AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH
   a. April 2017 Employee of the Month, Brigit Danz, Adapted Physical Education Teacher, Related Services, Student Services Division

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

5. APPROVAL OF MINUTES OF APRIL 5, 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. 17-16 Declaration of the Rights of All Students to Equity in Arts Learning
   c. Approve Revised Membership of the County School Attendance Review Board
   d. Receive Quarterly Report on Williams Uniform Complaints, as Required by the Williams Settlement
7. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)
   a. Receive Update on San Mateo County Office of Education Local Control Accountability Plan (LCAP)

8. INSTRUCTIONAL SERVICES

9. OFFICE OF THE SUPERINTENDENT
   a. Receive 2016 Personnel Commission’s Annual Report
   b. Superintendent's Comments

10. BOARD MEMBERS
    a. Discuss/Act on Legislation
       1. Support of Senate Bill (SB) 424 (Fund Environmental Education in Public Schools)
       2. Support of Assembly Bill (AB) 312 (Special Education Finance)
    b. Board Policy Review
       1. Revised Board Policies – Second Reading and Action
          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)
    c. Board Member Comments

11. ADJOURNMENT

NEXT REGULAR MEETING: MAY 3, 2017

msg
1. CALL TO ORDER

The April 19, 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. April 2017 Employee of the Month, Brigit Danz, Adapted Physical Education Teacher, Related Services, Student Services Division

We will now recognize the April 2017 Employee of the Month. Will Brigit Danz 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 APRIL 5, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the April 5, 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. 17-16 Declaration of the Rights of All Students to Equity in Arts Learning
c. Approve Revised Membership of the County School Attendance Review Board
d. Receive Quarterly Report on Williams Uniform Complaints, as Required by the Williams Settlement

7. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

a. Update on San Mateo County Office of Education Local Control Accountability Plan (LCAP)

Deputy Superintendent Denise Porterfield and Associate Superintendent Nancy Magee will provide the Board with an update on the San Mateo County Office of Education Local Control Accountability Plan (LCAP).  (Presenters: Denise Porterfield and Nancy Magee)

8. INSTRUCTIONAL SERVICES


Deputy Superintendent Dr. Gary Waddell will introduce a report on the 2017 California School Dashboard for San Mateo County.  [Presenters: Gary Waddell and Deann Walsh]

9. OFFICE OF THE SUPERINTENDENT

a. Receive 2016 Personnel Commission’s Annual Report

Administrator, Personnel Commission Services, Franklin Felizardo will present the Personnel Commission’s Annual Report.  (Presenter: Franklin Felizardo)

b. Superintendent's Comments

The Superintendent will make comments.
10. **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.*

   1. **Support of Senate Bill (SB) 424 (Fund Environmental Education in Public Schools)**

   *Support of SB 424 (Fund Environmental Education in Public Schools) was added at the request of Vice President Alvaro.*

   2. **Support of Assembly Bill (AB) 312 (Special Education Finance)**

   *Support of AB 312 was added at the request of Senior Administrator Anjanette Pelletier.*

   b. **Board Policy Review**

   1. **Revised Board Policies – Second Reading and Action**

   *The Board will have a second reading and/or take action on the revised Board Policies brought forward at the March 15, 2017, Board meeting. Board Member Camacho has been chairing the Committee and can answer questions the Board may have.*

   1. **Revised Board Policy: BP 6480 (Special Education Diplomas and Certificates)**

   [After any discussion] Is there a motion to approve revised Board Policy: BP 6480 (Special Education Diplomas and Certificates)?

   2. **Revised Board Policy: BP 9230 (Orientation)**

   [After any discussion] Is there a motion to approve revised Board Policy: BP 9230 (Orientation)?

   3. **Revised Board Policy: BP 9260 (Legal Protection and Liability Insurance)**

   [After any discussion] Is there a motion to approve revised Board Policy: BP 9260 (Legal Protection and Liability Insurance)?

   4. **Revised Board Policy: BP 9270 (Conflict of Interest)**

   [After any discussion] Is there a motion to approve revised Board Policy: BP 9270 (Conflict of Interest)?
BOARD MEMBERS (continued)

5. Revised Board Policy: BP 9310 (Board Policies and Regulations)

[AFTER ANY DISCUSSION] Is there a motion to approve revised Board Policy: BP 9310 (Board Policies and Regulations)?

c. Board Member Comments

Board members will comment.

11. ADJOURNMENT

The next Regular Meeting will take place on May 3, 2017.

NEXT REGULAR MEETING: MAY 3, 2017
1. **CALL TO ORDER**

Board President Joe Ross called the meeting to order at 7:01 p.m.

2. **APPROVAL OF AGENDA**

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 April 5, 2017, agenda as presented.

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

Superintendent Campbell reported in September 2016 she was at the monthly Superintendents’ Association meeting where one of the superintendents said they would like to have a way of knowing about events and other news items impacting local school districts. They especially wanted to be able to congratulate each other about positive news and support one another during difficult moments. Superintendent Campbell said after this meeting she spoke with Administrator for Board/Superintendent Support and Community Relations, Marco Chávez, and Public Communications Specialist Allie Jaarsma, about putting together a weekly compilation of the news related to San Mateo County School Districts. She said Ms. Jaarsma capably took the lead on this project and skillfully assembles the week’s news as well as a “Food for
PRESENTATION OF 2016 CALIFORNIA SCHOOL PUBLIC RELATIONS ASSOCIATION (CALSPRA) EXCELLENCE IN COMMUNICATION AWARD (continued)

Thought” article that is quick to read and informs the reader about a policy-level or research item.

Ms. Campbell said the District Superintendents have indicated how much they appreciate having the weekly news and the San Mateo County Office of Education (SMCOE) is also finding that more and more people are reading it as well.

Superintendent Campbell said she was thrilled when the weekly San Mateo County School News was submitted to the CalSPRA Competition and received the “Excellence in Communication Award.” Ms. Campbell then introduced Jennifer Dericco, California School Public Relations Association (CalSPRA) Regional Chair-Bay Area, to present the 2016 CalSPRA Excellence in Communication Award.

Ms. Dericco explained she is the Public Information Officer for Santa Clara Unified School District and the Bay Area Regional Chair for the California School Public Relations Association (CalSPRA). She said the Awards in Excellence program allows recognition for high-level communication tactics and programming in school districts and counties across California and the nation.

Ms. Dericco then presented the Award of Excellence, in the Newsletter Category, for the Superintendent’s Newsletter to Allie Jaarsma and the San Mateo County Office of Education.

Ms. Dericco said she wanted the Board to know that this is the second year in a row that this newsletter has won an award from CalSPRA. She explained in 2015 SMCOE was presented with an Award of Merit and this year an Award of Excellence, which is a testament to Ms. Jaarsma’s hard work, specifically to ensure that it exceeds its goals every year. She said the goal is to make sure the superintendents feel more connected with one another and stay up-to-date on area, school and district news. Ms. Dericco reiterated superintendents appreciate the resource and continually communicate that at the superintendents’ monthly meetings. She said the data also shows the newsletter audience engagement is above industry averages with regular open rates of over 51% compared to industry open rates of 14%.

Ms. Dericco acknowledged and thanked Ms. Jaarsma, Superintendent Campbell and Administrator Chávez for making sure this is an effective communication tactic for San Mateo County. She noted the Awards Review Panel, consisting of Public Relations Leaders throughout California, commended San Mateo County for a well thought out and responsive communication channel to meet the audience needs.

Ms. Dericco said CalSPRA is proud to support the many professional organizations that work hard to share success stories and build a support of understanding for schools and county offices of education. She invited the Board to share in this pride and share this news with staff and the
PRESENTATION OF 2016 CALIFORNIA SCHOOL PUBLIC RELATIONS ASSOCIATION (CALSPRA) EXCELLENCE IN COMMUNICATION AWARD
(continued)

community as one more way San Mateo County Office of Education is helping students and public education succeed.

Ms. Dericco then asked Ms. Jaarsma to accept the 2016 California School Public Relations Association (CalSPRA) Excellence in Communication Award on behalf of the San Mateo County Office of Education.

4. RECOGNITION

a. Adopt Joint Resolution No. 17-12 In Recognition of School Volunteers and April as National Volunteer Month

Superintendent Campbell explained each April the United States celebrates National Volunteer Month – an opportunity to recognize those who devote their time and resources to improving the world around them. She said the United States has a long history of service, and the U.S. Bureau of Labor Statistics reports that one in four Americans volunteer at least once a year. Ms. Campbell said many of those individuals reside in San Mateo County and to honor the volunteers in our community who have dedicated themselves to improving the lives of local students she wished to propose a joint Board/Superintendent resolution to recognize those individuals and to designate April as National Volunteer Month.

After a motion by Mr. Hsiao and a second by Ms. Gerard, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Joint Resolution No. 17-12 In Recognition of School Volunteers and April as Nation Volunteer Month.

b. Honor 2017 Volunteers

Superintendent Campbell thanked all of SMCOE’s volunteers for their service. She said volunteerism is one of the building blocks of a strong community, and the time the volunteers so graciously donate to the students continues to make San Mateo County a wonderful place to learn and live. Ms. Campbell said the work of the 17th District PTA and its support of the SMCOE Court and Community Schools Programs has been phenomenal. She also acknowledged and thanked the impressive STEM Fair volunteers.

Board President Ross said on behalf of his colleagues and himself he also wanted to express his gratitude to the outstanding individuals assembled at the Board meeting, as well as those who were unable to attend the event. He commented the contributions of the volunteers are truly invaluable and enrich the lives of the students every day.
RECOGNITION (continued)

The first organization Board President Ross recognized was the 17th District PTA, which serves as the connecting link between the local PTA units and the California State PTA. He said they are an indispensable resource to everyone at the County Office, and highlighted the work of two individuals: Lori McBride and Keiko Smith. Mr. Ross said Ms. McBride and Ms. Smith both help coordinate activities to support faculty and staff in the Court and Community schools programs. Ms. McBride’s tireless advocacy brings in valuable funding from local PTAs, and Ms. Smith provides a powerful voice on SMCOE’s Court and Community School Site Council. Mr. Ross thanked them for all they do.

Mr. Ross then acknowledged the contribution of Kris Cannon, a volunteer at the Moomaugh Library at Hillcrest School every Wednesday. Mrs. Cannon also runs a weekly book club that provides valuable experiences to the students at Camp Glenwood. Mr. Ross noted Patricia Cretan is a key asset in this work, but was unable to attend the meeting.

Board President Ross commented there are also a number of organizations and individuals who have supported SMCOE’s annual STEM Fair, which was held in March of this year. He thanked the Hiller Aviation Museum, which agreed to host both the three-day Fair and the Awards Ceremony to honor the winners. Mr. Ross acknowledged and thanked Oracle, which supports a wide range of SMCOE initiatives including its continued sponsorship of the STEM Fair. He thanked Susan Dubrow who was in attendance representing the STEM Fair Committee, along with those members who were unable to attend: Brennan Brockbank, Kate Barry, Cynthia Chin, Jennifer Clarke, Melonie Cotter, Bryan Flaig, Alex Harrell, Jayne Hastedt, Pam Louie and Nicole Shimshock.

Mr. Ross honored a few other individuals who were unable to make it to the meeting, but who contributed immensely to our schools and communities. Dennis McBride, a trustee on the Redwood City School District Board, helps coordinate a community speaker series for students at Hillcrest School. He thanked two SMCOE Outdoor Education cabin leaders, Lynsey Brydon and Hallie Mrizek, for their hard work. He said Ms. Brydon volunteered with students in the Outdoor Education program for more than 18 weeks over the past three years, and Ms. Mtizek volunteered more than 12 weeks of her time over the past two years.

Board President thanked all the volunteers who have devoted time and energy to supporting our students. He said it’s not possible to acknowledge everyone in such a limited amount of time, but commented their contributions make a profound difference in the lives of San Mateo County's young people.

c. Honor Burlingame Intermediate School – Named by the California Department of Education as 2017 “Schools to Watch™—Taking Center Stage”

Superintendent Campbell said she was pleased to honor Burlingame Intermediate School (BIS), which was named by the California Department of Education as one of the state's 2017 "Schools to Watch—Taking Center Stage." She said schools designated as "Schools to Watch" meet the unique challenges of their student populations and share a strong, ongoing record of student
RECOGNITION (continued)

achievement. Ms. Campbell said each year, the program identifies middle schools that are academically excellent, developmentally responsive, socially equitable, and structured for success. She said as a former middle school educator, she knows it’s not easy to put all four of those ingredients together at the same time in one school. Ms. Campbell said we are grateful to have San Mateo County represented in this exceptional group and would like to thank the BIS community for all their hard work. Superintendent Campbell then invited Principal Pam Scott up to the podium.

Principal Scott said she was thrilled to address the Board and said this award from the California Department of Education is a product of 10-years of hard work along with the efforts of many people in the Burlingame School District, such as: the Burlingame School Board, the Superintendent, the parent community and the phenomenal students. Ms. Scott said she appreciated the recognition.

5. RECEPTION

At 7:18 p.m. Mr. Ross declared a short recess to acknowledge Allie Jaarsma, Public Communications Specialist, the 2017 Volunteers and Burlingame Intermediate School.

The meeting resumed at 7:36 p.m.

6. INTRODUCTION OF NEW STAFF

a. Hui Yon Kim, Project Specialist, Early Learning Support Services (ELSS), Educational Support Services, Instructional Services Division

Deputy Superintendent Dr. Gary Waddell said as he travels around the State he is constantly reminded and told San Mateo County has the premier Early Learning team in California because of its quality of staff. He said he was pleased to introduce a new staff member of the Early Learning Support Staff (ELSS), Early Learning Quality and Inclusion Partnership Project Specialist, Hui Yon Kim. Dr. Waddell said Ms. Kim will support data based management and analysis for The Big Lift, First 5 Impact and Quality Rating Improvement System (QRIS) Grants.

Dr. Waddell explained Ms. Kim has a rich background in research consulting, federal contracting in health and workforce development. She has expertise in database design and management and will be a strong addition to the Early Learning Support Services team. Dr. Waddell then asked Ms. Kim to say a few words.

Ms. Kim thanked the Board for the opportunity to introduce herself. She said she grew up in Salinas Valley, which provided a diverse culture upbringing that has allowed her to pursue her passions in social equity. She earned her Bachelor’s and Master’s Degrees at the University
INTRODUCTION OF NEW STAFF (continued)

of California Los Angeles (UCLA) with a focus on social policy. She is currently finishing her Doctoral Degree at the University of California Santa Barbara focusing on Education Policy and Quantitative Research Methods, which is what she wants to bring to the ELSS team in terms of database management and data analysis.

Ms. Kim said her professional background includes working for a number of years in private sector policy consulting working with a variety of different consulting firms such as: Acumen LLC; Berkeley Policy Associates; Social Policy Research Associates; and the RAND Corporation. She said her work experience has allowed her to work with many partners and clients across different sectors and regions, which has allowed her to explore education policy and education research through a multitude of lenses. Ms. Kim said with that experience she is excited to join the San Mateo County Office of Education team and focus her work on local efforts and working collaboratively on the different initiatives and efforts in the community to support both the community itself as well as its residents.

Ms. Kim said while this is her professional background, she is also excited to return to San Mateo County since not only is it great because of the social efforts, but it is also such a beautiful region.

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

There were no persons wishing to address the Board.

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

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the Minutes of the March 11, 2017, Board-Superintendent Retreat as presented.

9. APPROVAL OF MINUTES OF MARCH 15, 2017, REGULAR MEETING

After a motion by Ms. Alvaro 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 abstentions (Gerard and Ross) the Minutes of the March 15, 2017, Regular Meeting as presented.
10. **CONSENT AGENDA**

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**

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 Consent Agenda.

11. **BUSINESS SERVICES**

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

Deputy Superintendent Denise Porterfield said 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 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 San Mateo County.

After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Resolution No. 17-15 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**

Deputy Superintendent Dr. Gary Waddell said he was pleased to bring a report about the Achievement Gap Summit. He said there was a great deal of enthusiasm and energy that day and said he has had many questions about what will happen next.

Dr. Waddell said learning, reflection and community are critical pieces in order to learn more deeply how to move the needle for kids who most need us to be our best. The Summit provided the opportunity for local educators to reflect inward on our practices and how we can be better and build community to support these students.

Dr. Waddell said this was a convening of two events: The Achievement Gap Policy Summit and Zap the Gap.
Deputy Superintendent Waddell reported the day began with inspiring, welcoming comments from Board President Joe Ross, and Congresswoman Jackie Speier who sent a recorded greeting.

Bernard Kinsey, Philanthropist and Entrepreneur, talked about his collection of African-American primary source documents and artwork. Dr. Waddell said each time he hears Mr. Kinsey talk he walks away moved and newly inspired about how important this story is and said it was an honor to have him at this event as well as his wife Shirley and his son Khalil. Deputy Superintendent Waddell said Board Member Camacho facilitated a panel with the Kinsey family, which many attendees stated they appreciated.

Deputy Superintendent Waddell said several colleagues from the Imperial County Office of Education had built Units of Study, which is part of the benefits of the collaboration used by participants of a statewide organization. The Imperial County Office of Education staff came to present the units of study at the event and he said it’s those types of collaboration that make these events special. He said these Units of Study have been a launching point for this work moving forward.

Dr. Waddell reported a group of students from the Black Student Alliance in San Leandro, CA, as well as students from South San Francisco attended the event. He said during the student breakout session, Administrator of Educational Support Services Mefula Fairley, and Administrator of Safe and Supportive Schools Jeneé Littrell, worked with the students to debrief the day and talk about what the day meant to them.

Dr. Waddell commented Senator Scott Wiener and Superintendent Campbell provided closing remarks.

Deputy Superintendent Waddell said he wanted the day to resonate and continue with the attendees, noting a copy of *The Kinsey Collection* book was donated to each school in attendance for their library.

Deputy Superintendent Waddell said Equity Trajectory: Hearts, Minds, and Hands began with awareness at the first Achievement Gap event; Capacity-Building took place at the most recent event; work is being done to hone an equity lens within the Instructional Services Division (ISD) and throughout the organization; and building a school staff and leadership capacity.

Dr. Waddell reported evaluations from the Achievement Gap Summit were very positive and attendees thought the session was informative, relevant, and engaging.
INSTRUCTIONAL SERVICES (continued)

Deputy Superintendent Waddell said next steps include:
- Developing Curricular Resources for Schools and Districts (building Units of Study)
- 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 and Imagining” Session Around the Work

Dr. Waddell thanked everyone involved in the event:
- Achievement Gap Summit Subcommittee:
  - Board Members – Alvaro, Camacho and Cannon
  - Congresswoman Jackie Speier
  - State Senator Scott Wiener
  - SMCOE Staff – Administrator Mefula Fairley; Administrator Curriculum and Instruction Services Lori Musso; Public Communications Specialist Allie Jaarsma; and Executive Assistant Edna Letran
  - Oracle – for generously providing a lovely venue
  - Imperial County Office of Education

Dr. Waddell said there is still a great deal of momentum from this event.

Board Member Alvaro commented the event was excellent and an important piece of this program that made an impression on her was hearing Khalil Kinsey talk about his experiences and the myth of absence in the history books.

Mr. Cannon acknowledged and thanked Dr. Waddell for bringing Bernard Kinsey to the Achievement Gap Summit, commenting it made the day exceptional for him. He said he also felt a great atmosphere and camaraderie in the room regarding carrying on this work.

Mr. Cannon acknowledged Board Member Camacho for facilitating the panel.

Mr. Camacho reflected on *The Kinsey Collection*, which to him was a validation of the work that is being done around the new State Standards, and the push for evidenced-based argumentation, which can help students develop their own understanding of history.

13. OFFICE OF THE SUPERINTENDENT

a. Authorization of Duties and Responsibilities for One (1) New Classified Management Position

Superintendent Campbell said this is the first step of establishing a new position for a new classified manager who will serve as the Strategic Communications leader. She said this is an outgrowth of SMCOE’s work with Fern Tiger and said one of Ms. Tiger’s recommendations
was that this position was necessary to move the Strategic Plan forward. The position should have a person experienced in both internal and external communications, looking through a lens of strategy as well as a good thought partner for setting the County Office up to be an advocate of K-12 public education in San Mateo County. She said the way in which this should take place will take an individual skilled in the realm of communications. Superintendent Campbell said the vision of this communications team is to have a three-person strategic communications team with this individual as the lead. It would also include the role Allie Jaarsma is currently performing as the communications specialist and then a graphics specialist to help with communications and branding.

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Authorization of Duties and Responsibilities for One (1) New Classified Management Position.

b. Superintendent's Comments

Superintendent Campbell reported since the last time the Board met she had attended three events she wanted to share with the Board:

• March 25 – California Association for Environmental and Outdoor Education (AEOE)
  o Annual conference of outdoor educators from throughout California (this year held at Jones Gulch)
  o Invited to be part of a group to discuss whether California should institute an environmental educator certification program
    ▪ 13 states have such a certification program
    ▪ National perspective – should it be a national certification rather than at the state level
  o Keynote speaker – John Muir Laws, Naturalist, Author and Educator – talked about the power of journaling when working with children in an outdoor environment. He said journaling should include writing and illustrating

• April 4 – Silicon Valley Regional Data Trust – A convening of 18 people from SMCOE and San Mateo County management to discuss the Silicon Valley Regional Data Trust and how to work together to make it a reality. She said Marcy Hauck and Rod Ogawa from the Regional Data Trust made a presentation of the Dashboard with ways to slice and dice the data. Ms. Campbell said the group will reconvene at the end of April and have decided the Safe and Supportive Schools and Communities work will be one of the first areas to look at in building the data zone.

Superintendent Campbell noted Lead Deputy County Counsel has become a vital part of the work of the data zone, developing agreements that will allow data sharing among the various entities while keeping the data protected. Ms. Campbell said Counsel Cunningham has become a renowned expert in this realm.
OFFICE OF THE SUPERINTENDENT (continued)

• April 5 – All SMCOE Meeting – Strategic Plan Update – Second SMCOE Staff Meeting at the College of San Mateo (CSM) to provide staff with an update on the progress being made on the Strategic Plan. Ms. Campbell thanked Board President Ross for his welcoming comments and thanked the Board Members who were able to attend.

Superintendent Campbell said she wanted to be sure all of SMCOE employees share common definitions of excellence and equity. Ms. Campbell said the strategic plan work groups reported out on the five goal action plans their groups have developed and acknowledged them for the tremendous job they did. Ms. Campbell acknowledged and thanked Dr. Waddell for organizing the breakout group session and designing an interactive activity based on the definitions of excellence and equity. Superintendent Campbell facilitated one of the breakout groups and said she was impressed with the willingness of group participants to engage with each other at a deep level and also how much staff enjoyed the chance to talk with one another. Ms. Campbell thanked Cabinet for working to get the action plans their groups have developed to a point that allowed the staff to have an update on the progress of the Strategic Plan.

Superintendent Campbell said the next step for the Strategic Plan will be developing metrics for the action steps so we can track how we’re doing.

Superintendent Campbell reminded the Board of upcoming events:
• April 8 – First Annual Parents as Partners Saturday Institute – thanks to Administrator Chávez and Director of Accountability and District Support Liz Wolfe, this session will help parents understand the Local Control Accountability Plan (LCAP) and how to become more involved in their children’s schools and how important their presence is in terms of their children’s success

• April 21-23 – Progress Seminar will take place in Monterey

• April 22 – Elevating and Celebrating Effective Teaching (ECET²) will take place at SMCOE

• May 3 – Certificated Recognition Event

• May 10 – Classified Recognition Event

Superintendent Campbell wished Board Member Hsiao a belated birthday that he celebrated on April 4th.

Superintendent Campbell requested the Board to consider adjourning its meeting in memory of former San Mateo County Office of Education Deputy Superintendent Robert L. Obrey.
14. BOARD MEMBERS

a. Discuss/Act on Legislation

Board Member Ross said he would provide the Board information on Assembly Bill (AB) 163 School Safety: Peace Officer Interactions with Pupils, and AB 173 Peace Officer Interactions with Pupils and how they are moving through the process after his next meeting with the California County Boards of Education Legislative Committee.

b. Board Policy Review

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

1. New Board Policy – Second Reading and Action
   1. New Board Policy: BP 9222 (Resignation)

After a motion by Mr. Hsiao, and a second by Ms. Gerard, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), New Board Policy: BP 9222 (Resignation).

2. Revised Board Policies – First Reading

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 five revised Board Policies for a Board first reading.

Mr. Camacho said BP 6480 (Special Education Diplomas and Certificates) was brought forward by Associate Superintendent Nancy Magee and includes updated language. He said BP 9260 (Legal Protection and Liability Insurance) includes language that will allow the Board to meet its obligations.

   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)

c. Board Member Comments

Ms. Gerard

Ms. Gerard commented the recognition of the volunteers is such a wonderful thing to do because there are so many amazing things that wouldn’t happen without volunteers. She said the time, energy and talents given to children and programs by these very special people is deserving of recognition and Ms. Gerard is pleased SMCOE takes the time to recognize their work and thanked the staff for putting this event together.
Ms. Gerard said she remembered Mr. Obrey because he was the Deputy Superintendent when she joined the County Board. Ms. Gerard said she knew him well and that he was a wonderful person and thanked her colleagues for adjourning this meeting in Mr. Obrey’s honor.

**Mr. Lempert**

Mr. Lempert echoed Ms. Gerard’s eloquent comments about the volunteers and appreciated the ceremony.

Mr. Lempert commented SMCOE has the best Early Childhood team in the country and welcomed Hui Yon Kim to the team.

Mr. Lempert wished Mr. Hsiao a happy belated birthday.

**Mr. Hsiao**

Mr. Hsiao said he is sorry he was unable to attend the Achievement Gap Summit this year and said it sounds like it was an amazing event.

Mr. Hsiao acknowledged and thanked the Outdoor Education Committee who helped revise a data request to the YMCA to obtain additional information in order to inform the investment decision regarding Jones Gulch.

**Mr. Cannon**

Mr. Cannon thanked Ms. Gerard for nicely expressing the Board’s appreciation about the Volunteer Recognition Event.

Mr. Cannon reported he attended the SMCOE all staff meeting at CSM and said the event timing was superb down to the minute. He said like the Achievement Gap Summit, the tone in the CSM auditorium was warm and purposeful. Mr. Cannon thanked Superintendent Campbell for her persistence on this, noting undertaking a Strategic Plan is a lot a work and then you must implement it. Mr. Cannon thanked Superintendent Campbell for all she does.

**Mr. Camacho**

Mr. Camacho said he appreciated seeing the volunteers and said it is great to see some of the partners in the community.

Mr. Camacho reported he has recently had some fun opportunities in the community over the past couple of weeks:

- Kent Awards Review site visits – incredible things going on in San Mateo County Districts such as articulation between K-8 to High School and increasing access to computer science for some elementary districts
Mr. Camacho said Kent Award notifications will be released soon and invited his colleagues to attend the Kent Awards Dinner Celebration in May.

Mr. Camacho thanked Superintendent Campbell, Deputy Superintendent Waddell and Administrator Chávez for helping prepare remarks for his first visit to a local district to talk about the County Office and its Strategic Plan. He thought the presentation went well and said it was great to be welcomed at a local district.

Mr. Camacho reported he attended the San Mateo County School Boards Association (SMCSBA) Dinner meeting with Board Member Cannon, Superintendent Campbell, Deputy Superintendent Waddell and Associate Superintendent Magee. He said it was interesting to have such an intimate setting with State Board of Education President Dr. Michael Kirst and to hear about the release of the Dashboard. Board Member Camacho said the audience had an opportunity to engage and ask in-depth, pertinent questions about the Dashboard, and to share with State Board of Education President Kirst the things they liked.

Mr. Camacho commented about Dr. Waddell’s Op-Ed article in the Daily Journal that talked about the Dashboard and how important this new metric is when looking at schools. He said one issue that came up was concern about communicating with parents and helping districts understand they have a lot of work ahead of them in terms of helping parents understand. Mr. Camacho said the Dashboard is more accessible and relevant than the Academic Performance Index (API).

Ms. Alvaro agreed with Mr. Camacho’s comments about the Strategic Plan event and thanked Superintendent Campbell for inviting the Board. She said she was in the breakout group that Allie facilitated and said the way it was set up was fun. Ms. Alvaro enjoyed talking with people she didn’t know or work with about equity and excellence as it related to the individuals. She said it was encouraging to hear comments regarding how passionate staff was about bringing equity and excellence to their own jobs. Ms. Alvaro thought this exercise was an excellent idea.

Ms. Alvaro reported there was an editorial in the Daily Journal written by San Mateo Union High School District Superintendent Kevin Skelley about why graduation is so important and what it means to the families and students of his district. Ms. Alvaro thought this editorial was heartwarming and very nice.
Ms. Alvaro reported she participated in a California School Boards Association (CSBA) Webinar about how districts and county offices are looking at immigration status privacy issues and said it was fascinating. She said they talked about data, how to handle data collected and developing protocols for exigencies. She said districts and county offices were advised to never offer legal advice to families unless it is carefully crafted by legal counsel and everyone has the same message.

Mr. Ross

Mr. Ross said regarding the Achievement Gap Summit, the Strategic Plan All Hands Meeting and the celebration of volunteers at the Board Meeting, he agrees with all of his colleagues’ comments.

Mr. Ross welcomed Hui Yon Kim to the County Office team and said he appreciated that she stayed for the entire meeting and thinks she represents the quality of hiring that is happening in the San Mateo County Office of Education. He said newly hired staff coming from incredible backgrounds and incredible entities is a testament to all the work being done at SMCOE, and that we are getting the best and the brightest from public and private sectors. Mr. Ross said he thought that was also reflected at the all hands meeting and said he is honored to serve along side.

Mr. Ross noted several people mentioned in the goal presentations that design thinking was used to develop a strategy around what to do next in the strategic plan. He said it was striking about how little you hear about using design thinking to come up with public policy. Mr. Ross said it amazes him that that’s how SMCOE is operating and deserves recognition and attention, because it will change the quality of what SMCOE does.

Mr. Ross said he appreciated Superintendent Campbell’s comment that equity doesn’t mean equal treatment. Equal treatment of everyone when there are unequal circumstances is by definition not equitable.

15. ADJOURNMENT

Board President Ross said the County Board and Superintendent would like to adjourn this evening’s meeting in honor of Robert L. Obrey, a former deputy superintendent at the San Mateo County Office of Education, who passed away January 25, 2017.

Mr. Ross said Mr. Obrey's contributions to the County Office were invaluable, and he served as a mentor to many. He commented those who knew Bob Obrey remember his sense of humor and warm, friendly demeanor—along with his love of plaid shirts. Mr. Obrey’s diligence, persistence, and integrity inspired countless colleagues, and his 25 years of service made the County Office better in myriad ways.
ADJOURNMENT (continued)

Mr. Ross said the Board, Superintendent and SMCOE staff would like to offer their sincerest condolences to Mr. Obrey's family, as well as to all those who knew and cared for him. He will be dearly missed.

There being no further business to come before the Board, the meeting was adjourned at 8:32 p.m.

Anne E. Campbell, Secretary
msg
CERTIFICATED STAFFING REPORT  
March 8, 2017 – April 11, 2017

### PROMOTIONS/REASSIGNMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF HIRE</th>
<th>PREVIOUS POSITION</th>
</tr>
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<tbody>
<tr>
<td>Mary Browning</td>
<td>Principal</td>
<td>ECE/Related Services/SSD</td>
<td>3/27/2017</td>
<td>Promotion</td>
</tr>
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### SEPARATIONS

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<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF SEPARATION</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>Lori Solgaard</td>
<td>Teacher</td>
<td>SSD/K12</td>
<td>3/10/2017</td>
<td>Separated</td>
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Forward to the Board:

Anne E. Campbell  
County Superintendent of Schools
## STAFFING REPORT – CLASSIFIED
March 1, 2017 – April 11, 2017

### POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV./ DEPT.</th>
<th>REPLACING</th>
<th>DATE OPENED</th>
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<tbody>
<tr>
<td>Braille Transcriber</td>
<td>SSD/ECE</td>
<td>Gail Baldwin</td>
<td>04/01/2016</td>
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<tr>
<td>Manager, Facilities Services</td>
<td>SSD/FAC</td>
<td>Kenneth Tanase</td>
<td>01/09/2017</td>
</tr>
<tr>
<td>Coordinator, Information Systems – (BIS)</td>
<td>BSD/DBS</td>
<td>Marco Sanchez</td>
<td>01/09/2017</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>SSD/FAC</td>
<td>Rina Kolesnikov</td>
<td>01/23/2017</td>
</tr>
<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>
</tr>
<tr>
<td>Accountant</td>
<td>BSD/IBS</td>
<td>Rosalie Badua</td>
<td>02/06/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>New Position</td>
<td>03/08/2017</td>
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<tr>
<td>Administrative Assistant I</td>
<td>ISD/ADS</td>
<td>Khatoonik Ghazarian</td>
<td>03/28/2017</td>
</tr>
<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Toby Lee</td>
<td>03/29/2017</td>
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<tr>
<td>Naturalist</td>
<td>ISD/OE</td>
<td>Benjamin Nelson</td>
<td>04/21/2017</td>
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<tr>
<td>Senior Naturalist</td>
<td>ISD/OE</td>
<td>Allison Irwin</td>
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### PROMOTIONS

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<th>To DIV./DEPT.</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>Kathrina Bautista</td>
<td>SSD/ECE</td>
<td>SSD/K12</td>
<td>03/13/2017</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>Guisell Ocon</td>
<td>SSD/ECE</td>
<td>SSD/K12</td>
<td>03/20/2017</td>
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### NEW EMPLOYEES – REGULAR

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<tr>
<td>Project Specialist, ELSS (EQ+IP)</td>
<td>ISD/ELSS</td>
<td>Hui Kim</td>
<td>03/06/2017</td>
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<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/IBS</td>
<td>Toby Lee</td>
<td>03/06/2017</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Alma Jover</td>
<td>03/20/2017</td>
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<tr>
<td>Administrative Assistant II</td>
<td>SSD/SAFE</td>
<td>Tammie Sera</td>
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### NEW EMPLOYEES - SUBSTITUTE

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<th>DATE OF HIRE</th>
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<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Arlene Adriano</td>
<td>03/07/2017</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Theresa Domingo</td>
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<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Emma Zirkler</td>
<td>03/27/2017</td>
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<tr>
<td>Paraeducator, Special Education</td>
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<td>Danielle Marty</td>
<td>03/27/2017</td>
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<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
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<td>03/27/2017</td>
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### SEPARATIONS

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<th>REMARKS</th>
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<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Toby Lee</td>
<td>Resignation</td>
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<td>Administrative Assistant I</td>
<td>SSD/SSD</td>
<td>Carolyn Nichols</td>
<td>Retirement</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ADS</td>
<td>Khatoonik Ghazarian</td>
<td>Retirement</td>
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STAFFING REPORT – CLASSIFIED
March 1, 2017 – April 11, 2017

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
Joint Resolution No. 17-16
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Adopting the Declaration of the Rights of All Students to Equity in Arts Learning

Whereas, the San Mateo County Office of Education acknowledges that arts learning—which includes dance, music, theatre, and visual and media arts—is an essential part of a comprehensive education that prepares all students for college, career, and life; and

Whereas, arts learning promotes critical thinking and problem-solving skills, supports overall academic achievement, and nurtures skills that help all students in San Mateo County succeed in school and in life; and

Whereas, the San Mateo County Office of Education recognizes that particular groups of students experience significant barriers to access, participation, and success in arts learning and that these barriers are directly linked to historical, persistent and pervasive inequities in our educational system.

Whereas, we do adopt this declaration as follows:

Declaration of the Rights of All Students to Equity in Arts Learning

1. The right to equitable access to pre-K-12 free, coherent and sequential standards-based arts learning that is part of the core curriculum and that provides both integrated and discrete visual and performing arts learning opportunities; and the right to equitable outcomes as a result of this access, without distinction on account of race, culture, language, religion, national origin, geographical location or legal status.

Every student in San Mateo County has the right to participate and succeed in high-quality courses in all the arts disciplines as part of their basic education, regardless of their background, culture, language or place of residence.

2. The right to special protection for every student’s artistic and aesthetic development. The right to protection from policies and practices that exclude or preclude certain students or populations from equitable access to and success in powerful and coherent arts learning pre-K-12.

All students have the same right to fully develop their creative potential at every grade level and to not be excluded for any reason.

3. The right to arts learning that is culturally and linguistically responsive and relevant, with particular attention to those populations that have traditionally been excluded or precluded, such as English learners, students of color, foster youth, homeless youth, students in poverty, migrant students, and special needs students.

All students have the right to engage in arts education that reflects, respects, and builds on their culture, language, and background.
4. The right to arts learning programs in every school, district, and community that are funded and supported with the necessary resources—including qualified administrators, teachers, teaching artists, and other staff; adequate materials; and appropriate facilities—to support powerful culturally and linguistically responsive arts learning.

_All students have the right to receive the resources they need to be successful in their arts studies in dance, music, theatre, and media and visual arts, including the right supplies and facilities and especially qualified teachers and curriculum that honors all cultures and languages._

5. The right to educators, leaders, and parents/community who are knowledgeable about the intrinsic and extrinsic benefits of arts learning for individual students, families/communities, the nation, and global society.

_All students have the right to be supported by leaders in their community and school who understand the benefits of an arts education to prepare them for college, career and life._

6. The right to be brought up in school and community environments that value and protect the arts and equity as essential to the full development of every student and that demonstrate those values/beliefs in their public policies and practices.

_All students have the right to learn and practice the arts in a positive environment where everyone understands and acts on the knowledge that they are engaging in valuable and important work._

**Now, Therefore Be It Resolved** that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools recognize the powerful impact that an arts curriculum has in the cognitive and social development of students and its role as an essential component of a comprehensive education and encourage local schools and districts to promote arts learning that honors all cultures and languages.

**SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS**

Passed and Adopted on this Nineteenth Day of April 2017

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**SAN MATEO COUNTY BOARD OF EDUCATION**

President

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April 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent

Subject: Revised Membership of the County School Attendance Review Board

The Board is asked to approve the revised School Attendance Review Board (SARB) Membership for the 2016-2017 school year. There were changes to the representatives for Law Enforcement Agencies.

Attachment

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
2016-17 San Mateo County School Attendance Review Board (SARB) Members

A. A Parent representative
   Juanita Flores, PTA Officer, 17th District PTA
   Alternate: Emily Sarver, PTA Officer

B. School District representative
   KindyLee Mackamul, Associate Superintendent Student Services
   San Mateo Union High School District
   Alternate: Don Scatena, Director Student Services

C. County Probation representative
   Fabiola Jimenez, Probation Officer
   San Mateo County Probation Department
   Alternate: Mpho Perras, Probation Services Manager

D. County Welfare representative
   Marsha Beaman, Social Work Supervisor
   San Mateo County Human Services Agency

E. County Superintendent representative
   Jené Littrell, Administrator, Safe and Supportive Schools
   San Mateo County Office of Education

F. Law Enforcement Agencies
   Sergeant Jerry Justice, Supervisor
   School Resources & Community Policing Officer
   San Mateo County Sheriff’s Office
   Alternate: Deputy Sheriff Jennifer Clamon-Morris
   Student Resources & Community Policing Officer

G. Community-based Youth Services
   Dr. Clarise Blanchard, Department Director StarVista
   Alternate: Lindsay Stark, Program Manager, StarVista

H. School Guidance Personnel
   Lauren Sneed, Educational Liaison
   Foster Youth Services, San Mateo County Office of Education
   Alternate: Adele Berg, Administrator
   San Mateo County Office of Education

I. Child Welfare & Attendance Personnel
   Hector Serrano, Child Welfare & Attendance Advisor
   Sequoia Union High School District

J. County Health Care Personnel
   Nicole Daly, Supervising Mental Health Clinician
   SMC Children and Family Services
   Alternate: Mari Evers, Psychiatric Social Worker

K. County Mental Health Personnel
   Tim Holechek, Manager
   SMC Behavioral Health & Recovery Services
   Alternate: Steve Munson, Supervisor
April 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent of Student Services Division

Subject: Quarterly Report of Williams Uniform Complaints

Per Education Code §35186 relating to the Williams lawsuit, a Uniform Complaint Procedure must be posted in every classroom. Each LEA must then provide a quarterly report to the Governing Board regarding the number of complaints received and the number of complaints resolved or unresolved. The Quarterly Report for the period covering January 1, 2017 – March 31, 2017, indicates that no complaints were filed.

I have attached the report for your review and signature.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
SAN MATEO COUNTY OFFICE OF EDUCATION
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: SAN MATEO COUNTY OFFICE OF EDUCATION

Person completing this form: NANCY MAGEE  Title: ASSOCIATE SUPT., STUDENT SERVICES

Quarterly Report Submission Date:
(check one)  □ October 31, 2016 (Covers 7/1/16 – 9/30/16)
□ January 31, 2017 (Covers 10/1/16 – 12/31/16)
✓ April 30, 2017 (Covers 1/1/17 – 3/31/17)
□ July 31, 2017 (Covers 4/1/17 – 6/30/17)

Date for information to be reported publicly at governing board meeting: April 19, 2017

Please check the box that applies:

✓ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. Copies of the complaint and the District’s written response will be sent to SMCOE.

Please mark the table below with zero if there are no complaints.

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<thead>
<tr>
<th>General Subject Area</th>
<th>Total # of Complaints</th>
<th># Resolved</th>
<th># Unresolved</th>
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<tbody>
<tr>
<td>Textbooks and Instructional Materials</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Vacancy or Misassignment</td>
<td>0</td>
<td></td>
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<tr>
<td>Facilities Conditions</td>
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<td></td>
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<tr>
<td>TOTALS</td>
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</table>

ANNE E. CAMPBELL
County Superintendent of Schools

Signature of County Superintendent  Date

Return via fax or email to Jesus Contreras
San Mateo County Office of Education
(650) 802-5337
Fax (650) 802-5322
April 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent, Business Services Division; Nancy Magee, Associate Superintendent, Student Services Division

Subject: Update on the San Mateo County Office of Education Local Control Accountability Plan (LCAP)

Deputy Superintendent Denise Porterfield and Associate Superintendent Nancy Magee will be present at the Board meeting on April 19, 2017, to provide an update on SMCOE’s Local Control Accountability Plan (LCAP) including changes to the 2017 LCAP template and highlights regarding stakeholder engagement, accountability measures, 2017 goals, and the budgeting process. At the conclusion of our update, we will be happy to answer any questions the Board may have.

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
April 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
Instructional Services Division

Subject: Report on 2017 California School Dashboard for San Mateo County

I will be present to introduce Deann Walsh, Manager, Learning Analytics and Program Evaluation, who will present a report on the California School Dashboard and 2017 Results for San Mateo County, and to answer any questions the Board may have.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
California School Dashboard
Review of San Mateo County Results

April 19, 2017

Deann Walsh
Manager, Learning Analytics & Program Evaluation

Agenda

1. Review and Report of State Indicators

2. Review of Local Indicators

3. Dashboard Implications for Local Education Agencies (LEA)

4. Next Steps for the 2017 Dashboard

5. SMCOE Resources & Services
Dashboard Priorities

Dashboard

Designed to:

• Support LEAs in identifying strengths, weaknesses and areas for improvement
• Assist in determining whether LEAs are eligible for differentiated assistance
• Assist Superintendent of Public Instruction (SPI) in determining whether LEAs are eligible for more intensive state support/interventions

Accountability

Local Control Accountability Plan (LCAP) Metrics

Metrics

Required in (LCAP) in order to:

• Set targets for growth
• Determine progress towards achieving locally determined goals
• Support decisions in choosing effective actions and services

Continuous Improvement
Overview of the California Model

Change is the difference between performance from the prior year and current year, or between the current year and a multi-year average - if available.

Status is based on the current year performance.

- Gray
- Blue
- Orange
- Yellow
- Red

www.smcoc.org
Priority 4: Academics

Overview:

- ✓ California Assessment of Student Performance and Progress (CAASPP) scores for students in grades 3-8
- ✓ Measures progress using scale scores
- ✓ Goal is to develop a student-level growth model

Current Methodology:

- Measures how far each student is from the lowest scale score for Level 3
- Distance results are averaged to produce an average scale score for each student group

www.smcoe.org
### District ELA Academic Indicator - Distance From Level 3

<table>
<thead>
<tr>
<th>Level</th>
<th>Declined Significantly by more than 15 points</th>
<th>Declined by 1 to 15 points</th>
<th>Maintained Declined by less than 1 point or Improved by less than 7 points</th>
<th>Increased by 7 to less than 20 points</th>
<th>Increased Significantly by 20 points or more</th>
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</thead>
<tbody>
<tr>
<td>Very High</td>
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<tr>
<td>Medium</td>
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<tr>
<td>Low</td>
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<tr>
<td>Very Low</td>
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</table>

### San Mateo County

**District Level Color Distribution by Subgroup**

**Academic Indicator (ELA), Spring 2017**

- **Percent in Red/Orange**
- **Percent in Yellow**
- **Percent Green/Blue**

- **All Students**
- **Asian/African American**
- **Algon**
- **Hippoc**
- **Pacific Islander**
- **White**
- **Multiple Races**
- **English Learner**
- **Socioeconomically Disadvantaged**
- **Students with Disabilities**
San Mateo County
District Level Color Distribution by Subgroup
Academic Indicator (Mathematics), Spring 2017

- Percent of Districts Improving or Improving Significantly

Students with Disabilities
Socioeconomically Disadvantaged
English Learner
Multiple Races
White
Pacific Islander
Hispanic
Filipino
Asian
Black/African American
All Students

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Priority 4: English Learner Progress

CHANGE: the difference in STATUS from current year to prior year

STATUS: percent of ELs that moved up at least one performance level on the CELDT from prior year to current year AND the percent of EL students who were reclassified in the prior year
Priority 5: Graduation Rate

CHANGE: the difference between the current four-year cohort graduation rate and a three year average

<table>
<thead>
<tr>
<th>Level</th>
<th>Declined Significantly by more than 2%</th>
<th>Declined by 1% to 5%</th>
<th>Maintained Declined or Improved by less than 5%</th>
<th>Increased by 1% to less than 5%</th>
<th>Increased Significantly by 5% or more</th>
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</thead>
<tbody>
<tr>
<td>Very High</td>
<td>Gray</td>
<td>Blue</td>
<td>Blue</td>
<td>Blue</td>
<td>Blue</td>
</tr>
<tr>
<td>0% to less than 55%</td>
<td>Grey</td>
<td>Blue</td>
<td>Blue</td>
<td>Blue</td>
<td>Blue</td>
</tr>
<tr>
<td>High</td>
<td>Orange</td>
<td>Yellow</td>
<td>Green</td>
<td>Green</td>
<td>Blue</td>
</tr>
<tr>
<td>50% to less than 95%</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Median</td>
<td>Orange</td>
<td>Green</td>
<td>Green</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>85% to less than 95%</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Low</td>
<td>Red</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>67% to less than 85%</td>
<td>Red</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Very Low</td>
<td>Red</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Less than 67%</td>
<td>Red</td>
<td>Orange</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

STATUS: Current four-year cohort graduation rate
San Mateo County
District Level Color Distribution by Subgroup
Graduation Indicator, Spring 2017

- Percent in Red/Orange
- Percent in Yellow
- Percent Green/Blue

San Mateo County
District Level Color Distribution by Subgroup
Graduation Indicator, Spring 2017

- Percent of Districts Improving or Improving Significantly

- Students with Disabilities
- Socioeconomically Disadvantaged
- English Learner
- Multiple Races
- White
- Pacific Islander
- Hispanic
- Filipino
- Asian
- Black/African American
- All Students

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
Priority 6: Suspension Rate

Number of Students Suspended -divided by- Cumulative Enrollment

**CHANGE:** the difference between the current year and the prior year

**STATUS:** Current year suspension rate

**NOTE:** threshold cut-points vary by district and school type

San Mateo County

District Level Color Distribution by Subgroup
Suspension Indicator, Spring 2017
Local Indicators

Meeting standard on the local indicators is NOT about the RESULTS of a survey nor the LEVEL of progress on a tool...

Meeting standard is about engagement in the process, analysis for continuous improvement, transparent reporting of results, and the expectation to incorporate results into the plan.
Dashboard Implications for LEAs

- Requirements of the LCAP Plan Summary & Annual Update
  - Greatest Progress
  - Greatest Need
  - Performance Gaps

- Used to determine:
  - Differentiated Assistance
  - Intensive Intervention

Next Steps on the 2017 Dashboard

- Foster Youth & Homeless Student Groups will be reported (N size of 15)
- College & Career Indicator (CCI):
  - Will be reported as Status only
  - CCI workgroup recommendations
- Chronic Absenteeism Indicator:
  - May be released as information in the detailed report section
- SBE to begin development of Alternative School indicators
Thank You Questions?

www.smcoe.org
Date: April 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Franklin Felizardo, Personnel Commission Services Administrator

Subject: Personnel Commission Services 2016 Annual Report

I will present the Personnel Commission Services Department Annual Report highlighting our accomplishments from 2016, and sharing our goals for 2017.

I will be happy to respond to any questions the Board may have at the April 19, 2017, Board Meeting.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
DEPARTMENT VISION
Our vision is to be viewed as a trustworthy and customer-focused department that thoroughly understands and expertly delivers solutions for the unique human resources needs of the managers, employees, and members of the public we serve. We deliver the best we have to offer by working together as a team, striving for operational excellence, and adhering to our core values.

DEPARTMENT MISSION
Our mission is to recruit, select, and promote highly qualified employees using valid and innovative skills assessment examinations and selection procedures, to compensate employees based on the merit principle of equal pay for equal work, to provide exceptional customer service, and to implement human resources management programs that align with and support the mission and goals of the San Mateo County Office of Education.

SERVICE AREAS
Recruitment and Selection
Administration of job-related employment recruitment and selection plans to identify the most qualified candidates for classified vacancies.

Performance Management
Coordination of performance management within the San Mateo County Office of Education (SMCOE) to ensure performance evaluations are fair and consistent.

Employee and Labor Relations
Coordination of grievances and/or complaints filed under merit system procedures concerning matters under Personnel Commission jurisdiction.

Records Management
Maintain personnel records in accordance with state, federal, and/or local laws of retention.

Classification and Compensation
Development and management of a classification plan for all classified service.
MERIT SYSTEM PRINCIPLES

Job applicants should be recruited from sources representing all segments of society, and selection and advancement should be based solely on relative ability, knowledge, and skills—after fair and open competition—which ensures that all receive equal opportunity.

All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition, or sexual orientation.

Equal pay should be provided for work of equal effort, skill, and responsibility.

School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.

Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.

Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

## Recruitment & Selection

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td># of vacancies</td>
<td>27</td>
<td>36</td>
</tr>
<tr>
<td># of applications</td>
<td>1698</td>
<td>1509</td>
</tr>
<tr>
<td># of probation separations</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

## Performance Management

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td># of completed evaluations</td>
<td>36</td>
<td>87</td>
</tr>
<tr>
<td># of Commission appeals</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Employee Relations

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td># of workers comp. cases</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td># of involuntary separations</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

## Records Management

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td># of classified employees</td>
<td>266</td>
<td>258</td>
</tr>
<tr>
<td># of sub/temp employees</td>
<td>99</td>
<td>94</td>
</tr>
</tbody>
</table>

## Classification and Compensation

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td># of reclassifications</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td># of working out-of-class</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
### SMCOE Applicants

#### Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>1007</td>
<td>64%</td>
</tr>
<tr>
<td>Male</td>
<td>489</td>
<td>31%</td>
</tr>
<tr>
<td>No response</td>
<td>69</td>
<td>4%</td>
</tr>
<tr>
<td>Total</td>
<td>1565</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### Race/Ethnicity

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>457</td>
<td>29%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>442</td>
<td>28%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>343</td>
<td>22%</td>
</tr>
<tr>
<td>African American</td>
<td>122</td>
<td>8%</td>
</tr>
<tr>
<td>Two or more</td>
<td>71</td>
<td>5%</td>
</tr>
<tr>
<td>No response</td>
<td>85</td>
<td>5%</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>8</td>
<td>0.6%</td>
</tr>
</tbody>
</table>

#### Eligibility

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified</td>
<td>474</td>
<td>30%</td>
</tr>
<tr>
<td>Disqualified</td>
<td>1091</td>
<td>70%</td>
</tr>
<tr>
<td>Eligible</td>
<td>121</td>
<td>0.07%</td>
</tr>
<tr>
<td>Applied</td>
<td>1565</td>
<td>N/A</td>
</tr>
<tr>
<td>Recruitment Source</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>calopps.org</td>
<td>1133</td>
<td></td>
</tr>
<tr>
<td>indeed.com</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>edjoin.org</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>District/City Employee</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>District Website</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Human Resources Department</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>No Response</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Other Internet Website</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>District Job Bulletin</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Referred by Employee</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Other Job Source</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Direct Mailer</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>monster.com</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>CA Job Journal</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>City and State</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
### Current SMCOE Employees

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>191</td>
<td>74%</td>
</tr>
<tr>
<td>Male</td>
<td>67</td>
<td>26%</td>
</tr>
<tr>
<td>Total</td>
<td>258</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>107</td>
<td>41%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>76</td>
<td>29%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>61</td>
<td>24%</td>
</tr>
<tr>
<td>African American</td>
<td>10</td>
<td>4%</td>
</tr>
<tr>
<td>Native American</td>
<td>4</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People Group*</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSEA 887</td>
<td>78</td>
<td>26%</td>
</tr>
<tr>
<td>CSEA 789</td>
<td>28</td>
<td>9%</td>
</tr>
<tr>
<td>CSEA 158</td>
<td>155</td>
<td>52%</td>
</tr>
<tr>
<td>CONFIDENTIAL</td>
<td>9</td>
<td>3%</td>
</tr>
<tr>
<td>MGMT/EXEC</td>
<td>29</td>
<td>10%</td>
</tr>
</tbody>
</table>

### San Mateo County Population^*

<table>
<thead>
<tr>
<th>Race</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>473,619</td>
<td>61.9%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>228,775</td>
<td>29.9%</td>
</tr>
<tr>
<td>Hispanic*</td>
<td>192,049</td>
<td>25.1%</td>
</tr>
<tr>
<td>African American</td>
<td>22,189</td>
<td>2.9%</td>
</tr>
<tr>
<td>Native American</td>
<td>6,121</td>
<td>0.8%</td>
</tr>
</tbody>
</table>

---

*Data as of October 24, 2016

^Population estimates as of July 1, 2015, total is 765,135. Source: www.census.gov/

+Hispanics can be of any race. Thus, the percent of Hispanics should not be added to percentages for racial categories
### Stated 2016 Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research use of situational leadership exams for hiring management employees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Update substitute employee handbook</td>
<td>Not Completed</td>
</tr>
<tr>
<td>Conduct countywide classification study for classified/classified management</td>
<td>Not Completed</td>
</tr>
<tr>
<td>Update classified employee handbook</td>
<td>Not Completed</td>
</tr>
<tr>
<td>Update personnel forms/processes</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Develop department customer service survey</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### 2017 Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Realign department with new SMCOE vision and mission statements</td>
<td></td>
</tr>
<tr>
<td>Update merit rules</td>
<td></td>
</tr>
</tbody>
</table>
THANK YOU!

The Personnel Commission Services Department Staff would like to extend our gratitude to the following individuals who have participated in our Recruitment & Selection Committees in 2016:

Soodie Ansari  Brandon Lee
Nora Barrientos  Edna Letran
Jonathan Barth  Cameron Lewis
Ken Bazan  Matthew Lyles
Jennifer Benelli  Minette Manio
Tracie Beyer  Nelly Manuel
Michelle Blakely  Erika McCrea
Christina Carrier  Mila Milligan
Donna Cervelli  Mariela Ochoa
Sheryl Chan  Ernesto Ontiveros
Jason Chen  Lorrie Owens
Cynthia Clark  Anita Parsons
Jesus Contreras  Theresa Parsons
Jean Corpuz  Nicole Pecson
Bruce Duncan  Carol Quigley
Julie Eastburn  Wendy Richard
Cathy Eitel  Karina Rivera
Kamran Fahimi  Marco Sanchez
Melinda Fore  Patricia Sasso
Robert Fuertes  Elizabeth Simpson
David Garabaldi  Rick Soper
Christine Gong  Yvonne Sullivan
Margie Gustafson  Elvira Tapia
Diana Harlick  Vanessa Teater
Gaby Hellier  Sandra Timko
Ching-Pei Hu  Marilou Tolentino
Sarah Kinahan  Eric Trice
Joan Klink  Dhanya Unni
Michelle Kolota  Kevin Wooldridge
Faith Marte Kroeger  Lindsey Wong
Joan Kuo  Linda Young
Doris Kwok  Donna Yuriar
Agenda

- Mission
- Personnel Commission Services
- Human Resource (HR) Metrics
- Goals 2017
- Accomplishments 2016
Mission

To support the educational leadership goals of the San Mateo County Office of Education by creating and sustaining innovative HR programs that meet the unique needs of the managers, employees, and members of the public we serve.

Personnel Commission Services

- Recruitment & Selection
  - Most Qualified Candidates
- Performance Management
  - Fair & Consistent
- Employee & Labor Relations
  - Coordinate Appeals to Commission

- Records Management
  - Maintenance per State, Federal, and/or Local Laws
- Classification & Compensation
  - Classifications for Classified Positions
Demographics & Statistics

<table>
<thead>
<tr>
<th>2015 Applicants</th>
<th>2016 SMCOE Classified Employees*</th>
<th>2015 San Mateo County Population</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gender</strong></td>
<td><strong>Gender</strong></td>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td>Female: 64%</td>
<td>Female: 74%</td>
<td>Female: 51%</td>
</tr>
<tr>
<td>Male: 31%</td>
<td>Male: 26%</td>
<td>Male: 49%</td>
</tr>
<tr>
<td>N/R: 4%</td>
<td>N/R: 4%</td>
<td>N/R: 4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Race/Ethnicity</th>
<th>Race/Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>White: 29%</td>
<td>White: 41%</td>
<td>White: 61.9%</td>
</tr>
<tr>
<td>Asian: 28%</td>
<td>Asian/Pac.Is.: 29%</td>
<td>Asian/Pac.Is.: 29.9%</td>
</tr>
<tr>
<td>Hispanic: 22%</td>
<td>Hispanic: 24%</td>
<td>Hispanic: 25%</td>
</tr>
<tr>
<td>African Am.: 8%</td>
<td>African Am.: 4%</td>
<td>African Am.: 3%</td>
</tr>
<tr>
<td>Am. Indian: 0.6%</td>
<td>Am. Indian: 2%</td>
<td>Am. Indian: 1%</td>
</tr>
</tbody>
</table>

*Includes Classified, Classified Management, and Confidential
Human Resource Metrics

- **Recruitment & Selection:**
  - 36 vacancies and 1,509 applications received
- **Performance Management:**
  - 87 completed evaluations
- **Classification & Compensation**
  - 1 request for reclassification
- **Employee Relations**
  - 1 involuntary separations

Goals

- Update Classified Employee Handbook
- Update personnel forms/processes
- Complete HR/Payroll database audit
- Develop department customer service survey
- Realign department with new SMCOE vision and mission statements
- Update merit rules
Achievements

- Updated the substitute employee handbook
- Updated New Employee paperwork/forms to current law and practices
- Updated New Employee powerpoint introducing employees to SMCOE mission, vision, and goals
- Creation of desk manuals are in process and ongoing

QUESTIONS?

www.smcoe.org
April 12, 2017

To: San Mateo County Board of Education
From: Anne E. Campbell, San Mateo County Superintendent of Schools
Subject: Discuss/Act on Legislation Items

Legislation items have been placed on the agenda for Board discussion and/or action.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
April 19, 2017

The Honorable Ben Allen
Chair, Senate Education Committee
State Capitol, Room 2054
Sacramento, CA 95814

RE: Support for Senate Bill 424

Dear Senator Allen:

On behalf of the San Mateo County Board of Education, I am writing to express our strong support of SB 424, establishing permanent state funding of $4,500,000 for the California Regional Environmental Education Community (CREEC) Network.

California has long been a leader in the commitment to a healthy environment and to providing environmental education to public school students. Thanks to passage of AB 1548 (Pavley) in 2003, the only environmental education law of its kind in the United States, the California State Board of Education approved a set of Environmental Principles and Concepts (Public Resources Code, Section 71301) to foster a comprehensive knowledge about the environment—environmental literacy—among all of California’s students. This past fall, the State Board of Education approved two new frameworks directing publishers to incorporate environmental literacy into instructional materials, guiding the teaching of science and history—social science for many years to come.

We are at a critical moment - now is the time for scaled environmental literacy for all students that leverages private and state investments, and that supports STEM and career technical education as well as the state’s Climate Action goals. Today far too many California students have unequal access to the educational opportunities environmental education provides. To solve current and future environmental challenges, we must engage our students’ natural curiosity, encourage their scientific thinking, and teach them valuable critical-thinking skills. Unfortunately, in California today, as noted in California’s A Blueprint for Environmental Literacy (Blueprint), published in 2015, “There are wide disparities between those with and without access to environmental and environment-based learning experiences. California must overcome these disparities to ensure positive educational outcomes and career readiness for all of its students. The success of environmental literacy efforts in California will hinge upon culturally competent educators utilizing educational resources and approaches that are responsive to the culture and experiences of the state’s diverse
students and families.” The Blueprint highlights the CREEC Network as integral to achieving this success.

By supporting SB 424, you will fully fund the CREEC Network. Strengthening the CREEC Network to full capacity is a key element for bringing environmental literacy to all of California’s students as called for in the Blueprint.

The CREEC Network is currently unable to carry out its mission due to lack of funding. In past state budgets, the CREEC Network received limited Environmental License Plate funds, but this funding has been decreasing and has been insufficient to realize the CREEC Network’s ability to create scalable change. If fully funded, the CREEC Network has the capacity to be a statewide network that:

- prioritizes equity, inclusion, and cultural relevance
- links regional and community-based environmental education providers and schools
- links green job employers with career technical education efforts;
- facilitates the inclusion of environmental literacy in district plans and budgets
- catalyzes local and regional partnerships, and
- promotes professional learning and the use of high-quality, standards-aligned instructional materials and outdoor learning experiences

California’s students can develop a comprehensive understanding of their environment, bring critical-thinking and problem-solving skills about environmental challenges into the workplace, and have the opportunity to pursue productive careers in science and the burgeoning green jobs workforce. But to achieve these outcomes, both the legislature and the Governor must take decisive action to increase funding to promote and enhance the environmental literacy of all California students.

The private sector has recognized the importance of this moment in time, and is supporting the work informed by the Blueprint’s foundational guiding principles and strategies by committing over $3.6 million in philanthropic funding to date. To capitalize on this momentum and reflect California’s unique commitment to public–private partnerships in supporting both a healthy environment and high-quality education for all of our students, we urge you to support SB 424.

Sincerely,

Joe E. Ross, President
San Mateo County Board of Education

cc: Members of the Senate Education Committee
Lynn Lorber, Consultant, Senate Education Committee
April 19, 2017

The Honorable Patrick O’Donnell
Chair, Assembly Education Committee
1020 N Street, Suite 159
Sacramento, CA 95814

RE: Support for Assembly Bill (AB) 312 (O’Donnell) Special Education Finance

Dear Assembly Member O’Donnell:

On behalf of San Mateo County Board of Education, I am writing to express strong support Assembly Bill (AB) 312 (O’Donnell), and to thank you for your willingness to address the complex special education funding issues facing California’s local educational agencies (LEAs).

AB 312 would resolve two major special education funding adequacy and equity issues by (1) adjusting special education AB 602 base rates; and, (2) including the average daily attendance (ADA) of preschoolers with disabilities into the AB 602 funding model. These are critical first steps in working towards appropriate funding for students with disabilities in California.

The provisions contained in AB 312 are consistent with two of the key fiscal recommendations of the California Statewide Special Education Task Force (Task Force). The Task Force, convened by the California State Board of Education, met with a wide spectrum of stakeholders statewide for nearly two years and included students, parents, superintendents, special education administrators, and locally-elected school board members.

There is no dispute that special education funding is inadequate and inequitable. For years, the Legislative Analyst’s Office (LAO) has recommended that the Legislature and Administration fund special education (AB 602) base rates at the 90th percentile. Currently, Special Education Local Plan Area (SELP) base rates vary from $482.72 to $930.37, without any current rationale or justification. Additionally, the LEA-reported expenditure data for 2015-16 reveals special education program costs grew by over $1 billion statewide, but state and federal revenues increased by only $7.3 million. These mandated programs are funded via local general fund contributions when revenue shortfalls occur.
There are numerous studies that discuss the benefits of early intervention and preschool programs. Early intervention programs, especially those designed for preschool-aged children with disabilities, provide significant educational and social benefits, and result in significant future cost savings to the state and LEAs during the students’ remaining educational career.

Under federal law (the Individuals with Disabilities Education Act [IDEA]), it is the responsibility of LEAs to provide preschool services and special education programs for students with disabilities beginning at age three. In California, the only funding designated specifically for preschool-age children with disabilities are two small federal preschool grants, which amounted to $97 million in 2014-15. Via the SELPAs, LEAs reported expenditures for 2013-14 in excess of $490 million to pay for mandated services provided to preschool-age children with disabilities. LEAs paid these excess costs with general funds generated by K-12 students, which places undue pressure on LEA local budgets. AB 312 is critical in establishing the necessary state funding adjustment to ensure our most vulnerable children have access to high-quality preschool programs.

For the above stated reasons, the San Mateo County Board of Education supports AB 312 and will work with our local legislators to gain strong support for its passage.

Sincerely,

Joe E. Ross, President
San Mateo County Board of Education

cc: Assembly Member Kevin Mullin
    Senator Jerry Hill
    Assembly Member Phil Ting
    Senator Scott Wiener
    Assembly Member Marc Berman
    Members, Assembly Education Committee
April 12, 2017

To: San Mateo County Board of Education
From: Anne E. Campbell, County Superintendent of Schools
Subject: Proposed Revised Board Policies – Second Reading and Action

The first reading of the following Board Policies took place on April 5, 2017. These items are now brought forward for a second reading and action:

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 (Conflicts of Interest)
5. Revised Board Policy: BP 9310 (Board Policies and Regulations)

Attachments

Approved and Recommended 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; or

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

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

4. Satisfactorily attended high school, participated in the instruction as prescribed in his/her IEP, 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)
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
San Mateo County Board of Education Policy

Board of Education BP 9260

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
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)