SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
May 3, 2017
7:00 p.m.

A G E N D A

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEES OF THE MONTH
   a. May 2017 Employee of the Month, Alison Irwin, Senior Naturalist, Outdoor Education, Instructional Services Division
   b. May 2017 Employee of the Month, Ben Nelson, Naturalist, Outdoor Education, Instructional Services Division

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

5. APPROVAL OF MINUTES OF APRIL 19, 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. Adopt Joint Resolution No. 17-17 Endorsing May as Mental Health Awareness Month
   b. Adopt Joint Resolution No. 17-18 Honoring Deborah Fernandez on Her Retirement
   c. Adopt Joint Resolution No. 17-19 Honoring Mason Harris on His Retirement
   d. Adopt Joint Resolution No. 17-20 Honoring Mona Rodrigues on Her Retirement
   e. Adopt Joint Resolution No. 17-21 Honoring Lawrence Teshara on His Retirement
7. BUSINESS SERVICES

8. STUDENT SERVICES
   a. Approval of English Language Arts (ELA) Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program
   b. Approval of Mathematics Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program
   c. Receive Educator Effectiveness Grant

9. CLOSED SESSION
   a. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-1) filed on behalf of a student currently residing in the Redwood City School District, but requesting to attend school in the Menlo Park City School District

10. OPEN SESSION: REPORT ON CLOSED SESSION
    a. Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-17-1)

11. OFFICE OF THE SUPERINTENDENT
    a. Superintendent’s Comments

12. BOARD MEMBERS
    a. Discuss/Act on Legislation
    b. Discuss/Act on 2017-2018 Board Meeting Calendar
    c. Board Policy Review
       1. New and Revised Board Policies – First Reading
          1. Revised Board Policy: BP 9320 (County Board Meetings)
          2. New Board Policy: BP 9321 (Closed Session)
          3. Revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits)
    d. Board Member Comments

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

**NEXT REGULAR MEETING: MAY 17, 2017**

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1. CALL TO ORDER

The May 3, 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. EMPLOYEES OF THE MONTH

a. May 2017 Employee of the Month, Alison Irwin, Senior Naturalist, Outdoor Education, Instructional Services Division
b. May 2017 Employee of the Month, Ben Nelson, Naturalist, Outdoor Education, Instructional Services Division

We will now recognize the May 2017 Employees of the Month. Will Alison Irwin and Ben Nelson 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 19, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the April 19, 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. Adopt Joint Resolution No. 17-17 Endorsing May as Mental Health Awareness Month
   b. Adopt Joint Resolution No. 17-18 Honoring Deborah Fernandez on Her Retirement
   c. Adopt Joint Resolution No. 17-19 Honoring Mason Harris on His Retirement
   d. Adopt Joint Resolution No. 17-20 Honoring Mona Rodrigues on Her Retirement
   e. Adopt Joint Resolution No. 17-21 Honoring Lawrence Teshara on His Retirement

7. BUSINESS SERVICES


   [Presenter: Deputy Superintendent Denise Porterfield]

8. STUDENT SERVICES

   a. Approval of English Language Arts (ELA) Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program

   Associate Superintendent Nancy Magee will provide information regarding English Language Arts Instructional Materials for the SMCOE Special Education K-12 Program brought forward for Board consideration. [Presenting: Nancy Magee]

   [After presentation and any discussion] Is there a motion to approve the English Language Arts (ELA) Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program?

   b. Approval of Mathematics Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program

   Associate Superintendent Nancy Magee will provide information regarding Mathematics Instructional Materials for the SMCOE Special Education K-12 Program brought forward for Board consideration. [Presenting: Nancy Magee]

   [After presentation and any discussion] Is there a motion to approve the Mathematics Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program?
STUDENT SERVICES (continued)

c. Receive Educator Effectiveness Grant

Associate Superintendent Nancy Magee will provide information on the Educator Effectiveness Grant. [Presenter: Nancy Magee]

9. CLOSED SESSION

a. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-1) filed on behalf of a student currently residing in the Redwood City School District, but requesting to attend school in the Menlo Park City School District

10. OPEN SESSION: REPORT ON CLOSED SESSION

a. Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-17-1)

11. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

The Superintendent will make comments.

12. 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.

b. Discuss/Act on 2017-2018 Board Meeting Calendar

The 2017-2018 Board Meeting Calendar is included for the Board’s review and approval.

[After discussion] Is there a motion to approve the 2017-2018 Board Meeting calendar?

- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information call (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them on line at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
c. Board Policy Review
   1. New and Revised Board Policies – First Reading

   The Board will have a first reading of new and revised Board Policies brought forward for initial consideration. No action is required. The Board Policy Subcommittee has been reviewing our policies. Board Member Camacho has been chairing the Committee and will provide information regarding the following Board Policies.

   1. Revised Board Policy: BP 9320 (County Board Meetings)
   2. New Board Policy: BP 9321 (Closed Session)
   3. Revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits)

d. Board Member Comments

   Board members will comment.

13. ADJOURNMENT

   The next Regular Meeting will take place on May 17, 2017.

   NEXT REGULAR MEETING: MAY 17, 2017

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Meeting Date: April 19, 2017
Meeting Location: California Suite
101 Twin Dolphin Drive
Redwood City, California
Board Members Present: Susan Alvaro, Hector Camacho, Jr.,
Jim Cannon, Beverly Gerard, Rod Hsiao,
Joe Ross
Board Member Absent: Ted Lempert
Staff Officials Present: Anne E. Campbell, Secretary
Marcia Serpa-Garcia, Executive Assistant
Other Staff Present: Marco Chávez, Franklin Felizardo,
Nancy Magee, Anjanette Pelletier,
Denise Porterfield, Gary Waddell,
Deann Walsh, Sue Wieser, Liz Wolfe
Guest Students: Jim Darakjian, Jay Franklin Panit,
Kristine Perdomo, Malicia Sousa

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Board President Ross asked if there were any cards or comments from the public regarding the agenda.

There were no cards or comments from the public.

After a motion by Ms. Gerard, and a second by Mr. Hsiao, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), the April 19, 2017, agenda as presented.
3. **EMPLOYEE OF THE MONTH**

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

   Board President Ross recognized the April 2017 Employee of the Month, Brigit Danz, Adapted Physical Education Teacher, Student Services Division. Mr. Ross congratulated Ms. Danz on behalf of the Board and presented her with a clock and a check.

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

   Board President Ross said going forward the Board would ensure the public has an opportunity to comment on any item placed on the agenda before the meeting or before any action is taken. He then asked if there were any cards from the public wishing to address the Board, Delegations and Petitions.

   There were no persons wishing to address the Board.

5. **APPROVAL OF MINUTES OF APRIL 5, 2017, REGULAR MEETING**

   Board President Ross asked if there were any cards or comments from the public regarding the Minutes of the April 5, 2017, Regular Meeting.

   There were no cards or comments from the public.

   After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert) the Minutes of the April 5, 2017, Regular Meeting as presented.

6. **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

   Board President Ross asked if there were any cards or comments from the public regarding the Consent Agenda.

   There were no cards or comments from the public.
CONSENT AGENDA (continued)

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

7. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

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

Associate Superintendent Nancy Magee said she and Deputy Superintendent Denise Porterfield were pleased to provide the Board with a preview of changes to the Local Control Accountability Plan (LCAP) format. She said the Board would see these changes when next year’s LCAP is presented to the Board for its consideration in early June. Ms. Magee reminded the Board the San Mateo County Office of Education’s (SMCOE’s) LCAP is the annual action plan that supports positive outcomes for students in SMCOE’s Court and Community schools and aligns those actions with the County Office of Education’s budget.

Associate Superintendent Magee explained:

SMCOE 2017 LCAP will:

• Utilize the newly revised California Department of Education (CDE) template
• Utilize Document Tracking Services to take the plans and formalize them into a published document

Changes in the CDE Template:

• Plan Summary highlights key information
• Budget Narrative is interwoven throughout the document to explain how/why decisions were made
• Budget information is more detailed

Associate Superintendent Magee then displayed the 2017 LCAP template and explained how the Plan Summary will work in the newly revised template.

Deputy Superintendent Denise Porterfield then explained how the Budget Narrative will work for CDE’s new LCAP Template. She said the new template is the State Board of Education’s (SBE’s) way to provide more transparency regarding how funds are being spent as well as the total funds available. She said unique to the County Office, SMCOE’s beginning General Fund Budget Expenditures amount is much more than what is actually allotted for the student programs because of the many other functions of the County Office. Ms. Porterfield said this is much different than what a district would have, so the County Office would then need to explain the differences. She drew the Board’s attention to the “Total Fund Budgeted for Plan Actions/Services to Meet the Goals in the LCAP for LCAP Year,” and the “Total Projected Local Control Funding Formula (LCFF) Revenues for LCAP Year” as the two numbers related
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

to the County Office student programs.

Associate Superintendent Magee said the process for putting together the 2017 LCAP for Court and Community Schools includes:

- Stakeholder Engagement – sharing information, data points, goals, progress made on those goals with the various stakeholder groups
  - Court and Community Staff
  - School Site Council (Parents)
  - Student Services Executive Team
  - Cabinet and Board of Education
  - Court and Community Advisory Committee (District Partners)
  - SMCOE Bargaining Units
  - Juvenile Justice and Delinquency Prevention Commission (JJDPC) Probation Partners
  - Student And Staff Surveys (different this year) – 10 question survey is completed by each 11th grade student in the Court and Community Program after taking the Smarter Balanced Assessment Consortium (SBAC) test

- 2017 Metrics – challenging for the Court Schools programs because of mobility of these students. Trying to get consistent testing in:
  - Measures of Academic Progress (MAP)
    - Try to get two-three data points before student leaves the program
  - California English Language Development Test (CELDT) Data
    - Reclassification – 2016 policy change to reclassify students out of an English Learner status
  - Students who Completed Positive Transitions
    - Census Day (first Wednesday in October) follow all seniors in the program to see progress made in the SMCOE Court and Community Schools

- LCAP Goals – these goals will be articulated in the 2017 LCAP aligned with state priorities and LCFF
  - Goal One – Student Learning
    - Basic Needs
    - State Standards
    - Pupil Achievement
    - Course Access
  - Goal Two – Engagement
    - Parental Involvement – Academic Counselor can now reach out to parents
    - Pupil Engagement
    - School Climate
  - Goal Three – Expelled and Foster Youth
    - Services for Youth Who are Expelled
    - Services for Foster Youth
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

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

8. **INSTRUCTIONAL SERVICES**


Deputy Superintendent Dr. Gary Waddell said he was pleased to bring a data report for the California School Dashboard for San Mateo County. He said the structure of the Dashboard had previously been shared with the Board and commented Deann Walsh, Manager, Learning Analytics and Program Evaluation, would now present real data. Dr. Waddell said SMCOE is fortunate to have Ms. Walsh in this position and praised Ms. Walsh for her ability to help us understand the data.

Ms. Wash said she was pleased to speak to the Board about the preliminary release of the California School Dashboard as it relates to San Mateo County Schools and Districts. She reminded the Board this is being considered a pilot release with the first operational results being released in fall 2017. She said between now and the first operational release, schools, districts and stakeholder groups are encouraged to review the dashboard to better understand its format and content, but to keep in mind that changes may occur in the coming months.

Ms. Walsh said she would:
- Review and Report on State Indicators
- Review Forthcoming Local Indicators
- Discuss Dashboard Implications for Local Education Agencies (LEAs)
- Discuss Next Steps for the 2017 Dashboard
- Talk about SMCOE Resources and Services Provided to Schools and Districts in San Mateo County

Ms. Walsh said it’s important to note the fundamental differences between the priorities or indicators that are associated with the dashboard as compared to LCAP metrics. She said this distinction has proven to be challenging for many educators, and so she wanted to address the differences today. She said the dashboard priorities or indicators are designed for accountability and are meant to support districts and their stakeholder groups as they identify local strengths, weaknesses and areas of improvement. Ms. Walsh commented they are also meant to assist the state in determining which districts are eligible for differentiated assistance as well as the districts eligible for intensive intervention.

Ms. Walsh said in contrast, LCAP metrics are designed from a perspective of continuous improvement and are designed to support districts and their stakeholder groups in setting targets for growth, determining whether progress is being achieved and supporting the selection of effective actions and services. She said while it is likely that there is some crossover between the Dashboard indicators and the LCAP metrics, it is important to keep in mind the distinction
between the two because they will sometimes differ.

Ms. Walsh spoke about the Local Control Funding Formula (LCFF) Rubrics that provided a visualization of the 10 state and local indicators as well as the priorities with which each indicator is associated. These indicators are what districts and schools use to create their LCAP goals.

Ms. Walsh reviewed the 5 X 5 grid that illustrated the new California Model, which takes into account both status and change. She commented the status score is determined on performance in the current year and a change score is determined by the difference between performance in the prior year and the current year or between the current year and a multiyear average. The point at which the status score and the change score intersect is the color that will be attributed to a district or school’s performance. Ms. Walsh explained these grids are then used to determine the color of each of the pie pieces that will show up on the dashboard results and displayed a sample district Dashboard results.

Ms. Walsh reviewed methodologies used to measure each state indicator and reported the related data for San Mateo County:

- **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

Ms. Walsh reviewed the District English Language Arts (ELA) Academic Indicator – Distance from Level 3. She reviewed ELA Academic Indicators for the San Mateo County District Level Distribution by Subgroup for Spring 2017 and said by looking at the disproportional color distribution, it is easy to interpret the achievement gaps.

Ms. Walsh reviewed a chart that illustrates the percent of districts in San Mateo County that have a change score of improving or improving significantly. This chart shows within the “All Students” subgroup approximately 55% of districts in San Mateo County are improving or improving significantly. She said unfortunately, when looking at students with Disabilities and Socioeconomically Disadvantaged subgroups, growth is occurring much less frequently throughout the districts in San Mateo County.

Ms. Walsh then reviewed results for mathematics in San Mateo County schools and districts, which were similar to the ELA results.
Ms. Walsh reviewed results for the second state indicator: English Learner Progress. She said within the English Learner Progress Indicator, status is determined by the percent of English Learners that move up at least one performance level on the California English Learner Development Test (CELDT) from the prior year to the current year, plus the percent of English Learners who were reclassified in the prior year. The change calculation is the difference in status between the current year and the prior year. The results of the English Learner Progress Indicator vary from the other state indicators in that there is no subgroup data. She said just over 35% of San Mateo County districts improved or improved significantly on the English Learner Progress Indicator.

Ms. Walsh reported for the Graduation Rate the status is calculated as the current four-year cohort graduation rate. She said this is the commonly used rate that is widely published by schools and the media that takes into account movement of students during a four-year time span. Change is calculated as the difference between the current four-year cohort graduation rate and the previous three-year average. For the All Students category 40% of San Mateo County districts received a color of yellow (medium) and approximately 60% of districts received a color of green or blue (high). Graduation statistics show 60% of All Students in San Mateo County districts are improving or improving significantly in the graduation indicator and 100% of districts are improving or improving significantly with their Black/African American subgroups. However, we see that only 25% of our county’s districts are improving or improving significantly for students with disabilities or multiple race students.

Ms. Walsh reported the final state indicator: Suspension Rate. She said this indicator’s status is simply a calculation of the current year’s suspension rate. The change is simply the difference in suspension rates between the current year and the prior year. Ms. Walsh noted each district has its own cut points for suspensions and thus its own 5 X 5 grid unique to the grade span (elementary, middle school, high school, and unified districts). Reviewing the percent of districts improving or improving significantly on the suspension indicator show Black/African American, Hispanic, socioeconomically disadvantaged and students with disabilities subgroups improving dramatically.

Ms. Walsh then reviewed the local indicators noting local indicators are measured on a scale of met, not met or not met for two or more years and are locally determined. She said:

- 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 to stakeholders, and the expectation to incorporate results into the plan

Ms. Walsh said for the purposes of the local indicators, “MET” indicates that a district has sufficiently met reporting and analysis obligations, not that it has attained a threshold score or progress level. She said it is important to note that districts are not required to enter this information into the dashboard during the pilot; however, results will be required with the first operational release of the dashboard in the fall.
Ms. Walsh commented the release of the dashboard does come with some important implications for the districts. She said there are requirements that the LCAP summary and Annual Update address certain areas brought to light through the dashboard. Specifically, districts may choose to address areas of progress and growth illustrated on the Dashboard within their greatest progress section of the LCAP Summary. They are also required to address any subgroups receiving a color of red or orange within the great need section of the LCAP Summary, and finally, districts are required to address any subgroup that receives a color that is two or more levels below the overall color with the performance gap section of the plan summary. She said the Dashboard results will also be used to determine whether differentiated assistance and/or intensive intervention are needed as the use of the Dashboard continues moving forward.

Ms. Walsh said significant changes have occurred and continue to occur within the Dashboard. She said by the official release in the fall of 2017, the following changes will take place:

- Foster Youth and Homeless student groups will be reported
  - Minimum subgroup size of 15 will be used for these two subgroups
  - Minimum of 30 is used for all other subgroups
- College and Career Indicator (CCI)
  - Will be reported as “status” only (two years of data not available yet)
  - CCI workgroup recommendations
- Chronic Absenteeism Indicator
  - May be released as information in the detailed report section
- SBE will begin development of Alternative School indicators

Ms. Walsh reported SMCOE staff is working to assist districts and schools in using and analyzing the Dashboard. She said the Center for Learning Analytics staff is putting together several different display options to provide examples to San Mateo County districts on how they can best utilize the information. In addition, staff is working one-on-one with districts to help them better align their LCAP metrics with the dashboard and to create LCAP metrics that are valid and measurable.

Ms. Walsh said the Center for Learning Analytics staff is working to analyze the county’s data in an effort to identify schools that are beating the odds with traditionally underperforming subgroups. Staff is also working to disseminate the information to SMCOE’s Curriculum and Instruction staff to inform them of the status and needs of the districts and schools.

Ms. Walsh then answered question from the Board
9. **OFFICE OF THE SUPERINTENDENT**

   a. **Receive 2016 Personnel Commission’s Annual Report**


Mr. Felizardo stated the Personnel Commission’s mission supports the educational leadership goals of the San Mateo County Office of Education by creating and sustaining innovative Human Resource programs that meet the unique needs of managers, employees and members of the public SMCOE serves.

Mr. Felizardo listed the Personnel Commission Services as:

- Recruitment and Selection
  - Most qualified candidates with a fair and unbiased examination process
- Performance Management
  - Fair and Consistent
- Employee and Labor Relations
  - Coordinate appeals to Commission
- Records Management
  - Maintenance per state, federal and/or local laws
- Classification and Compensation
  - Classifications for classified positions

Mr. Felizardo reviewed the Demographics and Statistics for 2016 Applicants by gender and race/ethnicity to statistics for SMCOE classified employees and the San Mateo County population. He said this information shows the current analysis of SMCOE classified employees by gender and race/ethnicity exceeds the San Mateo County population categorization by gender, race/ethnicity, commenting SMCOE is breaking down gender gaps and increasing diversity.

Mr. Felizardo reported Human Resources metrics for 2016 show:

- Recruitment and Selection – 1,509 applications were received for 36 vacancies
- Performance Management – 87 evaluations. Mr. Felizardo noted this this is an improvement over last year
- Classification and Compensation – one request for reclassification was received
- Employee Relations – one involuntary separation
OFFICE OF THE SUPERINTENDENT (continued)

Mr. Felizardo announced Personnel Commission Services goals for 2017 as:

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

Mr. Felizardo listed Personnel Commission Services accomplishments for 2016 as:

- Updated the Substitute Employee Handbook
- Updated new employee paperwork/forms to comply with 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

Mr. Felizardo then answered questions from the Board.

Suggestions for future reports to the Board included:

- Mr. Camacho – would like to know the rate of hire for each subgroup of applicants
- Mr. Ross – would like information on race/ethnicity of finalists

b. Superintendent's Comments

Superintendent Campbell acknowledged and thanked Associate Superintendent of Human Resources Sue Wieser and Human Resources Manager Julie Eastburn for hosting the Educator Recruitment Fair on April 1, 2017, and said this event was tremendously appreciated by the school districts. Ms. Campbell reported she was in the San Mateo-Foster City School District earlier in the day and commented Superintendent Dr. Joan Rosas told her about the progress her district is making on hiring and how helpful this event was.

Superintendent Campbell said on Saturday, April 22, 2017, Associate Superintendent Wieser and Administrator of Educational Support Services Mefula Fairley, would host the Elevating and Celebrating Effective Teaching and Teachers (ECET²), a forum for exceptional teachers to learn from one another and to celebrate the teaching profession. Ms. Campbell said this event would begin on Friday, April 21, 2017, with a reception and dinner at the Pullman Hotel and then continue on Saturday with a celebration of teachers and teaching.

Superintendent Campbell reported on Saturday, April 8, 2017, she attended the First Annual Parents as Partners Saturday Institute at the San Mateo County Office of Education. She said Administrator for Board/Superintendent Support and Community Relations Marco Chávez, and Director, Accountability and District Support Liz Wolfe, sponsored this seminar that attracted a nice turnout of parents. Ms. Campbell said there was a wonderful cross section of parents from throughout San Mateo County, including: parents involved with PTA, parents who wanted to
understand how to become involved in their child’s school, parents of children with special needs
and parents of children who are English Learners.

Ms. Campbell reported the keynote speaker Executive Director Teneh Weller of High
Expectations Parent Service spoke about “Family Expectations: The Most Consistent Predictor of
a Child’s Success.” She said Ms. Weller focused on how important it is for parents to have high
expectations for their children and for schools to help parents understand why that is important
and how to convey those expectations to children in a way that doesn’t put undo pressure on them
but helps them rise to the occasion and be the best they can be at school. Ms. Campbell said she
participated in a breakout session where Claudia Medina with the Alameda Unified School
District spoke about how the district successfully engages its stakeholders by promoting language
and culturally sensitive programming for parents of English Learners, immigrant families and a
variety of stakeholders. Ms. Campbell said Ms. Medina cited interesting research from the Gates
Foundation about success in college, especially for children who will be first generation college
students. She said the two things needed by this subgroup to graduate college are hard work –
persistence, and money. If a student is struggling financially, it is very difficult to stay in school.

Superintendent Campbell reported the event ended with a wonderful lunch where everyone
stayed and networked. She said there was excellent energy and she is now looking forward to
the Second Annual Parents as Partners event. Ms. Campbell acknowledged and thanked Mr.
Chávez and Ms. Wolfe for their hard work on this event.

Superintendent Campbell reported she was invited to a meeting at the East Palo Alto YMCA to
receive an update from the parents involved with Innovate Public Schools and the new KIPP
Charter School School that will open in East Palo Alto in the fall of 2017. Ms. Campbell asked Ms.
Fairley to join her at this meeting in her role as SMCOE’s Charter School Administrator. She
said the parents wanted to know what SMCOE’s position was on sanctuary school districts and
if SMCOE was a sanctuary school site. Ms. Campbell explained SMCOE was not, but that the
Board and the County Superintendent had passed a Joint Resolution Statement of Principles in
Support of Undocumented Students and Families.

Superintendent Campbell reported the group asked about the County Board and how it decides
whether to grant a charter appeal. She said she wanted to be sure people understood the role of
the County Board and said Board Members would be happy to meet with the group of parents
as well.

Ms. Campbell said the parents were concerned about the Rocketship Charter School in
Redwood City and their difficulties regarding the school they are building. She said this
meeting had a different tone in that previously their meetings had more dialogue, but this time it
was a little more confrontational.

Superintendent Campbell reported SMCOE continues to work intensively with the San Bruno
Park School District. She said the county office received San Bruno Park’s Second Interim
Budget Report where the Board certified itself as negative and said SMCOE agrees with that
certification. Superintendent Campbell acknowledged and thanked Deputy Superintendent Porterfield’s staff including: Priscilla Aquino-Dichoso, Administrator, District Business Services, and Wendy Richard, Manager District Business Services, for all of the budgeting and process work they are doing with San Bruno’s staff. Ms. Campbell said Associate Superintendent Wieser and Manager Julie Eastburn have also been instrumental in helping the district look at its hiring practices. Another area of focus has been position control so the District knows it has funding to hire and follows the proper hiring protocols.

Superintendent Campbell reported School Services of California has finished its special education study and will present the report and make recommendations to the San Bruno Park Board at its second meeting in May.

Superintendent Campbell reported she, along with Board President Ross, Lori Musso, Administrator, Curriculum and Instruction Services, and Rebecca Vyduna, Director, STEM Center @SMCOE, had the opportunity to meet with Chris Buselle, Principal, Google Giving, and Rebecca Prozan, San Francisco Bay Area - Chief of Public Policy and Government Affairs at Google, to talk about the Digital Skills Curriculum developed by Google for middle school students. Ms. Campbell said Ms. Prozan and Mr. Buselle kept saying Google is not a content company, but thought content on digital skills was important. Their curriculum is now being piloted at Borel School in the San Mateo-Foster City School District and they are hoping to pilot in other middle schools in San Mateo County before launching the curriculum nationally this fall.

Superintendent Campbell reminded the Board of upcoming events:

- **Annual Service Awards and Retirement Recognition Events**
  - May 3 – Certificated Recognition Event – 2:00-3:30 p.m.
  - May 10 – Classified Recognition Event – 2:00-3:30 p.m.

- **The Housing Endowment and Regional Trust (HEART) Fundraiser** – May 11, 2017, 5:30-7:30 p.m. at Devil’s Canyon Brewing Company in San Carlos

- **SMCOE Graduations**
  - May 25 – Special Education K-12 – 6:30 p.m. in San Bruno
  - May 31 – Court Schools Graduation – 11:00 a.m. Youth Services Center
  - May 31 – Community Schools Graduation – 2:00 p.m. SMCOE
  - June 9 – Early Childhood Education (ECE) Graduation 12:30 p.m. Infant/Toddler Playground

Superintendent Campbell wished Associate Superintendent Nancy Magee a happy birthday that she will celebrate on April 29th.
10. **BOARD MEMBERS**

a. **Discuss/Act on Legislation**

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

Superintendent Campbell noted she sent correspondence to the Board about Senate Bill (SB) 424, sponsored by Senator Ben Allen. She said this bill proposes annually setting aside funds in the amount of $4.5 million to establish the California Regional Environmental Education Community (CREEC). Ms. Campbell said California would be divided up in regions with a CREEC Regional Lead who would work with local school districts to get environmental education to the schools in the region. She said the funds would also be used to match school districts with a variety of non-profit environmental service providers to deliver expertise the schools might not have.

Superintendent Campbell commented this bill was heard by the Senate Education Committee and said Rebecca Vyduna represented SMCOE and spoke on behalf of SB 424. She reported the bill passed out of the Education Committee and will now go to the Senate Appropriations Committee.

Superintendent Campbell requested the Board consider sending a letter in support of the Establishment of the CREEC Network.

After discussion by the Board consensus was to support SB 424.

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

Senior Administrator Anjanette Pelletier said Assembly Bill (AB) 312 is authored by Assemblymember Patrick O’Donnell. She said this is a widely supported bill by multiple organizations in the State of California. Ms. Pelletier said this bill is in direct alignment with the Special Education Task Force recommendations from 2015. A key recommendation from the Statewide task force was to equalize and make more equitable funding for Special Education and focus on Early Childhood Education Programming. She said this bill would put a focus on those two issues and asked the Board to consider writing a letter in support of Assembly Bill (AB) 312.

After discussion by the Board consensus was to send a letter of support of Assembly Bill 312 (Special Education Finance).

Mr. Camacho requested both letters also be sent to San Mateo County’s local Legislators.
b. Board Policy Review

Board Member Camacho said these were reviewed at the April 5, 2017, Board Meeting and he had no further comments.

1. Revised Board Policies – Second Reading and Action
   1. Revised Board Policy: BP 6480 (Special Education Diplomas and Certificates)

There were no cards or comments from the public.

After a motion by Ms. Gerard, and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), Revised Board Policy: BP 6480 (Special Education Diplomas and Certificates).

2. Revised Board Policy: BP 9230 (Orientation)

Mr. Camacho reported a Scribner’s error and asked that the policy be approved with the correction.

“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.”

There were no cards or comments from the public.

After a motion by Ms. Alvaro, and a second by Ms. Gerard, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), Revised Board Policy: BP 9230 (Orientation), as amended.

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

There were no cards or comments from the public.

After a motion by Ms. Gerard, and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), Revised Board Policy: BP 9260 (Legal Protection and Liability Insurance).

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

There were no cards or comments from the public.

After a motion by Ms. Alvaro, and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), Revised Board Policy: BP 9270 (Conflict of Interest).
5. Revised Board Policy: BP 9310 (Board Policies and Regulations)

There were no cards or comments from the public.

After a motion by Ms. Alvaro, and a second by Ms. Gerard, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Ross), none opposed and one absent (Lempert), Revised Board Policy: BP 9310 (Board Policies and Regulations).

c. Board Member Comments

Mr. Cannon

Mr. Cannon thanked the staff for the reports and said they were well done and very informative. He said it is nice to hear about the staff’s work.

Mr. Camacho

Mr. Camacho echoed Mr. Cannon’s comments about the staff’s reports. Mr. Camacho especially appreciated the visualization of the California Dashboard results and said it makes the data more accessible to the public.

Mr. Camacho said he wanted to share his thoughts about the California Dashboard and said as he looks at the data he knows the Center for Data Analytics is doing tremendous work and will also do the same quality work helping the districts understand how to use that data. He believes it is also a good idea for the Board Members to share what they see at the county-level with their local colleagues so parents can understand the data and what it means for their children. Mr. Camacho said county boards are most likely the only bodies looking at county-level data and should share that information with the local boards so they can help district parents understand the data.

Mr. Camacho thanked the Ad Hoc Board Policy Subcommittee for meeting prior to the Board Meeting and announced the next meeting will be on May 3, 2017. Mr. Camacho noted he would like to add BP 5110 (Interdistrict Attendance Appeals) on the Agenda of a future meeting as a study session for the entire Board.

Mr. Camacho requested the following Board Policies be placed on the May 3, 2017, agenda for a first reading: Board Policy (BP) 9320 (County Board Meetings); BP 9321 (Meetings Agenda and Materials); and BP 9250 (Compensation and Benefits) – formerly BP 9214.

Ms. Alvaro

Ms. Alvaro echoed her colleagues’ comments about the staff reports and said they are always so informative.
Ms. Alvaro reported the Cabrillo Unified School District recently opened the new Pilarcitos Alternative High School and said it is beautiful.

Mr. Hsiao

Mr. Hsiao said he feels a general sense that there is a lot more data being shared among families and communities and said based on the experience Superintendent Campbell had with Innovate Public Schools he believes people have a greater sense of how their schools are serving their children and he expects there will be more substantive conversations with stakeholders.

Ms. Gerard

Ms. Gerard echoed her colleagues’ comments regarding the reports given during the meeting. She said it made a lot of difficult information easier to understand. Ms. Gerard agrees the Board Members should share data with schools districts to help their parents.

Ms. Gerard said regarding the Teacher Educator Recruitment Fair, she believes this is valuable information as the Board Members talk with people about teaching in San Mateo County, noting every school district has given information about what programs they offer. Ms. Gerard thanked Ms. Wieser and Ms. Eastburn for coordinating the event and said San Mateo County needs good teachers.

Mr. Ross

Mr. Ross announced he would like to attend the May 11, 2017, HEART Event.

Mr. Ross thanked the students who joined the meeting as guests and said they are always welcome.

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:11 p.m.

Anne E. Campbell, Secretary
msg
Joint Resolution No. 17-17
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools

Endorsing May as Mental Health Awareness Month

Whereas, May has been observed as National Mental Health Awareness Month since 1949; and

Whereas, the County Board of Education and the County Superintendent of Schools recognize that millions of Americans, including one in five children and adolescents, face the difficult reality of living with a mental health condition; and

Whereas, school-based mental health services help address barriers to learning and provide appropriate student and family support; and

Whereas, Mental Health Awareness Month provides an opportunity for communities to work together to bring awareness to and break through the stigma surrounding mental health; and

Whereas, in partnership with the San Mateo County Office of Education, the San Mateo County Behavioral Health and Recovery Services Office of Diversity and Equity offers free Youth Mental Health First Aid certification trainings to school staff, parents, and community members to increase mental health awareness in San Mateo County schools; and

Whereas, to-date, more than 1,500 school staff members in San Mateo County have completed Youth Mental Health First Aid training, where they learn the potential warning signs, symptoms, and risk factors for common mental health issues that affect young people as well as a five-step action plan to guide conversations with young people suffering from a mental health challenge; and

Whereas, San Mateo County Office of Education Safe and Supportive Schools staff, alongside Behavioral Health and Recovery Services and other community partners, are creating a suicide prevention toolkit that will be released in the fall of 2017;

Now, Therefore Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools recognize May as Mental Health Awareness Month to expand awareness of youth mental health issues.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Third Day of May 2017

SAN MATEO COUNTY
BOARD OF EDUCATION

President
Joint Resolution No. 17-18
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Deborah Fernandez on Her Retirement

Whereas, Ms. Fernandez joined the San Mateo County Office of Education (SMCOE) on September 28, 1989, as a school administrative assistant II supporting the Student Services Division, first at Tower Road and then at Palos Verdes/El Portal; and

Whereas, Ms. Fernandez has worked under 18 administrators during her time at SMCOE and is truly the heartbeat of the Palos Verdes/El Portal school site; and

Whereas, Ms. Fernandez continuously seeks out opportunities to learn and grow and has received trainings in a number of different software programs that have allowed her to be more successful in her position; and

Whereas, Ms. Fernandez is known by her colleagues to be a fountain of knowledge who will always take a moment to answer a question or help someone in need; and

Whereas, Ms. Fernandez is a genuinely caring individual who knows when someone needs a positive word, a quiet minute, or a good laugh; and

Whereas, Ms. Fernandez will be missed by her colleagues, both past and present, who came to depend on her for a wide variety of supports;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Debi Fernandez on her more than 27 years of service to SMCOE and wish her a happy and fulfilling retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Third Day of May 2017

President
Joint Resolution No. 17-19
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Mason Harris on His Retirement

Whereas, Mason Harris joined the San Mateo County Office of Education (SMCOE) on September 3, 1985, as an audiologist supporting Related Services in the Student Services Division; and

Whereas, Mr. Harris started the SMCOE Audiology program from scratch and has helped recruit, screen, interview, hire, and train every audiologist hired at the County Office for more than three decades; and

Whereas, Mr. Harris is a long-time member of the American Speech-Language-Hearing Association and has been a wealth of audiology and hearing information to the county, local school districts, families, students, and colleagues; and

Whereas, Mr. Harris is a fierce advocate for students who worked in every school in the county to review audiologic reports, determine eligibility for special education, and even repair hearing technology; and

Whereas, Mr. Harris is a beloved colleague and mentor who will be remembered for his many words of wisdom, including "You can't ration passion" and "The older I get, the more I'm becoming who I really am";

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Mason Harris on his more than 31 years of service to SMCOE and wish him the best as he pursues his beekeeping, music-playing, and many other hobbies in his retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Third Day of May 2017

President
Joint Resolution No. 17-20
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Mona Rodrigues on Her Retirement

Whereas, Mona Rodrigues joined the San Mateo County Office of Education (SMCOE) on June 21, 2010, as a speech and language pathologist supporting Related Services in the Student Services Division; and

Whereas, prior to joining the Student Services team, Ms. Rodrigues worked for more than two decades as a teacher and Beginning Teacher Support and Assessment (BTSA) provider; and

Whereas, Ms. Rodrigues has a special gift for supporting the success of nonverbal students and is skilled at finding functional communication systems for students with unique learning challenges; and

Whereas, Ms. Rodrigues routinely participates in Parent Education Nights, helping to illuminate communication strategies for parents of children in special education; and

Whereas, Ms. Rodrigues is extremely knowledgeable and has a creative, innovative approach that sets her apart; and

Whereas, Ms. Rodrigues is a supportive team member who many of her colleagues rely on for help in processing the unique challenges that come with working in special education;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Mona Rodrigues on her more than six years of service to SMCOE and wish her the best in her retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Third Day of May 2017

SAN MATEO COUNTY
BOARD OF EDUCATION

President
Joint Resolution No. 17-21
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Lawrence Teshara on His Retirement

Whereas, Mr. Teshara has spent the past 20 years serving as Director of the San Mateo Adult School and is currently set to retire after five decades of supporting San Mateo County schools; and

Whereas, Mr. Teshara began his career in 1967 as a teacher in San Bruno Park Elementary School District before joining San Mateo Union High School District as a counselor in 1972; and

Whereas, Mr. Teshara then went on to serve as assistant principal at Aragon High School and as principal of Burlingame High School—a position he held for 15 years; and

Whereas, Mr. Teshara has been a highly regarded leader in Region V of the Association of California School Administrators (ACSA), devoting countless hours of volunteer time; and

Whereas, Mr. Teshara was honored with an Administrator of the Year award from ACSA in 2012 and with a Special Award for Outstanding Service to ACSA Region V in 2017; and

Whereas, despite serving as an administrator for the majority of his career, Mr. Teshara considers himself a teacher first and feels that the defining characteristic of the most qualified teachers is their ability to be earnest and up-front with students; and

Whereas, Mr. Teshara has formed a deep admiration for the hard work and commitment shown by the adult school students, teachers, and staff he works with and believes they exhibit a true passion for education; and

Whereas, all those who have worked with Mr. Teshara hold him in the highest regard because of his selfless devotion to the well being and success of every student;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Larry Teshara on his unparalleled 50 years of service to students in San Mateo County and wish him the best in his retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Third Day of May 2017

President
April 26, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
Business Services


Education Code Section 42127 requires the County Superintendent of Schools to review and certify as positive, qualified or negative districts’ Second Interim Financial Reports.

I will be present at the Board Meeting on May 3, 2017, to report on the status of these reviews by the County Superintendent of Schools and to respond to any questions the Board may have.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
April 26, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
Student Services Division

Subject: Approval of English Language Arts Adoption for Special Education K-12 Program

Board Action is requested for the approval of English Language Arts instructional materials for Special Education K-12 program.

After a thorough curriculum review and pilot process, the Special Education K-12 Program has selected English Language Arts instructional materials for Kindergarten – Transition (Age 22). The new materials include Unique Learning System and its associated supplemental program called News-2-You. The Unique curriculum features a standards-based set of interactive tools specifically designed for students with special needs and provides access to the general curriculum.

Unique Learning System delivers age-respectful and engaging materials through onscreen static visual representations, hearing text to speech, hands-on learning with experiments, and written expression opportunities.

Prior to seeking Board approval of the new English Language Arts instructional materials, SMCOE Special Education site leaders held a public review during the month of April. Parents and the public were invited and encouraged to preview the materials and provide input and feedback.

I will be present at the May 3, 2017, Board meeting to answer any questions the Board may have.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
April 26, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
       Student Services Division

Subject: Approval of Mathematics Adoption for Special Education K-12 Program

Board Action is requested for the approval of Mathematics instructional materials for Special Education K-12 program.

After a thorough curriculum review and pilot process, the Special Education K-12 Program has selected mathematics instructional materials for grades 9-12. There is a current mathematics adoption for grades K-8, McGraw-Hill’s My Math and Number Worlds. The new mathematics materials for grades 9-12 include Unique Learning System and its associated supplemental program called News-2-You. The Unique curriculum features a standards-based set of interactive tools specifically designed for students with special needs and provides access to the general curriculum.

Unique Learning System delivers age-respectful and engaging materials through onscreen static visual representations, hearing text to speech, hands-on learning with experiments, and written expression opportunities.

Prior to seeking Board approval of the new mathematics instructional materials, SMCOE Special Education site leaders held a public review during the month of April. Parents and the public were invited and encouraged to preview the materials and provide input and feedback.

I will be present at the May 3, 2017, Board meeting to answer any questions the Board may have.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
April 26, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent, Student Services Division

Subject: Educator Effectiveness Grant Plan

Associate Superintendent Nancy Magee will be present at the Board meeting on May 3, 2017, to describe the plan for expenditure of funds made available through Educator Effectiveness Funding as outlined in Section 58 of Assembly Bill (AB) 104, Chapter 13, statutes of 2015 and amended by Section 8 of Senate Bill (SB) 103, Chapter 324, statutes of 2015.

Based on a calculated funding rate of approximately $1,466 per FTE, the San Mateo County Office of Education LEA has received an allocation of $187,129 to apply towards educator training and support. The plan for expenditure of these funds is attached for Board discussion and consideration. The item will come back to the Board at a subsequent meeting for final Board action.

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
What are the allowable uses of the Educator Effectiveness funds?

Educator Effectiveness funds may be used to support the professional development of certificated teachers, administrators, and paraprofessional educators. Funds can be expended for any of the following purposes:

<table>
<thead>
<tr>
<th>Grant Criteria</th>
<th>Target Group</th>
<th>Priorities</th>
<th>Allocation</th>
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</table>
| **ONE** Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code | New Teachers Administrators | - Pay for BTSA for any new teachers who qualify out of this grant instead of program funds  
- Assist administrators with fees toward certificate applications, testing, etc. | 10%  
$16,332 |
| | New Credentials | - Pay for fees related to additional credentials that expand teacher capacity including Career Technical Education, Designated Services, etc. | |
| **TWO** Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies. | Site Administrators | - Principal Coaching  
- Focused PD on improving teacher effectiveness and providing targeted feedback  
- Universal Design for Learning  
- IEP/IFSP/SEIS training | 5%  
$8,166 |
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<th>Grant Criteria</th>
<th>Target Group</th>
<th>Priorities</th>
<th>Allocation</th>
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<tr>
<td>THREE</td>
<td>Teachers</td>
<td>-Specific Curriculum Trainings:</td>
<td>40%</td>
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<td>- Unique Learning</td>
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<td>- Boardmaker</td>
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<td>- Character-Based Literacy</td>
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<td>- Early literacy</td>
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<td>- TEAACH Training</td>
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<td>Administrators, Teachers, Paraprofessionals</td>
<td>-Conference attendance to include registration and travel. Each staff member must complete a proposal outlining how proposed professional development will support teacher effectiveness to maximize student access to Equity and Excellence in Education. Proposals to be received no later than January 31, 2018.</td>
<td>$65,327</td>
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<td>Teachers in Professional Learning Communities</td>
<td>-Pay for subs so teachers can work on curriculum writing and assessments, goal writing, benchmarks and activity matrices</td>
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<td></td>
<td>Peer Observations and Lesson Study</td>
<td>-Pay for subs so teachers can collaborate and participate in peer observations</td>
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Educator Effectiveness Funding Plan
SMCOE Student Services
5-3-17
<table>
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<tr>
<th>Grant Criteria</th>
<th>Target Group</th>
<th>Priorities</th>
<th>Allocation</th>
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<tr>
<td>FOUR</td>
<td>Teachers, Para Professionals</td>
<td>Trainings focused on:</td>
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<td></td>
<td></td>
<td>• Conflict Resolution</td>
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<td>• Positive Behavior Intervention and Supports (PBIS)</td>
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<td>• NCPI for all teachers and para educators</td>
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<td>• Applied Behavior Analysis Training (ABA)</td>
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<td>• Instructional Support Training (AVID tutor model)</td>
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<td>• Behavior Supports training (PBIS, Restorative Practice, Trauma-Informed Approaches)</td>
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<td>• Early Start and Natural Environments</td>
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<td>Leadership Team (Administrators, Psychologist, Lead Teachers)</td>
<td>Trainings that develop effective use of tools that promote quality instructional practices in each instructional area- Court and Community, Special Education, Related Services</td>
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Educator Effectiveness Funding Plan
SMCOE Student Services
5-3-17
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<th>Grant Criteria</th>
<th>Target Group</th>
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<tr>
<td><strong>ADDITIONAL FOCUS AREAS</strong></td>
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<tr>
<td>Multi-Tiered System of Support</td>
<td>SMCOE MTSS Team, SSD Administrators</td>
<td>Build capacity of SMCOE MTSS team in supporting SMCOE student programs through training in Universal Design for Learning and other tenets of MTSS</td>
<td></td>
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<tr>
<td>Personalized Learning Team</td>
<td>ISD Coordinators, Court and Community Administrators, Teachers and Paraprofessionals</td>
<td>Build capacity of SMCOE staff to support personalized learning through expanded understanding of Self-Directed Learning Cycle, Competency-Based Grading, Habits of Success, Blended Learning strategies</td>
<td>10%</td>
</tr>
<tr>
<td>Inclusion Services</td>
<td>ISD Coordinators, SSD Administrators</td>
<td>Build capacity of SMCOE staff to use evidence-based instructional practices aligned with state adopted learning standards, maximize student opportunities for interacting with typically developing peers and age appropriate activities, and implement a Multi-Tiered System of Support to students</td>
<td>$16,332</td>
</tr>
</tbody>
</table>
## Educator Effectiveness Funding Allocation Summary

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Allocated Funding</td>
<td>$187,129</td>
</tr>
<tr>
<td>Indirect Costs: (14.58%)</td>
<td>($23,811)</td>
</tr>
<tr>
<td>Actual Allocation to Educators</td>
<td>$163,318</td>
</tr>
<tr>
<td>Criteria One Proposed Allocation</td>
<td>$16,332</td>
</tr>
<tr>
<td>Criteria Two Proposed Allocation</td>
<td>$8,166</td>
</tr>
<tr>
<td>Criteria Three Proposed Allocation</td>
<td>$65,327</td>
</tr>
<tr>
<td>Criteria Four Proposed Allocation</td>
<td>$57,161</td>
</tr>
<tr>
<td>Additional Focus Areas</td>
<td>$16,332</td>
</tr>
<tr>
<td>Actual Allocation to Educators</td>
<td>$163,318</td>
</tr>
</tbody>
</table>
San Mateo County Board of Education  
Meeting Schedule  
2017 - 2018  
Adopted:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>July</td>
<td>19</td>
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<td>August</td>
<td>16</td>
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<td>September</td>
<td>6 &amp; 20</td>
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<td>October</td>
<td>4 &amp; 18</td>
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<tr>
<td>November</td>
<td>1 &amp; 15</td>
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<td>December</td>
<td>13</td>
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<td>January</td>
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<td>Board Retreat</td>
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<td>February</td>
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(Hanukkah begins at sunset December 12-20)

(Passover begins sunset March 30-April 7)

Regular Board meetings are held on Wednesdays and begin at 7:00 p.m.  
at: San Mateo County Office of Education  
101 Twin Dolphin Drive, Redwood City, CA 94065
April 26, 2017

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

Attached for the Board’s review are drafts of revised Board Policies:
1. Revised Board Policy: BP 9320 (County Board Meetings)
2. New Board Policy: BP 9321 (Closed Session)
3. Revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits)

These proposed policies will be brought forward for Board consideration and approval at the May 17, 2017, Board Meeting.

Attachments

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
County Board Meetings

Purpose of Meetings

Meetings of the County Board of Education are conducted for the purpose of accomplishing County Board Office business.

A County Board meeting exists whenever a majority of County Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the County Board or County Office of Education.

Open to the Public

In accordance with state open meeting laws (Brown Act), the County Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement, County Board meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and County Board procedures.

Every notice of a meeting shall provide an opportunity at the beginning of the meeting for members of the public to address the County Board directly concerning any item that has been described in the meeting notice, before the item's consideration.

Collective Concurrence

Except as otherwise authorized by law, direct communication, personal intermediaries, and technological devices shall not be used by a majority of County Board members to develop a collective concurrence as to an action to be taken by the County Board on any item of County Office of Education business.

However, the County Superintendent of Schools or a county office of education employee or official may engage in separate conversations with County Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the County Board, as long as that person does not communicate the comments or position of any County Board members to other County Board members. (Government Code 54952.2)

Accessibility/Accommodations for Persons with Disabilities

In order to help ensure participation in the meeting by individuals with disabilities, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act.
Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the County Board meeting should contact the County Superintendent or his/her designee at least three days in advance.

Schedule of Regular Meetings

The County Board shall generally hold two (2) regular meetings each month, except when it takes action to cancel a meeting. The dates, times and places of the meetings shall be determined by the County Board and notice given to the public as required by law.

Posting and Inspection of Agenda Documents

At least 72 hours prior to a regular meeting, the agenda shall be posted at two or more locations freely accessible to members of the public, one of which will be the website, www.smcoe.org, of the County Office of Education.

Each agenda shall also list the address designated by the County Superintendent or his/her designee for public inspection of agenda documents that have been distributed to the County Board less than 72 hours before the meeting.

Special Meetings

Special meetings of the County Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or compensation of the County Superintendent. (Education Code 1012; Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all County Board members and the local media who have requested such notice in writing. “Written notice” includes notices sent by fax or email. The notice shall be received at least 24 hours before the time of the meeting and shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting.

Any County Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the County Board or by being present at the meeting at the time it convenes.

Every notice of a special meeting shall provide an opportunity at the beginning of the meeting for members of the public to address the County Board directly concerning any item that has been described in the meeting notice, before the item's consideration.
Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the County Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The County Board shall comply with all other requirements for special meetings during an emergency meeting.

An emergency situation (as defined by Government Code 54956.5) means either of the following:

1. An emergency, defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the County Board.

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the County Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the County Board.

Except in the case of a dire emergency, the County Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived, and, as soon after the meeting as possible, the County Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the County Board. In the case of a dire emergency, the County Board president or designee shall give such notice at or near the time he/she notifies the other members of the County Board about the meeting.

The minutes of the meeting, a list of persons the County Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible.

Adjourned/Continued Meetings

A majority vote by the County Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the County Board may adjourn such a meeting. If no County Board members are present, the County Superintendent in his/her role as Secretary to the County Board may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings.
County Board Meetings

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment or continuance shall be conspicuously posted on or near the door of the place where the meeting was held.

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The County Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public. The County Board may also convene a retreat or discussion meeting to discuss County Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the County Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries (see “Location of Meetings,” below). Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of County Board members at any of the following events is not subject to the Brown Act provided that a majority of the County Board members do not discuss specific district business among themselves other than as part of the scheduled program:

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school district and/or County Office of Education Board members.

2. An open, publicized meeting organized by a person or organization other than the County Office of Education to address a topic of local community concern.

3. An open and noticed meeting of another body of the County Office of Education, such as the Personnel Commission.

4. Meet in the closest meeting facility if the County Office of Education has no meeting facility within its boundaries or if its principal office is located outside the county.

5. An open and noticed meeting of a legislative body of another local agency.

6. A purely social or ceremonial occasion.

7. An open and noticed meeting of a standing committee of the County Board, provided that the County Board members who are not members of the standing committee attend only as observers.
County Board Meetings

8. Interview residents of another county or district regarding the County Board’s potential employment of an applicant for interim County Superintendent.

Individual contacts or conversations between a County Board member and any other person are not subject to the Brown Act.

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility, which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted.

The Education Code requires that meetings shall be held “within the district’s boundaries.” In the cases in which the “district” is a County Office of Education, the boundaries are the boundaries of the county over which the County Office of Education has jurisdiction. Therefore, meetings of the San Mateo County Board of Education will be held within San Mateo County, except to do any of the following:

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the County Board of Education is a party.

2. Inspect real or personal property which cannot conveniently be brought into San Mateo County, provided that the topic of the meeting is limited to items directly related to the property.

3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies’ boundaries, with all participating agencies giving the notice required by law.

4. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.

5. Meet in or near a facility owned by the County Office of Education but located outside San Mateo County, provided the meeting agenda is limited to items directly related to that facility.

6. Visit the office of the County Office of Education’s legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs.
County Board Meetings

Meetings exempted from the boundary requirements, as specified in items #1-6 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the County Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the County Board president or the County Superintendent acting as the president’s designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication.

Teleconferencing

A teleconference is a meeting of the County Board in which Board members are in different locations, connected by electronic means through audio and/or video.

The County Board may use teleconferences for all purposes in connection with any meeting within the County Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the County Board, including the right of the public to address the County Board directly at each teleconference location.

All County Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The County Superintendent or his/her designee(s) shall facilitate public participation in the meeting at each teleconference location.

Legal References:
  Education Code 1011 Regular Meetings
  Education Code 35140 Time and place of meetings
  Education Code 35143 Annual organizational meeting, date, and notice
  Education Code 35144 Special meeting
  Education Code 35145 Public meetings
  Education Code 35145.5 Agenda; public participation; regulations
  Education Code 35146 Closed sessions
  Education Code 35147 Open meeting law exceptions and applications
  Government Code 54950-54963 The Ralph M. Brown Act
  United States Code, Title 42, 12101-12213 Americans with Disabilities Act
County Board Meetings

Adopted SMCBE 09/03/08
(Replaces Board Policies 9310.1, 9320.1, 9353.1 and 9356.1)
Closed Session

The County Board of Education is committed to complying with state open meeting laws and modeling transparency in the conduct of its business. The County Board shall hold a closed session only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

The County Board shall disclose in open session the items to be discussed in closed session. In the closed session, the County Board may consider only those matters covered in its statement.

The County Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of sexual misconduct or child abuse shall be identified in any County Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

A County Board member shall not disclose confidential information received in a closed session unless the County Board authorizes the disclosure of that information. (Government Code 54963)

After each closed session, but before adjourning the meeting, the County Board shall reconvene in open and, when applicable, report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. (Government Code 54957.7)

Matters Related to Students

The County Board shall meet in closed session to consider the appeal of an expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the County Board may meet in closed session for the purpose of deliberations. (Education Code 48920)
Closed Session

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232)

OPTION 1: In an expulsion action, the student's name and the cause for expulsion shall be disclosed in open session.

OPTION 2: In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.

The County Board shall meet in closed session to address any student matter over which it has statutory authority, when the matter may involve disclosure of confidential student information.

Conference with Real Property Negotiator

The County Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the County Board or county office of education (COE) in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the County Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the County Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall
specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the County Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the County Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the COE of its approval. (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the County Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the COE or the County Board's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances:—(Government Code 54956.9)

1. Litigation to which the COE or County Board is a "party" has been initiated formally. (Government Code 54956.9(a))

2. A point has been reached where, in the County Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the County Board or COE, or the County Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

a. Facts and circumstances that might result in litigation against the County Board or COE but which the County Board believes are not yet known to potential plaintiffs and which do not need to be disclosed.
b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the County Board or COE, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

e. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the County Board.

e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the County Board, provided that the employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the County Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c)

Before holding a closed session pursuant to the pending litigation exception, the County Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the County Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the County Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases.
Closed Session

When the County Board expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(e) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2b-e above. (Government Code 54954.5)

The County Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.

2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the ability to serve process on unserved parties or the ability of the COE to conclude existing settlement negotiations to its advantage.

3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the County Board shall report the fact of approval, the substance of the agreement, and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Review of Student Assessment Instruments

The County Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the County Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the County Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under
Closed Session

review.

At the public meeting during which the County Board holds a closed session to review student assessment instruments, the County Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Other Matters for Closed Session

When appropriate, the County Board may also hold a closed session to discuss any of the following:

1. Security Matters

The County Board may meet in closed session with the Governor, Attorney General, district attorney, legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

The County Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the County Board members present. If less than two-thirds of the members are present, then the County Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the County Board will consult. (Government Code 54954.5)


The County Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the COE is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)
Closed Session

When the board of the JPA has so authorized and upon advice of legal counsel, the County Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the County Board's closed session, a County Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to other County Board members. (Government Code 54956.96)

The County Board member may also disclose the confidential JPA information to legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the County Board or COE. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the County Board member representing the County Board on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

The County Board shall report the disposition of joint powers agency or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

3. Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the County Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any County Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Legal Reference:

EDUCATION CODE
1040 Duties and responsibilities; county boards of education
1042 County boards; authority
1700 County school service fund
Closed Session

1703 Coordination services
1730 Supervision of instruction
1740 Supervision of attendance
1750 Supervision of health
1760 Provision of guidance services
35145 Public meetings
35146 Closed session (re student suspension)
48912 Governing board suspension
48918 Rules governing expulsion procedures; hearings and notice
49070 Challenging content of students records
60617 Meetings of governing board

GOVERNMENT CODE
815-818.9 California Government Tort Claims Act
3540-3549.3 Educational Employment Relations Act
6252-6270 California Public Records Act
54950-54963 The Ralph M. Brown Act

COURT DECISIONS
Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS
Management Resources:
Board of Education

Closed Session

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2014
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, 2003
LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.oag.ca.gov
League of California Cities: http://www.cacities.org

Adopted:
Compensation and Benefits

Compensation

At its annual organizational meeting each year, the County Board may change the maximum monthly compensation each member of the County Board shall receive, within the limits prescribed by law.

County Board members shall receive the maximum monthly compensation for each month in which they either attend or are excused from attending all County Board meetings. Compensation shall be pro-rated for County Board members who are absent from one or more meetings and for whom the absence is not approved as per Board Resolution No. 97-18. The minutes of each County Board meeting shall include a record of the attendance of County Board members indicating absence due to illness, outside service on behalf of the County Board, jury duty, or a hardship deemed acceptable to the County Board. The County Board member shall subsequently verify with the secretary the reason for the absence.

RESOLUTION NO. 97-18
SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

ADOPTING A COMPENSATION POLICY FOR BOARD MEMBERS ABSENT FROM ATTENDANCE AT MEETINGS

WHEREAS, California Education Code Section 1090 provides for compensation for members of county boards of education based on attendance; and

WHEREAS, Section 1090 (d) provides that a member may be paid for a meeting when the member is absent if the Board, by resolution, finds that at the time of the meeting said Board member is performing services outside the meeting on behalf of the Board, or is ill, or is on jury duty or that the Board member's absence is due to a hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the policy of the San Mateo County Board of Education, with regard to payment for absences based on the above causes, is as follows:

The Board President or designee must be informed in advance of the absence and the reason therefore and he or she shall request that the minutes of the meeting at which the member is absent reflect the reason for said absence.

If the absence is due to illness, the illness must incapacitate the member from attending.

SAN MATEO COUNTY BOARD OF EDUCATION

Regularly passed and adopted this fifth day of November 1997
Benefits

County Board members receive basic life insurance and at their option, may participate in the health and/or dental benefit programs provided for County Office of Education management employees. County Board members, at their own expense, may participate in the vision care program. Former board members who meet eligibility requirements determined by the County Superintendent may select from the same coverage options but shall receive no employer contribution toward costs.

Legal References:

Education Code 1090 Compensation for members and mileage allowance

Adopted SMCBE 03/03/76
Revised SMCBE 7/16/86, 11/5/97, 8/21/02, 12/4/02, 10/15/08, 03/19/14
(Revises BP 9214.1 and combines with and replaces BP 9213.1, 9213.2 and 9214.2)
(Replaces 9214)
RESOLUTION NO. _____
SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

ADOPTING A COMPENSATION POLICY FOR BOARD MEMBERS ABSENT FROM ATTENDANCE AT MEETINGS

WHEREAS, California Education Code Section 1090 provides for compensation for members of county boards of education based on attendance; and

WHEREAS, Section 1090 (d) provides that a member may be paid for a meeting when the member is absent if the Board, by resolution, finds that at the time of the meeting said Board member is performing services outside the meeting on behalf of the Board, or is ill, or is on jury duty or that the Board member’s absence is due to a hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the policy of the San Mateo County Board of Education, with regard to payment for absences based on the above causes, is as follows:

The Board President or designee must be informed in advance of the absence and the reason therefore and he or she shall request that the minutes of the meeting at which the member is absent reflect the reason for said absence.

If the absence is due to illness, the illness must incapacitate the member from attending.

SAN MATEO COUNTY BOARD OF EDUCATION

Regularly passed and adopted this _____ day of ____________________