools hereby elects to provide the benefits of Government Code Section 20904 to all eligible miscellaneous members who retire within the designated period, __________ through __________.

SUPERINTENDENT OF THE SAN MATEO COUNTY SCHOOLS

By _______________________

Attest:

Clerk/Secretary

___________

Date

2yr certification-county schools (Rev. 8/16)
CERTIFICATION OF GOVERNING BODY'S ACTION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

Superintendent of the _____________________________ on _____________.

(name of county schools) (date)

__________________________

Clerk/Secretary

__________________________

Title

(County Schools)
PERS-CON-12B (rev. 8/1/2016)
CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 7507

I hereby certify that in accordance with Section 7507 of the Government Code the future annual costs to provide Section 20904 (Two Years Additional Service Credit) have been made public at a public meeting on ________________________________, ______, which is at least two weeks prior to the adoption of the Resolution by the Superintendent of Schools for ________________________________ County Schools.

__________________________
Clerk/Secretary

__________________________
Title

[County Schools]
PERS-CON-12C (rev. 8/1/2016)
TWO YEARS ADDITIONAL SERVICE CREDIT
Section 20904

PROCEDURES FOR CALCULATION OF ESTIMATED EMPLOYER COST

For County School members, the cost of providing the two years additional service credit is calculated based on the member's annual reportable compensation and the appropriate cost factor based on the member's age at retirement date.

The employer cost may be estimated as follows:

1. Determine all individuals who meet the minimum eligibility for retirement and who are employed in the designated classification or organizational unit.

2. Determine the annual pay rate for each person. "Pay Rate" indicates that amount of compensation a member is paid for a full unit of time. Always use the member's FULL TIME pay rate.

3. Determine the age at retirement date for each person and locate the appropriate cost factor.

4. Multiply the annual pay rate by the cost factor.

<table>
<thead>
<tr>
<th>Ages</th>
<th>Cost Factor</th>
<th>Ages</th>
<th>Cost Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-54</td>
<td>0.44</td>
<td>52-54</td>
<td>0.33</td>
</tr>
<tr>
<td>55-59</td>
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<tr>
<td>65-69</td>
<td>0.60</td>
<td>65-69</td>
<td>0.59</td>
</tr>
</tbody>
</table>

5. Please note the cost of any Golden Handshakes' benefits paid out of PERF is calculated as the amount of present value of those benefits. Any benefit amounts over the IRC Section 415(b) limit will be paid from the Replacement Benefit Program (RBP) over the life of the participant. The RBP is a pay-as-you-go program. CalPERS will bill the employer annually for the benefits paid from the RBP. Please refer to the following link for the details of the IRC Section 415 & CalPERS RBP:

http://www.calpers.ca.gov/elp-docs/about/pubs/member/internal-revenue-code-section415.pdf
TWO YEARS ADDITIONAL SERVICE CREDIT
GOVERNMENT CODE SECTION 20904

A county superintendent of schools may amend its contract to provide up to two years additional service credit to a member who retires within a specified period pursuant to the provisions of Section 20904.

The county superintendent of schools will need to:

1. Designate the job classification or organizational unit eligible for the benefit (e.g. miscellaneous employees, secretaries, Finance Office employees, etc.). Anyone employed in the designated classification or unit is eligible for the two years service credit if all other requirements, pursuant to Section 20904, are met. If it is the intention to limit the eligibility to a specific district, the district must be identified. (The benefit cannot be provided on the basis of employee organization or unrepresented groups, e.g. confidential employees or members of a bargaining association.)

2. Designate a time period of 90 to 180 days during which an eligible member must retire to receive the additional service credit. Because the member must be in employment status and retire during the designated period, the retirement date may not be the first day of the designated period. The designated period may begin as early as one day after the effective date of the initial contract to provide Section 20904, or if providing an additional designated period as early as one day after the effective date of the Resolution adopted by the county superintendent of schools.

*Note: After the "job classification or organizational unit" and the window period have been designated, there is no discretion as to who shall receive the additional service credit. No criterion beyond what is set forth in Section 20904 is permitted and no additional criteria may be added.

3. Certify that because of an impending curtailment of, or change in the manner of performing service, the best interests of the county superintendent of schools would be served by granting such additional service credit.

4. Certify that it is his or her intention at the time Section 20904 becomes operative, that the retirements under this section will either: (1) result in a net savings to the district or county superintendent of schools, or (2) result in an overall reduction in the workforce of the organization unit because of impending mandatory transfers, demotions and layoffs that constitute at least 1 percent of the designated job classification, resulting from the curtailment of, or change in the manner of performing, its services.
5. Certify each member's eligibility to receive the additional service credit and non-receipt of unemployment insurance payments during the specified period.

6. Make payment with respect to all eligible employees who retire during the specified period.

GENERAL PROCEDURES

1. The enclosed procedures can be used to calculate the approximate cost to the county superintendent of schools. In addition, there is an actuarial valuation fee of $10.00 for each eligible member who retires during the designated period.

2. If the county superintendent of schools wishes to proceed with an amendment to the contract to provide Section 20904, or if the contract has been amended and the county superintendent of schools wishes to provide an additional designated period, contact Public Agency Contract Services to request the necessary documents.

3. After the expiration of the designated period, the county superintendent of schools is requested to submit a list of members eligible to receive the additional service credit who retired during the designated period and also certify that none of those employees have applied for unemployment insurance payments. Any such retired member receiving unemployment insurance payments should be reported to CalPERS, Benefit Services Division.

4. The additional service will be credited to each eligible member after he/she is receiving a monthly retirement allowance. The adjustment to the member's allowance will include an increase for the additional service credit and a one-time payment for the allowance due retroactive to the effective date of retirement. (Questions concerning the adjustment should be directed to Benefit Services Division.)

5. The county superintendent of schools will be notified of the actual costs and payment options available after all eligible members have received the additional service credit. Payments in full remitted within 30 days of billing are exempt from interest charges. Remittance of the amount due may be paid in payments within 2 years, which include interest, with the minimum of annual installments.

Attachment: COST FACTORS (CON3 SCHOOL)
March 29, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
    Instructional Services Division

Subject: Report on 2017 San Mateo County Achievement Gap Summit/Zap the Gap

I will be present at the Board Meeting on April 5, 2017, to report on the 2017 San Mateo County Achievement Gap Summit/Zap the Gap and to respond to any questions the Board may have.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
A Report on the 3rd Achievement Gap Summit

Dr. Gary Waddell
Deputy Superintendent

SAN MATEO COUNTY OFFICE OF EDUCATION

www.smcoe.org

Joining Forces

Zap the Gap (Educators' Series) and Achievement Gap Policy Summit (Policy-Maker/Community Leadership Series)

www.smcoe.org

Launching the Day...
The Kinsey Collection: A Shared Story

Sense-Making: Units of Study
Student Reflection

The Closers
Equity Trajectory: Hearts, Minds, and Hands

Awareness.

Capacity-Building.

Honing the Work of the Instructional Services Division (ISD) with an Equity Lens.

Building School Staff and Leadership Capacity.

Supporting Equity-Based Teaching & Learning for the Students of San Mateo County.
Evaluation Results
The session was informative, relevant, & engaging (% Strongly Agree or Agree)

- Keynote (Bernard Kinsey) 94%
- Panel Discussion 91%
- Units of Study 79%

Sample Comments:

"I was moved and inspired by Mr. Kinsey. It was a powerful presentation."

"The Summit was excellent...I look forward to seeing how the County systemically moves toward this approach for all students."

"I left feeling inspired to integrate culturally relevant information into our History curriculum."

"A truly phenomenal event all around – incredible content, exceptional logistical execution, and well facilitated."

Leveraging the Momentum

- Developing Curricular Resources for Schools and Districts
- Supporting Curricular Implementation in Schools and Districts
- Potential Partnership with the Kinseys on Establishing San Mateo County as an Implementation Model
- Reflections/Implications with the Equity Team
- April 28th “Brainstorming & Imagining” Session Around the Work
"Inspiration, hunger: These are the qualities that drive good schools. The best we educational planners can do is to create the most likely conditions for them to flourish, and then get out of their way." – Ted Sizer

It takes a village...

Achievement Gap Summit Subcommittee
Susan Alvaro, Chair
James Cannon
Hector Camacho, Jr.

Jackie Speier, US Congresswoman, 14th Congressional District
Scott Weiner, CA State Senate, 11th Senate District

Mefula Fairley  Lori Musso
Edna Letran  Allie Jaarsma
Questions
Date: March 29, 2017

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

From: Gary Waddell, Deputy Superintendent

Subject: Authorization of Duties and Responsibilities for One (1) New Classified Manager Position

The Board is requested to authorize the duties and responsibilities of one full-time (1.0 FTE) Classified Manager position to work in the Office of the Superintendent. Specifics for this position will be provided prior to the April 5, 2017, meeting.

Approved and recommended to the Board:

Gary Waddell, Deputy Superintendent
San Mateo County Office of Education
March 29, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: New Board Policy – Second Reading and Action

The first reading of the following Board Policy took place on March 15, 2017. This item is now brought forward for a second reading and action:

1. New Board Policy: BP 9222 (Resignation)

Attachment

Approved and Recommended 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
March 29, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed Revised Board Policies – First Reading

Attached for the Board’s review are drafts of revised Board Policies:

1. Revised Board Policy: BP 6480 (Special Education Diplomas and Certificates)
2. Revised Board Policy: BP 9230 (Orientation)
3. Revised Board Policy: BP 9260 (Legal Protection and Liability Insurance)
4. Revised Board Policy: BP 9270 (Conflict of Interest)
5. Revised Board Policy: BP 9310 (Board Policies and Regulations)

These proposed policies will be brought forward for Board consideration and approval at the April 19, 2017, Board Meeting.

Attachments

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Special Education Diplomas and Certificates

Diplomas

The County Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and district-wide assessments. A diploma of graduation from high school may be granted to a student with disabilities who has met all graduation requirements, including completion of the high school exit exam. The high school exit exam shall be administered in accordance with requirements and accommodations as specified in the student's IEP.

Certificates of Educational Achievement or Completion

Instead of a diploma, a student with disabilities may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements:

1. Satisfactorily completed a prescribed alternative course of study approved by the board of the district in which the student attended school or the district with jurisdiction over the student as identified in his/her IEP; Satisfactorily completed high school coursework credit requirements; or

2. Satisfactorily completed a prescribed alternative course of study identified in his/her IEP; or

2. Satisfactorily met his/her goals and objectives during high school as determined identified in by his/her IEP team; or

3. Satisfactorily attended high school, participated in the instruction as prescribed in high school, and met the objectives of the statement of transition services.

A student with disabilities who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate.
Special Education Diplomas and Certificates

Legal References:

Education Code 51225.3 Requirements for graduation
Education Code 56390-56393 Certificate of achievement or completion, special education
Education Code 60850-60856 High school exit exam

56341 Individualized education program team
56345 Elements of the IEP
56390-56392 Certificate of completion, special education
60850-60859 High school exit examination

CODE OF REGULATIONS, TITLE 5
3070 Graduation

UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Individuals with Disabilities Education Act, especially:
300.320 Definition of IEP

Adopted SMCBE 03/04/81
Revised 08/01/84, 11/19/08
(Replaces BP 6480.1 and BP 6480.2)
Orientation

Board Candidate Orientation

The County Board and County Superintendent desires to provide County Board candidates with an orientation that will enable them to understand the responsibilities and expectations of County Board membership.

The County Board encourages all candidates to attend County Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to County Office staff and information.

Additionally, the County Board encourages the County Superintendent of Schools to cooperate impartially with all candidates in providing them with information about the County Office of Education governance, County Board of Education operations and County Office of Education programs.

Until and unless elected to the County Board of Education, the official status of candidates is that of other members of the public, and thus candidates are not entitled to privileged information discussed in closed sessions of the Board.

Upon their election, incoming County Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act’s requirements as if they had already assumed office.

New Board Member Orientation

The County Board, County Superintendent and/or designee shall provide an orientation and information to incoming County Board members to assist them in understanding the County Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming County Board members shall be provided access to the County Office’s policies, open meeting laws (Brown Act), and other materials related to the County Office and County Board member responsibilities and will be invited to visit the County Office of Education programs.

Incoming members are encouraged to attend County Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the County Office.

Legal References:
Election Code 20440 Code of Fair Campaign Practices
Government Code 54950-54963 The Ralph M. Brown Act

Adopted SMCBE 10/1/08
Legal Protection and Liability Insurance

Liability Insurance

The County Superintendent of Schools shall provide liability insurance necessary to protect County Board members while acting within the scope of their office.

Protection Against Liability

No County Board member shall be liable for harm caused by his/her act or omission when acting within the scope of County Board responsibilities unless the harm was proximately caused by an act or omission that constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.

Legal References:
- Education Code 17029.5 Contract funding; board liability
- Education Code 35208 Liability insurance
- Education Code 35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)
- Government Code 815.3 Intentional torts
- Government Code 820-823 Tort Claims Act
- Government Code 825.6 Indemnification of public entity
- United States Code, Title 20, 6731-6738 Teacher Protection Act

Adopted SMCBE 10/01/08
Conflict of Interest

Incompatible Activities

County Board members shall not engage in any employment or activity, which is inconsistent with, incompatible with, in conflict with or inimical to the County Board member's duties as a member of the County Board of Education.

Conflict of Interest Code

The County Board of Education and the County Superintendent of Schools shall jointly develop and adopt a Conflict of Interest Code as prescribed by the Fair Political Practices Commission. The County Superintendent shall maintain the Code, submit it as required to the local reviewing body, and bring all proposed substantive changes to the County Board for approval.

Board Decisions

If a County Board member determines that he/she has a financial interest in a County Board decision, this determination shall be publicly disclosed. The member shall abstain from voting unless his/her participation is legally required.

Gifts and Honoraria

County Board members shall maintain a knowledge of, and abide by, current laws and regulations concerning gifts and honoraria.

Legal References:

- Education Code 35230-35240 Corrupt practices
- Education Code 35233 Prohibitions applicable to members of governing boards
- Government Code 1090-1098 Prohibitions applicable to specified officers
- Government Code 1125-1129 Incompatible activities
- Government Code 81000-91015 Political Reform Act of 1974
- Code of Regulations, Title 2, 18110-18997 Regulations of the Fair Political Practices Commission

Adopted SMCBE 10/15/08
Board Policies

The Board recognizes the importance of developing and maintaining policies that are up to date and reflect the mandates of law. Policies shall be developed, reviewed and amended and/or adopted on a timely basis.

Procedures for the adoption or amendment of Board Policies shall provide opportunity whereby interested parties may provide input at Board meetings for the Board’s consideration.

The formal adoption of Board Policies shall be recorded in the minutes of the Board meetings. Only those policies so adopted and recorded shall be regarded as official Board Policy.

Policy Development and Adoption Process

The following process shall be observed except in the case of emergencies:

1. Proposed new or amended policies will be placed on the agenda of a meeting for a first reading, during which time there will be opportunity for review and input by the Board and other interested parties. If necessary, the Board may request that staff or legal counsel review or research issues related to the proposed policies or revisions. Also, the Board may refer any proposed new or revised policy to a Board subcommittee for further deliberation prior to a second reading.

2. At a subsequent meeting, policies that have had a first reading shall be placed on the agenda of a second Board meeting, at which time the Board will take action on them. At its second reading, the County Board may take action on the proposed policy. The County Board may waive the second reading or may require an additional reading if necessary.

In case of an emergency, the Board may adopt a policy after the first reading and at the same meeting. The Board reserves the right to determine emergencies.

Board Regulations

The Board may also adopt regulations, which prescribe procedures and other regulations the Board deems necessary. Board Regulations will be developed and adopted using the same procedures as Board Policies.
Administrative Regulations

It is the responsibility of the County Superintendent or designee to develop and enforce administrative regulations for the operation of the County Office of Education. The County Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of County Board policy.

Access to Policies

The County Superintendent or designee shall maintain up-to-date versions of Board Policies and Regulations, and shall ensure their availability to all employees and the public. Board of Education

Suspension of Policies

The Board may, by majority vote of the members of the Board, suspend any Board Policy or Regulation for a specified purpose and limited time.

Legal References:

Education Code 1040 Duties of boards; county boards of education
Education Code 1042 Powers of boards

Adopted SMCBE: 11/05/08
(Replaces BP 9430.1)