AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. INTRODUCTION OF STAFF MEMBER KARLA RODRIGUEZ, PROJECT SPECIALIST, EARLY CHILDHOOD LANGUAGE DEVELOPMENT INSTITUTE (ECLDI), EARLY LEARNING SUPPORT SERVICES, INSTRUCTIONAL SERVICES DIVISION

4. ONLINE AGENDA SERVICES PRESENTATIONS

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

6. APPROVAL OF MINUTES OF MAY 3, 2017, REGULAR MEETING

7. CONSENT AGENDA

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

a. Staffing Report
b. Adopt Resolution No. 17-22 Temporary Borrowing in 2017-2018 for Small School Districts with Average Daily Attendance of 901 or Less
c. Adopt Resolution No. 17-23 Authorizing 2016-2017 Budgetary Increases, Revisions and Transfers
d. Adopt Resolution No. 17-24 Education Protection Account
e. Adopt Joint Resolution No. 17-25 Honoring Gay Gardner-Berk on Her Retirement
f. Adopt Joint Resolution No. 17-26 Honoring Dr. James Lianides on His Retirement
8. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)
   a. Receive Update on San Mateo County Office of Education Local Control Accountability Plan (LCAP)

9. BUSINESS SERVICES
   a. Receive Report on the May Revision of the Governor’s Budget
   b. Adopt Joint Resolution No. 17-27 Authorizing a Cash Flow Loan to San Bruno Park School District Pursuant to San Mateo County Board of Education Resolution 16-20

10. INSTRUCTIONAL SERVICES
    a. Receive Report on Early Childhood Language Development Institute (ECLDI) and Family Engagement

11. STUDENT SERVICES
    a. Approval of Educator Effectiveness Grant

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

13. BOARD MEMBERS
    a. Discuss/Act on Legislation
    b. Board Policy Review
       1. New and Revised Board Policies – Second Reading and Action
          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)
       2. Revised Board Policy – First Reading
          1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP: 9322)
    c. Discuss Board Member Visits to Local Boards
    d. Discuss/Act on California County Boards of Education (CCBE) 2017 Officer Nominations
    e. 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 online at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
14. **ADJOURNMENT**

**NEXT REGULAR MEETING: JUNE 7, 2016**

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1. CALL TO ORDER

The May 17, 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. INTRODUCTION OF STAFF MEMBER KARLA RODRIGUEZ, PROJECT SPECIALIST, EARLY CHILDHOOD LANGUAGE DEVELOPMENT INSTITUTE (ECLDI), EARLY LEARNING SUPPORT SERVICES, INSTRUCTIONAL SERVICES DIVISION

Early Learning and Support Services (ELSS) Director Jean-Marie Houston will introduce a staff member from the Instructional Services Division.

4. ONLINE AGENDA SERVICES PRESENTATIONS

Administrator for Board Support and Community Relations Marco Chávez will introduce presentations for online agenda services.

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

[NOTE: Ask the Superintendent if there are any cards. If so, read the following.]

The County Board of Education does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the County Board to refer matters raised in this forum to staff for investigation and/or action where appropriate. Each speaker is limited to three minutes. Ms. Serpa-Garcia will keep the time and advise you when you have 30 seconds left and again when your time is up. Please try to keep within the time limits.

6. APPROVAL OF MINUTES OF MAY 3, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the May 3, 2017, regular meeting as presented?
7. CONSENT AGENDA

The Consent Agenda is not debatable and requires a unanimous vote for passage. Is there a motion to approve the Consent Agenda?

a. Staffing Report
b. Adopt Resolution No. 17-22 Temporary Borrowing in 2017-2018 for Small School Districts with Average Daily Attendance of 901 or Less
c. Adopt Resolution No. 17-23 Authorizing 2016-2017 Budgetary Increases, Revisions and Transfers
d. Adopt Resolution No. 17-24 Education Protection Account
e. Adopt Joint Resolution No. 17-25 Honoring Gay Gardner-Berk on Her Retirement
f. Adopt Joint Resolution No. 17-26 Honoring Dr. James Lianides on His Retirement

8. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

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

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

9. BUSINESS SERVICES

a. Receive Report on the May Revision of the Governor’s Budget

Deputy Superintendent Denise Porterfield will provide a report on the Governor’s May Revise. [Presenter: Denise Porterfield]

b. Adopt Joint Resolution No. 17-27 Authorizing a Cash Flow Loan to San Bruno Park School District Pursuant to San Mateo County Board of Education Resolution 16-20

Deputy Superintendent Denise Porterfield will provide information on a resolution brought forward for Board consideration and approval. [Presenter: Denise Porterfield]

[After presentation and any questions] Is there a motion to adopt Resolution No. 17-27 Authorizing a cash flow loan to San Bruno Park School District pursuant to San Mateo County Board of Education Resolution 16-20?

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- 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).
10. **INSTRUCTIONAL SERVICES**

   a. Receive Report on Early Childhood Language Development Institute (ECLDI) and Family Engagement

   *Early Learning and Support Services (ELSS) Director Jean-Marie Houston will introduce a report on the Early Childhood Language Development Institute (ECLDI) and family engagement.*

11. **STUDENT SERVICES**

   a. Approval of Educator Effectiveness Grant

   *Associate Superintendent Nancy Magee will provide information brought forward for Board consideration and approval. [Presenter: Nancy Magee]*

12. **OFFICE OF THE SUPERINTENDENT**

   a. Superintendent's Comments

   *The Superintendent will make comments.*

13. **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. Board Policy Review

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

   *The Board will have a second reading and/or take action on the new and revised Board Policies brought forward at the May 3, 2017, Board meeting. Board Member Camacho has been chairing the Committee and can answer questions the Board may have.*

   1. Revised Board Policy: BP 9320 (County Board Meetings)

   *[After any discussion] Is there a motion to approve revised Board Policy: BP 9320 (County Board Meetings)?*

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

2. New Board Policy: BP 9321 (Closed Session)

[After any discussion] Is there a motion to approve new Board Policy: BP 9321 (Closed Session)?

3. Revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits)

[After any discussion] Is there a motion to approve revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits)?

2. Revised Board Policy – First Reading
   1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP 9322)

The Board will have a first reading of a revised Board Policy brought forward for initial consideration. No action is required. Board Member Camacho will provide information and answer any questions the Board may have. [Presenting: Mr. Camacho]

c. Discuss Board Member Visits to Local Boards

Superintendent Campbell will discuss visits to local Boards.

d. Discuss/Act on California County Boards of Education (CCBE) 2018 Officer Nominations

The California County Boards of Education (CCBE) is encouraging each County Board to submit candidate applications for CCBE’s 2018 president-elect, vice president and treasurer. The form and criteria for this item are included in your Board packet.

[After any discussion] Is there a motion to nominate an individual for CCBE president-elect, vice president or treasurer?

e. Board Member Comments

Board members will comment.

14. ADJOURNMENT

The next Regular Meeting will take place on June 7, 2017.

NEXT REGULAR MEETING: JUNE 7, 2017
May 10, 2017

To: San Mateo County Board of Education
From: Anne E. Campbell, San Mateo County Superintendent of Schools
Subject: Presentations for Online Agenda Services

The Board will receive information from two online agenda companies: Board Docs and Electronic School Boards. Both vendors will make presentations and take questions from the Board regarding their services.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: May 3, 2017

Meeting Location: California Suite
101 Twin Dolphin Drive
Redwood City, California

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

Board Member Absent: Joe Ross

Staff Officials Present: Anne E. Campbell, Secretary
Claire Cunningham, Lead Deputy County Counsel
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Marco Chávez, Mefula Fairley,
Franklin Felizardo, Nancy Magee,
Denise Porterfield, Gary Waddell,
Sue Wieser

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

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

Board Vice President Alvaro recognized the May 2017 Employees of the Month, Alison Irwin, Senior Naturalist, and Ben Nelson, Naturalist, Outdoor Education, Instructional Services Division. Ms. Alvaro congratulated Ms. Irwin and Mr. Nelson on behalf of the Board and presented each of them with a clock and a check.

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

There were no persons wishing to address the Board.

5. **APPROVAL OF MINUTES OF APRIL 19, 2017, REGULAR MEETING**

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Gerard and Hsiao), none opposed, one abstention (Lempert), and one absent (Ross), the Minutes of the April 19, 2017, Regular Meeting as presented.

6. **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

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

7. **BUSINESS SERVICES**


Deputy Superintendent Porterfield said she would report on the Certification Status of San Mateo County Districts for the Second Interim Reporting period.
BUSINESS SERVICES (continued)

Ms. Porterfield said, of the 23 districts, 22 districts have a positive certification and one, San Bruno Park, has a negative certification. She explained a negative certification means a district may not be able to meet its fiscal obligations in the current or the subsequent year. Based on projections, it is the subsequent year when San Bruno Park will have a negative fund balance as well as some cash issues.

Deputy Superintendent Porterfield said, per Education Code 42127.6, the Superintendent of Schools shall do at least one of seven provisions, and the San Mateo County Office of Education (SMCOE) is doing six of the seven. Those provisions include:
1. Provide fiscal expert
2. Conduct study – Special Education is the major issue
3. Direct district to submit financial projections
4. Encumber all contracts and other obligations and prepare a cash flow analysis
5. Direct district to submit a plan for recovery
6. Withhold compensation to the governing board and district superintendent
7. Review teacher hiring practices

Ms. Porterfield explained that, under negative certification, the County Superintendent of Schools has stay and rescind authority to stop financial transactions and action up to and including negotiated contracts.

Deputy Superintendent Porterfield said San Bruno Park is having a difficult time hiring a Chief Business Official, so SMCOE will contract with them to provide a business division manager from SMCOE to serve in that capacity for up to two years. Ms. Porterfield commented that SMCOE’s Human Resources staff is also working with San Bruno Park.

Deputy Superintendent Porterfield reported that
- 12 districts are currently funded through the Local Control Funding Formula (LCFF)
- 10 are funded through the Basic Aid process
- One is flipping between Basic Aid and LCFF

Ms. Porterfield said San Mateo-Foster City was considered Basic Aid at the First Interim and is LCFF at the Second Interim. She said the annual/final property taxes will determine its final status. Ms. Porterfield said moving back and forth from Basic Aid to LCFF makes it extremely difficult on cash flow for districts.

Deputy Superintendent Porterfield said we are beginning to see issues in the third year out for LCFF districts because funding is slowing and there are increased obligations for things such as Public Employees Retirement System (PERS) and State Teacher Retirement System (STRS), that the districts don’t have control over. Districts are now looking at and planning for reductions they will need to make in the future.

Deputy Superintendent Porterfield then answered questions from the Board.
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 said the Special Education K-12 Program has conducted an adoption process with their parents and community to adopt a Unique Learning System curriculum for the K-12 Program that spans from kindergarten to Transition (age 22). Ms. Magee said the Unique Learning System is an online-based system that delivers age-appropriate, Common Core-aligned student engagement materials that use multiple modes of delivery, including hearing text-to-speech, hands-on learning, online visual representations, and icons and graphics to help communicate concepts.

Ms. Magee reminded the Board that, earlier in the year, she and Superintendent Campbell visited classrooms that were using Unique curriculum so they could observe the program firsthand. Superintendent Campbell then made a presentation to the Board about her field trip. Associate Superintendent Magee said the Special Education Program’s Principal and Assistant Principal have been pushing a system-wide adoption, providing support and training for the teachers, and raising the bar as far as using a consistent, cohesive curriculum across the program.

After a motion by Mr. Camacho and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Lempert), none opposed and one absent (Ross), 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 Magee said that, in May of 2017, the Board approved the adoption of the K–8 Mathematics Program through McGraw-Hill, *My Math and Number Worlds*. She said the new mathematics materials for grade 9–12 (Transition – age 22) include Unique Learning System and its associated supplemental program called News-2-You. Ms. Magee said 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.

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 Lempert), none opposed, and one absent (Ross), the Mathematics Instructional Materials for the San Mateo County Office of Education (SMCOE) Special Education K-12 Program.
a. **Receive Educator Effectiveness Grant**

Associate Superintendent Magee explained the Educator Effectiveness Grant went out to all school districts and Local Educational Agencies (LEAs) across the State of California. The grant provides a specified amount of funds that can be used to support the professional development of certificated teachers, administrators, and paraprofessional educators. Ms. Magee said the funds can be used for any of the following purposes:

1. Beginning teacher and administrator support and mentoring, including programs that support new teacher and administrator ability to teach and lead effectively and meet induction requirements adopted by the Commission on Teacher Credentialing
2. Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support
3. Professional development for teachers and administrators aligned to the state content standards
4. Educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning

**Additional Focus Areas include:**

- Multi-Tiered Systems of Support (MTSS)
- Personalized Learning Team: expanding the team model following the Summit Charter model
- Inclusion Services: retooling inclusion services to raise the level of awareness and implementation for inclusion in special education

Associate Superintendent Magee reported the San Mateo County Office of Education received approximately $187,000 in Educator Effectiveness funding. She said 75% of the funds will be spent on professional development and educator effectiveness.

Ms. Magee said the Educator Effectiveness Grant would be brought back for Board consideration and approval at a subsequent meeting.

Associate Superintendent Magee then answered questions from the Board.
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.

At 7:29 p.m., Board Vice President Alvaro announced the meeting would move into closed session to hear 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

The Board reconvened in open session at 7:55 p.m. Ms. Alvaro announced the following action was taken in closed session:

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

After a motion by Mr. Camacho and a second by Mr. Cannon, Interdistrict Attendance Appeal: ITA-17-1 was denied, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao, and Lempert), none opposed, and one absent (Ross), due to a lack of sufficiently compelling evidence of any factor listed in the Interdistrict Attendance Appeal Handbook.

11. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

Superintendent Campbell acknowledged and thanked Associate Superintendent Nancy Magee and her staff, especially Executive Assistant Loriann Villanis, for the truly epic, cranking, radical certificated recognition event earlier in the day. She commented there were beach balls and jellyfish suspended from the ceiling, flip flop centerpieces, and party favors with sunscreen, sunglasses, and Chap Stick at each place. Ms. Campbell said she was pleased to honor the recipients receiving awards for their various years of service. Superintendent Campbell commented Board Member Gerard received a well-deserved award for serving seven terms on the San Mateo County Board of Education.

Superintendent Campbell reported several San Mateo County Superintendents have organized a professional development collaborative thanks to the leadership of Superintendent Bernie Vidales, Jefferson Elementary School District. She said Superintendent Vidales has been working with Stanford to allow superintendents to take advantage of the expertise of the professors at the Stanford School of Education, read journal articles, meet at Stanford Faculty Club, discuss in small groups, have lunch, and spend time in conversation with the professors about their research. Ms. Campbell said she had an opportunity to attend the most recent session that featured Professor Deborah Stipeck, Former Dean of Stanford Graduate School of Education, who is now doing work on PreK–third grade alignment, which is relevant to The Big Lift. She said the
conversation with Professor Stipeck was thought-provoking. Superintendent Campbell said the San Mateo County Superintendents hope to have these meetings several times a year because they provide helpful professional development opportunities.

Superintendent Campbell said Congresswoman Jackie Speier wanted to visit a Big Lift classroom so, along with San Mateo County Supervisor Carole Groom and Silicon Valley Community Foundation Chief Community Impact Officer Erica Wood, she had the opportunity to visit a Team-Based Learning (TBL) classroom at Martin Elementary School in the South San Francisco Unified School District. Ms. Campbell said this was a wonderful opportunity to share a high-quality preschool classroom in action. She said teacher Lisa Ferrari, assisted by a paraeducator and two parents, had the students engaged in activities such as fine motor math work with letters, art, and building with blocks, Legos, and cars. Ms. Campbell said, the students are making excellent progress with social-emotional skills as well as academics and acknowledged Ms. Ferrari for her patience and teaching skills.

Superintendent Campbell reported that, after the visit, a small group had a conversation with Congresswoman Speier about the Social Innovation Fund Grant. Congresswoman Speier was quite sober, discussing the makeup of Washington, D.C., right now and sharing her worries that many social scaffolding and support programs might be cut. Ms. Campbell said, later that same week that Congress and the President reached an agreement on a budget bill for the short term, but unfortunately it included the elimination of the Social Innovation Fund, which has been an important funding stream for TBL. She said The Big Lift was expecting an additional $9 million in the upcoming budget years from the Social Innovation Fund Grant, but at the end of this fiscal year those funds will stop. Superintendent Campbell said The Big Lift will be able to honor its contracts through August 2017, but will then need to come up with a plan to preserve as much of The Big Lift’s momentum as it can without those resources.

Superintendent Campbell reported she attended the 2017 Redwood City Chamber of Commerce Progress Seminar together with Board President Ross, Board Member Hsiao, Deputy Superintendent Waddell, and Associate Superintendent Magee. She said this year’s focus was on housing, transportation, and data and said all of the topics were very interesting. Ms. Campbell said she was especially interested in housing and attended a session where Isabella Chu, Manager, Data Core, Population Health Sciences, Stanford Medicine, spoke about trying to get land and facilities that are needed at Stanford now for work facilities and housing. She said Ms. Chu presented the hypothesis that building is now based upon cars, rather than people, and many municipal ordinances state you must have a two-car garage and two parking places in front of your house, which is standing in the way of other options for housing.

Superintendent Campbell commented that the City of Brisbane has an area where the railroad yards used to be west of 101. She said the Universal Paragon Corporation would like to develop this area. The proposed development lies within the Bayshore School District. Ms. Campbell said the Brisbane City Council would like to see that area transferred to the Brisbane School District and possibly to include building a high school. The Bayshore Elementary School Board as well as Dr. Audra Pittman, Superintendent, Bayshore School District, are adamant this property
OFFICE OF THE SUPERINTENDENT (continued)

is in the Bayshore School District and would be opposed to such a transfer. Ms. Campbell suggested this topic will most likely come up in the near future and wanted the Board to be aware.

Superintendent Campbell reported on Tuesday, May 2, she co-chaired a national webinar as part of the Superintendents’ Environmental Education Collaborative (SEEC) for superintendents across the country. Ms. Campbell said she had the opportunity to talk about the San Mateo Environmental Learning Collaborative (SMELC), where teachers are paired with a nonprofit environmental education agency, develop lessons, and then return to their classrooms to teach them. She said Sean McPhetridge, Ed.D., Superintendent, Alameda Unified School District (AUSD), shared AUSD’s extensive Environmental Education K–12 Program that involves a garden at every elementary school and a nature center at every high school based on the environment around the school. Superintendent Campbell noted Talladega County, Alabama, has an active Environmental Education program. She said their superintendent, Suzanne Lacey, and teacher, Kim Murray, made a presentation about the ECO-Farming they are doing where the students are helping nearby farmers grow their crops, which they then are allowed to eat when the crops are harvested. She said this helps the students see what’s involved in growing food. Ms. Campbell said they also partner with universities by taking bits of fur from the barbed wire and sending those sample to the universities to analyze what kinds of animals come out at night.

Superintendent Campbell reported on Affordable Housing Week in San Mateo County and said there were many events taking place. She drew the Board’s attention to the Housing Endowment and Regional Trust (HEART) Fundraiser on May 11, 2017, from 5:30 to 7:30 p.m. at Devil’s Canyon Brewing Company in San Carlos, which will focus on teacher housing.

Superintendent Campbell reminded the Board that on Friday, May 5, 2017, the San Mateo County School Boards Association (SMCSBA) Annual Education Conference, addressing the teacher shortage, would take place at the Sobrato Non-Profit Center.

Superintendent Campbell reminded the Board the Classified Recognition Event would take place on May 10, 2017, from 2:00 to 3:30 p.m.

Superintendent Campbell reminded the Board on Monday, May 22, 2017, the SMCSBA will host the Kent Awards, at the Crown Plaza in Foster City.

10. BOARD MEMBERS

   a. Discuss/Act on Legislation

There was no legislation to report.
b. **Discuss/Act on 2017-2018 Board Meeting Calendar**

After discussion by the Board, it was decided to change the Wednesday, September 20, 2017, Board Meeting date to Thursday, September 21, 2017, due to a religious conflict.

After a motion by Mr. Camacho and a second by Mr. Hsiao, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Hsiao and Lempert), none opposed, and one absent (Ross), the 2017-2018 Board Meeting Calendar as amended.

Board Member Camacho said the Board Policy Subcommittee and SMCOE staff have completed their work on new and revised Board Policies. He said the subcommittee is bringing forward three new and revised Board Policies for a Board first reading. Mr. Camacho asked his colleagues if there would be a problem having a numbering issue with BP 9321, noting there would be two policies with the same number for a short period of time.

Hearing no objections, Board Vice President Alvaro said these three policies would be brought back for a second reading at the May 17, 2017, Board Meeting.

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**

Board Vice President Alvaro began by wishing Superintendent Campbell a happy birthday, which she would celebrate on May 6.

**Mr. Cannon**

Mr. Cannon wished Superintendent Campbell a happy birthday.

Mr. Cannon reported he attended the Certificated Service Awards and Retirement Event earlier in the day and said it was delightful. He acknowledged the excellent job Ms. Campbell did with her remarks in keeping with the theme.

Mr. Cannon said Associate Superintendent Magee did an excellent job of showing respect to the teachers and was truly moved when she talked about what they do for the students.

Mr. Cannon commented Loriann Villanis did a fantastic job with the decorations and said she gets better every year.
Mr. Cannon reported the Ad Hoc Local Control Accountability Plan (LCAP)/Budget Advisory Committee met with Cabinet on April 19, 2017. He said the LCAP and Budget financing is very complicated and thanked staff for their helpful explanations.

Mr. Cannon thanked Associate Superintendent Magee for her explanations of the complexities of the schedule and funds for the Court and Community Schools.

Mr. Camacho wished Superintendent Campbell a happy birthday.

Mr. Camacho acknowledged and thanked the staff for the wonderful celebration of teachers earlier in the day. He said Ms. Magee’s comments captured the emotion he felt after he left the El Portal and Palos Verdes sites the day he toured with Deputy Superintendent Porterfield. Mr. Camacho commented our educators do incredible work, and he was glad representatives from local Legislators were there to hear what Ms. Magee had to say.

Mr. Camacho reported he attended the funeral services for Theresa (Terri) Mullin, wife of former Assemblymember Gene Mullin, along with Board Vice President Alvaro. He said this sad event called to mind a great deal of gratitude for the role spouses play in a person’s career and life. Mr. Camacho extended appreciation to his wife and all of his colleagues’ spouses and said it would be hard to do anything without their support.

Mr. Camacho thanked all of the members of the Ad Hoc Board Policy Subcommittee and said the committee made it through the Board Policy 9000 series and requested staff add to the next agenda BP 9321, which will be renumbered BP 9322. He said there would be another batch of policies added for a first reading at the following meeting.

Mr. Camacho thanked Ms. Alvaro, Mr. Ross, Superintendent Campbell, Lead Deputy Counsel Cunningham, Dr. Waddell, Ms. Porterfield, and Mr. Chávez, for their collaboration and work on the policies. He also thanked Ms. Serpa-Garcia for getting everything set up for the meetings.

Mr. Hsiao wished Superintendent Campbell a happy birthday.

Mr. Hsiao reported he attended the 2017 Progress Seminar and thought it was very fascinating. He attended the presentation given by Isabella Chu from Stanford and said her point about building for cars and not people made him think.
Mr. Hsiao said he was chagrinned to hear the Social Innovation Funding was cut, given the great accomplishments that were announced at The Big Lift, such as doubling the number of children being served for the summer programs and the Big Lift’s impact on reading outcomes, which keeps students from backsliding during the summer. Mr. Hsiao said he hopes other funding sources can be found to keep these programs going.

Mr. Lempert

Mr. Lempert wished Superintendent Campbell a happy birthday.

Mr. Lempert congratulated Board Member Gerard on receiving an award for serving seven terms on the County Board of Education and said 28 years of service is very impressive.

Ms. Gerard

Ms. Gerard wished Superintendent Campbell a happy birthday.

Ms. Gerard said she was thankful for being recognized and said it has been a pleasure to serve on the Board for 28 years. She said people asked why she would want to serve for 28 years, and she said because of the students served by the San Mateo County Office of Education. Ms. Gerard said there have been peaks and valleys throughout the years, but the students are near and dear to her heart and, whenever she did think about not running again, she decided she would be happier continuing to serve these special students. Ms. Gerard said it has been her great pleasure to serve with all of the wonderful members of the Board and all of the staff at the County Office of Education.

Ms. Gerard reported she participated in the California County Boards of Education (CCBE) Conference Committee along with Mr. Camacho.

Ms. Gerard reported she is also on the CCBE Nominating Committee, which will be sending a request out to its members soon for nominations for 2018 CCBE Officers.

Ms. Alvaro

Ms. Alvaro congratulated Ms. Gerard for serving on the County Board of Education for 28 years. She said that is an impressive record and knows sometimes it can be difficult. Ms. Alvaro noted Ms. Gerard not only serves the San Mateo County Board of Education, but also serves the California School Boards Association and the California County Board of Education.

Ms. Alvaro wished Superintendent Campbell a happy birthday.
Ms. Alvaro reported she attended the Certificated Service Awards event and said she had a great
time. Ms. Alvaro acknowledged and thanked State Senator Jerry Hill and Assemblymember
Kevin Mullin for sending staff and resolutions honoring the hard-working, amazing staff.

Ms. Alvaro announced she will attend the San Mateo County School Boards Association
(SMCSBA) Annual Education Conference on Attracting and Retaining Teachers on Friday,
May 5th.

Ms. Alvaro commented she believes Robert Moses, a New York City Planner during the 1960s,
should be credited for making cars a bigger focus than people when planning and building in
cities.

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

Anne E. Campbell, Secretary
msg
### POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
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<tr>
<td>Braille Transcriber</td>
<td>SSD/ECE</td>
<td>Gail Baldwin</td>
<td>04/01/2016</td>
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<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Toby Lee</td>
<td>03/29/2017</td>
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<tr>
<td>Naturalist</td>
<td>ISD/OE</td>
<td>Benjamin Nelson</td>
<td>04/03/2017</td>
</tr>
<tr>
<td>Senior Naturalist</td>
<td>ISD/OE</td>
<td>Allison Irwin</td>
<td>04/03/2017</td>
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<tr>
<td>Manager, SELPA</td>
<td>SSD/SELPA</td>
<td>New Position</td>
<td>04/10/2017</td>
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<td>Accounting Technician</td>
<td>BSD/DBS</td>
<td>Marian Reyes</td>
<td>04/11/2017</td>
</tr>
<tr>
<td>Health Care Specialist</td>
<td>ISD/OE</td>
<td>Kaitlin Greenfield</td>
<td>04/17/2017</td>
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<tr>
<td>Administrator, Strategy and Communications</td>
<td>OFFICE OF SUPT</td>
<td>New Position</td>
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### PROMOTIONS

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<tr>
<td>Accountant</td>
<td>BSD/IBS</td>
<td>Marian Reyes</td>
<td>Rosalie Badua</td>
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### TRANSFERS

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<td>None to report.</td>
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### NEW EMPLOYEES – REGULAR

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<tr>
<td>Administrative Assistant I</td>
<td>ISD/ELSS</td>
<td>Veronica Pantoja</td>
<td>04/10/2017</td>
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<tr>
<td>Administrative Assistant I</td>
<td>DBS/FAC</td>
<td>Jilliane Slattery</td>
<td>05/01/2017</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ESS</td>
<td>Anne Bartlett</td>
<td>05/01/2017</td>
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### NEW EMPLOYEES – SUBSTITUTE

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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Agueda Nieder</td>
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### SEPARATIONS

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<th>REMARKS</th>
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<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Nelson Shum</td>
<td>Retirement</td>
</tr>
</tbody>
</table>

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
Business Services

Subject: 2017-2018 Temporary Borrowing ("Bridge Loans") Authorization for School Districts with Average Daily Attendance (ADA) of 901 or Fewer

Board action is requested approving the attached Resolution No. 17-22 for 2017-2018.

The purpose of this resolution is to authorize the San Mateo County Superintendent of Schools to make loans from the County School Service Fund to school districts with an ADA of 901 or fewer, when they do not have sufficient funds to meet their current operating expenses.

The school district must meet the criteria set forth in the resolution. The total loan amount is not to exceed $1.5 million.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
RESOLUTION NO. 17-22
SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

RESOLUTION AUTHORIZING TEMPORARY BORROWING IN 2017-18 FOR SMALL SCHOOL DISTRICTS WITH AVERAGE DAILY ATTENDANCE OF 901 OR FEWER

WHEREAS, school districts with an ADA of 901 or fewer within the jurisdiction of the San Mateo County Superintendent of Schools/San Mateo County Office of Education (SMCOE) may identify short-term emergency cash situations and may request temporary "bridge loans" from SMCOE during FY 2017-18; and

WHEREAS, if such a request should be made, SMCOE business services staff will verify and concur with the negative cash projections and the amount of requested of the requesting district; and

WHEREAS, Education Code (EC) 42621 allows "the County Superintendent of Schools, with the approval of the County Board of Education, to make temporary transfers from the County School Service Fund to any school district which does not have sufficient money to its credit to meet current operating expenses, in such amounts and at such times as he or she deems necessary. Such transfers shall not exceed 85 percent of the amount of money accruing to the school district at the time of transfer. The amounts so transferred shall be repaid to the County School Service Fund prior to June 30 of the current year from any funds subsequently received by the school district; and

WHEREAS, repayment of any temporary "bridge loan" authorized by this resolution may be required during FY 2017-18 in conformance with EC 42621, unless otherwise agreed upon by SMCOE and in conformance with EC 42622; and

WHEREAS, EC 42622 allows the County Superintendent of Schools, with approval of the County Board of Education, to "make an apportionment to a school district from the County School Service Fund conditional upon the repayment to the fund during the next succeeding fiscal year of the amount apportioned to the district and shall, during the next succeeding fiscal year, transfer the amount of such apportionment from the general fund of the district to the county school service fund"; and

WHEREAS, eligible districts are those with an ADA of 901 or fewer and the total of all loans by the San Mateo County Superintendent of Schools, pursuant to this Resolution, cannot exceed $1.5 million;

NOW THEREFORE, BE IT RESOLVED, that the San Mateo County Board of Education hereby authorizes the San Mateo County Superintendent of Schools to loan to school districts that meet the criteria established above a total amount not to exceed $1.5 million to be repaid with interest pursuant to this Resolution or EC 42621 or EC 42622 as determined and agreed upon.
REGULARLY PASSED AND ADOPTED This seventeenth day of May 2017, by the San Mateo County Board of Education in Redwood City, California.

San Mateo County
Board of Education

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President

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May 10, 2017

To:        Anne E. Campbell, County Superintendent of Schools
From:      Denise Porterfield, Deputy Superintendent
           Business Services Division
Subject:   2016-2017 Year End Budgetary Increases, Revisions and Transfers

Board action is requested approving the attached Resolution 17-23 for 2016-2017 year-end budgetary revisions and transfers. The purpose of this resolution is to authorize the year-end technical accounting entries necessary to revise the budget to agree with actual income and expenditures. The resolution is standard practice for school districts and county offices and does not authorize additional appropriations or expenditures of funds.

Approved and Recommended to the Board:

[Signature]

Anne E. Campbell, County Superintendent of Schools
RESOLUTION No. 17-23
SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

RESOLUTION FOR BUDGETARY INCREASES, REVISIONS AND TRANSFERS AT YEAR-END

San Mateo County Superintendent of Schools Fiscal Year 2016-2017

WHEREAS, Education Code Section 42600 limits school district expenditures in each major expenditure classification to the total budgeted amount, as approved by the County Board of Education,

NOW, THEREFORE BE IT RESOLVED, that the County Board of Education, in accordance with Education Code Section 42601, does hereby authorize the San Mateo County Superintendent of Schools to make transfers between the unappropriated fund balance and expenditure classifications as necessary to permit payment of obligations of the San Mateo County Office of Education for 2016-2017.

REGULARLY PASSED AND ADOPTED this seventeenth day of May 2017, by the San Mateo County Board of Education in Redwood City, California

San Mateo County
Board of Education

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President

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May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
Business Services

Subject: Resolution Regarding the Education Protection Account

Article XIII, Section 36 of the California Constitution requires that monies received from the Education Protection Account not be used for salaries or benefits for administrators or any other administrative cost. For County Offices of Education, administration is defined as cabinet level employees only.

San Mateo County Office of Education will receive $200 per ADA by June 30, 2017 and the estimated amount is $22,260. Funds will be used to reduce the County Office of Education’s contribution for Court Schools. Board action is requested approving the use of the monies received from the Education Protection Account as reflected in the attached Resolution No. 17-24.

Attachment

Approved and Recommended to the Board

Anne E. Campbell, County Superintendent of Schools
RESOLUTION No. 17-24

SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

Whereas, the voters approved Proposition 30 on November 6, 2012; and

Whereas Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012; and

Whereas the provisions of Article XIII, Section 36(e) create in the state General fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f); and

Whereas before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section(f) that will be available for transfer into the Education Protection Account during the next fiscal year; and

Whereas if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year; and

Whereas all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts; and

Whereas monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government; and

Whereas a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction; and

Whereas the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board; and

Whereas the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost; and

Whereas each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent; and
Whereas the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

Whereas expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36;

Now, Therefore, Be It Resolved, the monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and will be used towards expenditure in the Court Schools program.

Regularly Passed And Adopted This seventeenth day of May 2017, by the San Mateo County Board of Education in Redwood City, California.

San Mateo County
Board of Education

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President

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Joint Resolution No. 17-25
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Gay Gardner-Berk on Her Retirement

Whereas, Gay Gardner-Berk has spent the past 16 school years serving as the principal of Susan B. Anthony Elementary School in the Jefferson Elementary School District; and

Whereas, Ms. Gardner-Berk also served as an elementary school teacher, teaching grades two through four in the San Francisco Unified School District; and

Whereas, Ms. Gardner-Berk has made significant improvements to school culture, instructional programs, and student achievement at Susan B. Anthony, which have contributed to the narrowing of the achievement gap for her students; and

Whereas, Ms. Gardner-Berk's commitment to developing new school leaders is unmatched, and she has served as an advisor for the Administrative Intern Program and a mentor for new administrators; and

Whereas, Ms. Gardner-Berk is an innovative and creative educator who has led her staff in the integration of technology into the curriculum; and

Whereas, Ms. Gardner-Berk will be retiring from her position effective June 28, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Gay Gardner-Berk on her many years of service to the Jefferson Elementary School District and wish her the best in her retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Seventeenth Day of May 2017
Joint Resolution No. 17-26
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Dr. James Lianides on His Retirement

Whereas, Dr. James Lianides has spent the past seven years serving as superintendent of the Sequoia Union High School District (SUHSD); and

Whereas, prior to his current role, Dr. Lianides also served as a middle school principal in the Mountain View-Whisman School District, as chief business official and superintendent in the Pacifica School District, and as associate superintendent (CBO) in the Sequoia Union High School District; and

Whereas, Dr. Lianides has worked tirelessly to support Sequoia's diverse student population and ensure that every student has access to rigorous academic programs that are supportive and relevant; and

Whereas, Dr. Lianides has intentionally and thoughtfully focused on improving professional development opportunities for SUHSD staff, helping teachers gain a better understanding of the needs of students with varied skillsets; and

Whereas, Dr. Lianides led a community-wide effort to pass a $265 million bond that helped provide SUHSD students and the community with state-of-the-art schools, community amenities, and specialized instructional facilities; and

Whereas, Dr. Lianides is an active member of his community, serving on the YMCA Board of Directors, in the Redwood City Rotary Club, and as chairperson of the Redwood City 2020 Executive Team;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Dr. James Lianides on his many years of service to the students of San Mateo County and wish him the best in his retirement.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this Seventeenth Day of May 2017

SAN MATEO COUNTY BOARD OF EDUCATION

President
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

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

Subject: San Mateo County Office of Education 2017 Local Control Accountability Plan (LCAP)

Deputy Superintendent Denise Porterfield and Associate Superintendent Nancy Magee will be present at the Board meeting on May 17, 2017, to provide a preview of SMCOE’s 2017 Local Control Accountability Plan (LCAP) and budget. At the conclusion of our presentation, we will be happy to answer any questions the Board may have.

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
Business Services

Subject: May Revision of the Governor’s Budget

The Governor’s May revision of his budget represents the final budget he will present to the State Legislature for approval, amendment and passage likely in June.

I will be present at the May 17, 2017, Board meeting to report on the highlights of the May revision and its impact on the San Mateo County Office of Education and the school districts in our county, and to answer any questions the Board may have.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent
Business Services Division

Subject: Authorization of a Cash Flow Loan to San Bruno Park School District Pursuant to San Mateo County Board of Education Resolution 16-20

In May 2016, the San Mateo County Board of Education approved Resolution 16-20, the first annual resolution, authorizing loans to districts in the County that need temporary assistance as a result of a small district needing cash assistance. Also at that time the County Office of Education, the County Treasurer and the County Controller’s Office developed a joint resolution authorizing the County Controller to temporarily transfer available funds to County Operating Funds, the Superintendent of Schools, County Board of Education and School Districts as a result of cash flow issues.

County of San Mateo Resolution 074467 (attached), authorizing the temporary transfer of funds for Fiscal Year 2016-2017, was approved on April 26, 2016. This resolution directs the order in which districts must address their cash shortfall.

1) Inter-Fund Borrowing
2) Borrowing from the County Office of Education
3) Issuance of Tax Revenue Anticipation Note (TRAN)
4) Board of Supervisors

Board action is requested approving the attached Resolution No. 17-27.

The purpose of this resolution is to authorize the San Mateo County Superintendent of Schools to make a loan from the County School Service Fund to the San Bruno Park School District, pursuant to Board Resolution No.16-20 as a result of the District’s continuing cash problem.

San Bruno Park School District exceeds the criteria established in Board Resolution No. 16-20 for districts with 901 ADA or fewer needing a temporary loan to address an emergency cash situation. On March 15, 2017, the district certified itself as negative at the Second Interim budget-reporting period for 2016-2017 and the District has notified the County Superintendent of Schools that the District may not have sufficient cash to meet its current obligations for 2016-2017. The Business Services staff of the County Office of Education has reviewed the financial status of the District and concurs with the negative certification and with the District’s cash flow projection.
I will be present at the May 17, 2017, meeting to answer any questions the Board may have.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
Resolution No. 17-27
San Mateo County Board of Education
State of California

Authorizing a Cash Flow Loan to San Bruno Park School District Pursuant to San Mateo County Board of Education Resolution 16-20

Whereas, San Mateo County Board of Education Resolution No. 16-20 authorizes the San Mateo County Superintendent of Schools to make temporary “bridge” loans to school districts with an ADA of 901 or fewer facing short-term emergency cash situations during FY 2016-2017; and

Whereas, if such a request should be made, San Mateo County Office of Education business services staff will verify and concur with the cash projections and the amount requested of the requesting district; and

Whereas, Education Code (EC) 42622 allows the County Superintendent of Schools, with the approval of the County Board of Education, to make temporary transfers from the County School Service Fund to any school district which does not have sufficient money to its credit to meet current operating expenses, in such amounts and at such times as he or she deems necessary; and

Whereas, County of San Mateo Resolution 074467 authorizes the temporary transfer of funds by directing the order in which districts must address their cash shortfalls, and

Whereas, the total of all loans by the San Mateo County Superintendent of Schools, pursuant to Resolution No. 16-20, may not exceed $1,500,000, the amount reserved in the general fund; and

Whereas, the San Bruno Park School District exceeds the authorized 901 ADA or fewer limit established in Resolution No. 16-20; and

Whereas, the San Bruno Park School District will continue to be Negatively Certified and may not have sufficient cash to meet current operating expenses and to have a positive cash balance at June 30, 2017; and

Whereas, the San Mateo County Office of Education business services staff has reviewed the financial status of the District, and concurs with the negative certification of the San Bruno Park School District, with its cash projection and that it may need a short-term loan;

Now, therefore Be It Resolved, that the San Mateo County Board of Education hereby affirms that the San Mateo County Superintendent of Schools is authorized to loan San Bruno Park School District up to $1,500,000 to ensure a positive cash balance, to be repaid no later than August 31, 2017, with interest pursuant to EC 42622 at the rate the funds would have earned on deposit with the San Mateo County Treasurer.

Regularly Passed and Adopted this seventeenth day of May 2017, by the San Mateo County Board of Education in Redwood City, California.

SAN MATEO COUNTY BOARD OF EDUCATION

President
RESOLUTION NO. 074467
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE CONTROLLER TO TEMPORARILY TRANSFER AVAILABLE FUNDS FROM COUNTY OPERATING FUNDS TO THE SUPERINTENDENT OF SCHOOLS, THE COUNTY BOARD OF EDUCATION, AND SCHOOL DISTRICTS DURING FISCAL YEAR 2016-17

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the County Superintendent of Schools, the County Board of Education, and the school districts within the County often experience a cash-flow problem subsequent to July 1, of each year; and

WHEREAS, unless funds are made available to school district operating funds and county school service funds, said funds will realize a deficit and the ability of the County Superintendent of Schools, the County Board of Education, and the school districts to meet their obligations in these areas would be impaired; and

WHEREAS, during the year there will be on deposit in other legally available funds amounts in excess of the needs of the County, the County Superintendent of Schools and the County Board of Education, and certain school districts which are not immediately required for other purposes; and

WHEREAS, Government Code section 25252 provides that the Board of Supervisors may authorize the County Controller to transfer money from one fund to another; and
WHEREAS, Education Code Section 42603 provides that the governing board of a school district may direct that monies held in any fund and account of the school district may be transferred to another account of the school district for payment of district obligations, up to 75 percent of the maximum of monies held in the fund during the current fiscal year, with any such transferred amounts to be repaid in the same fiscal year, or during the next ensuing fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year; and

WHEREAS, Education Code Section 42621 provides that the county superintendent of schools of each county, with the approval of the Board of Education, may make temporary transfers to any school district that does not have sufficient money to meet current operating expenses from the county school service fund, in such amounts and at such times as the superintendent deems necessary, provided that such transfers shall not exceed 85 percent of the amount of money accruing to the school district at the time of transfer, and further provided that the amounts so transferred shall be repaid to the county school service fund prior to June 30 of the current year from monies subsequently received by the school district; and

WHEREAS, Government Code Section 53852 et. seq. authorizes school districts to issue short term interest bearing notes in anticipation of tax revenues that will be received at a later date ("TRANS"), and the money borrowed may be used and expended by the school district to meet current expenses and to discharge any debt or obligation of the school district, and school districts often issue a TRANS either through the County Board of Supervisors, on their own or through the California School Board Association; and
WHEREAS, Education Code Section 42620 provides that if a school district, or a county school service fund, prior to its receipt of funds, lacks sufficient money to meet its current expenses of maintenance, the Board of Supervisors shall order the temporary transfer of county monies to the school districts and the county school service fund in the amount needed, not to exceed 85 percent of the remaining amount of money which will accrue to the school district or the county school service fund during the fiscal year, and provided that the monies are not immediately needed to pay the claims of the County; and

WHEREAS, Article 16, Section 6 of the California Constitution provides that temporary borrowing between local governmental agencies may not take place after the last Monday in April of any fiscal year; and

WHEREAS, it is necessary to impose safeguards on school district borrowing from the County to ensure (1) that school districts and the County Superintendent of Schools fully avail themselves of the inter-fund transfer provisions of Education Code sections 42603 and 42621, and the TRANS provisions of Government Code section 53852 et. seq., to the maximum extent possible when necessary to meet ongoing school district obligations before availing themselves of the temporary borrowing provisions of Education Code section 42620; (2) that the temporary transfer of County funds to any school district does not exceed 85 percent of the remaining monies estimated to accrue to the school district, as that amount may be adjusted from time to time; and (3) that monies that are immediately necessary for the County to meet its own financial obligations are not temporarily transferred to any school district; and
WHEREAS, this Board finds it necessary and desirable that, subject to such safeguards, there be temporarily transferred from available County funds to the other funds above described, such amounts as needed until April 24, 2017; and

WHEREAS, this Board further recognizes that the purpose of this Resolution is to set forth the mutual expectations of all interested parties and to facilitate an orderly compliance with provisions of the Government Code and Education Code in the most cooperative and efficient manner and in the best interests of all interested parties.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED:

1. That the Board of Supervisors hereby authorizes the County Controller from July 1, 2016 until April 24, 2017, to temporarily transfer such amounts of available money to the other funds as needed by school districts in accordance with the framework described above, and subject to the following conditions:

a. The Controller and Treasurer, in consultation with the County Superintendent of Schools and individual school districts if necessary, shall determine the remaining estimated amounts to accrue to each school district during the fiscal year for which the Treasurer maintains funds. Such amounts shall be updated during the course of the fiscal year at intervals as deemed appropriate by the Controller and Treasurer. In no event shall County money be transferred to any school district if such transfer would exceed 85 percent of the remaining estimated amount to accrue to that school district during the fiscal year.

b. To ensure compliance with Article 16, section 6 of the California Constitution, the Treasurer and Controller shall not transfer any County
money to any school district under the authority provided in this Resolution after April 24, 2017.

c. The Treasurer and Controller shall consult with the County Superintendent of Schools, on a regular and continuing basis, to confirm that each school district either has sufficient and available money on hand, or that such money will accrue to such school district during the fiscal year, to meet its ongoing financial obligations through intra-fund transfer under Education Code section 42603. The County Superintendent of Schools shall identify, for each school district, such school district monies that are legally available for the purpose of making such an intra-district transfer, and conversely which monies are not available for any such intra-district transfer due to legal or other constraints. It is understood that school districts will fully avail themselves of the inter-fund transfer provisions of Education Code section 42603 to the maximum extent possible when necessary to meet ongoing school district financial obligations before availing themselves of the temporary borrowing provisions of Education Code section 42620.

d. The Treasurer and Controller shall also consult with the County Superintendent of Schools, on a regular and continuing basis, to determine the extent to which the County Superintendent of Schools either has sufficient and available money on hand in the county school service fund, or that sufficient and available monies will accrue to the County Superintendent of Schools, to provide necessary temporary transfers
under the provisions of Education Code section 42621, to assist school
districts in meeting their ongoing financial obligations if such assistance
proves necessary. It is understood that school districts and the County
Superintendent of Schools will fully avail themselves of the temporary
transfer provisions of Education Code section 42621 to the maximum
extent possible when necessary to meet ongoing school district financial
obligations before availing themselves of the temporary borrowing
provisions of Education Code section 42620, consistent with the County
Superintendent’s need to meet his or her own financial obligations.

e. It is understood that school districts, to the extent legally feasible, will fully
avail themselves of the TRANS provisions of Government Code section
53852 et. seq., unless market conditions are unfavorable, when necessary
to meet ongoing school district financial obligations before availing
themselves of the temporary borrowing provisions of Education Code
section 42620.

f. In the event, for any reason, a school district will be unable to meet its
financial obligations through intra-district transfer of funds under Education
Code section 42603 or temporary borrowing from the County
Superintendent of Schools under Education Code section 42621, or the
issuance of a TRANS per Government Code section 53852 et. seq., the
affected school district and the County Superintendent of Schools shall
notify the Controller and Treasurer, in writing, of the need to temporarily
borrow money from the County (the “Notice”) at least 30 days before such
monies will be required, but in no event later than 30 days prior to the last Monday in April, which is April 24, 2017. The request shall include detailed cash flow forecasts for each school district for which borrowing is needed, the specific amounts requested for each school district within the 85 percent limit allowed by the Education Code, and such further information that might be necessary to support the request. Upon receipt of such request, the Controller and Treasurer, in conjunction with the County Manager, shall undertake a review to determine whether monies proposed to be temporarily transferred to a school district must instead be retained by the County to pay the immediate ongoing financial obligations of the County. Upon conducting such review, but in no event later than thirty (30) days from receiving the aforementioned written Notice from the school district and County Superintendent of Schools, the County will notify the school district and County Superintendent of Schools that it will transfer the monies requested, or will not transfer the monies requested because they are necessary to meet the ongoing financial obligations of the County. If the provision of 30 days’ notice is not possible because the circumstances giving rise to the school district’s inability to meet its financial obligations through an intra-district transfer or temporary borrowing were not known, then the affected school district and the County Superintendent of Schools shall provide the above-referenced Notice as soon as practicable and the County shall conduct its review and shall notify the school district and County Superintendent of Schools of its
determination on an expedited basis. As provided in Education Code Section 42620, amounts transferred by the County to any school district shall be re-transferred to the County by the Controller from the first monies accruing to the school district and before any other obligations of the school district are paid from the money accruing.

g. If, at any time, the County Superintendent anticipates that a school district will be unable to meet its financial obligations between April 24, 2017 and June 30, 2017, because an insufficient amount of money is expected to accrue in the fiscal year to meet its expenses during that time period, the County Superintendent may consult with the County about other available financing options. In this event, the County Controller and County Treasurer shall consult with the County Superintendent upon request.

2. That on or before June 30, 2017, the County Controller shall retransfer any and all principal amounts from the funds to which the amounts were transferred back to the other funds from which the amounts were transferred. Under no circumstances will the County hold any school district harmless for any County monies temporarily transferred under the provisions of Education Code Section 42620.

3. That, pursuant to Government Code Section 25252 and as may be necessary in the furtherance of this Resolution, the County Controller, in consultation with the County Treasurer, is hereby authorized to establish or abolish such County monies as necessary for the proper transaction of the business of the County,
and may transfer monies from one County fund to another provided that the Board has authority over each such fund.

4. That in addition to re-transferring to the appropriate funds the principal amounts transferred therefrom pursuant to this Resolution, the County shall also deposit in each such appropriate fund an amount equivalent to the interest that would otherwise have been credited to the transferred monies had the temporary transfer not been made, as directed by the County Superintendent.

* * * * *
RESOLUTION NUMBER: 074467

Regularly passed and adopted this 26th day of April 2016

AYES and in favor of said resolution:

Supervisors:  

DAVE PINÉ  
CAROLE GROOM  
DON HORSELY  
WARREN SLOCUM  
ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors:  

NONE

Absent Supervisors:  

NONE

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President, Board of Supervisors  
County of San Mateo  
State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Deputy Clerk of the Board of Supervisors
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
Instructional Services Division

Subject: Report on the Early Childhood Language Development Institute (ECLDI) and Family Engagement

Jean-Marie Houston will be present at the May 17th Board Meeting to introduce Soodie Ansari, Early Learning Dual Language Support Coordinator, who will provide a report on the Early Childhood Language Development Institute (ECLDI) and Family Engagement.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Presentation Overview:

The family engagement journey...

- The ECLDI Professional Development Framework
- New family engagement strategies
- ECLDI in the national conversation
- ECLDI’s contribution to systems change related to family engagement
ECLDI Mission

To support young dual language learners to be eager and ready to learn and to be successful in school and life.

www.smcoe.org

Thank you!

W.K. Kellogg Foundation
3-year Family Engagement grant
June 2014 to May 2017

FIRST 5
San Mateo County
2-year Family Engagement grant
August 2016 to June 2018

www.smcoe.org
**Early Childhood Language Development Institute**

A comprehensive professional development framework that includes:

- Tiered system of trainings and technical assistance for early learning professionals
- Workshop series for families of young dual language learners
- Parent Cafés
- Friday CAFÉs (Community and Family Engagement)

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

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**ECLDI Training Series for Families and Early Learning Professionals**

Based on three overarching principles that are anchored in evidence-based practices:

- Promoting children’s family languages and cultures
- Supporting dual language learning in a culturally responsive learning environment
- Establishing authentic and meaningful family engagement

[www.smcoe.org](http://www.smcoe.org)
Parent Café: A Powerful Family Engagement Strategy

Small group conversations that build on the strengths of families, foster peer-to-peer learning, build leadership capacity and enhance school-family relationships.

What is Unique About the Parent Café Model?

- Focus on peer support vs. being content driven
- Promote and support leadership skills in families
- Provide the opportunity for families and practitioners to interact as peers
**Friday CAFE Mission and Goals**

A morning discussion and networking opportunity for professionals working at the intersection of families and learning.

- Expand Thinking
  - Focused, yet free-flowing
- Build Connections
- Establish a Robust Professional Identity

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**Replication of The Friday CAFE Model**

- January 2016, San Diego County, CA
- January 2017, San Mateo County, CA

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www.snicoe.org
**FRIDAY CAFE VALUES**

- Network . . . Not a Training
- Safe “Lab”
- Jointly owned
- Engine of Generosity
- Restorative

*Coffee, Camaraderie, and Conversation*

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**ECLDI Goes National**

*National Family and Community Engagement Conference, SF – June 2017*

- Dual-capacity professional development to support culturally and linguistically responsive family engagement
- Finding Our Tribe: Friday CAFÉ Peer-Learning Network for Family Engagement Professionals
ECLDI Goes National

National Association for the Education of the Young Child (NAEYC) Conference, SF – June 2017

- Dual-capacity professional development:
  A model to support culturally and linguistically responsive early learning experiences and environments

ECLDI’s Contribution to Family Engagement (FE) Systems Change

- First 5 San Mateo – FE grant
- Collaboration with Dr. Carola Olivia Olson, Assistant Professor, at California State University (CSU) Channel Islands
- Region 4 (Bay Area) representative on QRIS Pathways Workgroup
“I once thought our family was broken and discovered through sharing my story that we are whole and have gifts to share.”
Parent participant at ECLDI training

Questions?)

www.smcoe.org
May 10, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent, Student Services Division

Subject: Approval of Educator Effectiveness Grant Plan

Associate Superintendent Nancy Magee will be present at the Board meeting on May 17, 2017, to answer any questions the Board may have regarding 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. Once all questions are addressed, the Board is requested to take action on the item.

Approved and Recommended to the Board:

Anne E. Campbell
County Superintendent of Schools
May 10, 2017

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

The first reading of the following Board Policies took place on May 3, 2017. These items are now brought forward for a second reading and action:

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)

Attachments

Approved and Recommended 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.
County Board Meetings

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.
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.
San Mateo County Board of Education Policy

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. Literature 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.
Closed Session

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.

c. 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(e))

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

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:
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

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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 ____________________
May 10, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed Revised Board Policy – First Reading

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

1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP 9322)

This revised policy will be brought forward for Board consideration and approval at the June 7, 2017, Board Meeting.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Meeting Agendas and Materials

Agenda Content

The County Board of Education meeting agendas shall reflect the County Board's vision and goals and its focus on student learning. County Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agendas shall provide members of the public the opportunity to address the County Board on any agenda item before or during the County Board's consideration of the item. The agendas shall also provide members of the public an opportunity to testify comment at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Government Code 54954.3)

Inspection of Agenda Materials

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the County Board less than 72 hours before the meeting. (Government Code 54957.5)

Notice of Accommodations

The agenda shall specify that an 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 Superintendent or designee.

Agenda Preparation

The County Superintendent, as secretary to the County Board, in consultation with the County Board President, shall develop the agenda for each regular and special meeting. County Board members may propose potential agenda items to the County Board President or the Superintendent at any time.

Any San Mateo County resident or any organization operating within the County may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the County Superintendent or designee with supporting documents and information, if any, at least eight (8) days before the scheduled meeting date. Items submitted fewer than eight (8) days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
Meeting Agendas and Materials

The County Superintendent, with the concurrence of the County Board president, shall decide whether or not to place an item on the agenda and if an item is placed on the agenda, whether the item should be an action item subject to County Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Consent Items

In order to promote efficient meetings, the County Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the County Superintendent recommends approval.

At the request of any member of the County Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination to County Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each County Board member, including any written reports from the County Superintendent or his/her designee; minutes to be approved; copies of communications and reports received; and any other available documents pertinent to the meeting.

When special meetings are called, the County Superintendent or designee shall make every effort to distribute the agenda and supporting materials to County Board members as soon as possible before the meeting.

County Board members shall review agenda materials before each meeting. Individual members may confer directly with the County Superintendent or designee to request additional information on agenda items.

Agenda Dissemination to Members of the Public

The County Superintendent or designee shall provide a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. If a document is distributed to the County Board less than 72 hours prior to a meeting, the County Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the County Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular County Board meeting. The County Superintendent or designee may also post the document on the County Office Web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting.
Meeting Agendas and Materials

Any documents prepared by the County Office or the County Board and distributed during a public meeting shall be made available for public inspection at the meeting, unless the document is exempt from public disclosure under the Public Records Act.

Upon request, the County Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability.

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the County Superintendent or designee, not to exceed the cost of providing the service.

Legal References:
Education Code 35144 Special meetings
Education Code 35145 Public meetings
Education Code 35145.5 Right of public to place matters on agenda
Government Code 6250-6270 Public Records Act
Government Code 54954.2 Agenda posting requirements; board actions
Government Code 54954.3 Opportunity for public to address legislative body
Government Code 54954.5 Closed session item descriptions
Government Code 54956.5 Emergency meetings
Government Code 54957.5 Public records
Code of Federal Regulations, Title 28, 35.160 Effective communications
Code of Federal Regulations, Title 28, 36.303 Auxiliary aids and services

Adopted SMCBE 1/06/60
Revised SMCBE 6/17/70, 3/02/72, 7/20/88, 11/05/08
(Replaces BP 9352.1 and BP 9352.2)
May 2, 2017

MEMORANDUM

TO: All County Board Members

FROM: CCBE 2017 Nominating Committee

SUBJECT: CCBE Officer Nominations – Due July 31

The California County Boards of Education (CCBE) Nominating Committee is asking you to participate in this year’s CCBE Officer Nominations by submitting a nomination and candidate application form or encouraging qualified candidates to run for the election of the 2018 CCBE Vice President, President-elect and Treasurer. If we are to continue to be a “Voice for Education,” as our motto states, CCBE needs your experience, leadership and active participation in this process.

Our county offices of education continue to face challenging fiscal times and we need to continue to develop the growing relationship with California School Boards Association (CSBA). Both organizations, working in conjunction with CCSESA and other members in the education community, can and must continue to be the leadership with a “Voice for Education” in the minds of the California Legislature. We need your nominations to ensure that the skilled leadership of CCBE continues to provide leadership and services to county board members and enable them to help every student succeed.

A potential candidate:

- Have strong leadership skills, including abilities to collaborate, motivate and inspire.
- Be passionate supporters of public education and be strong advocates for county offices of education.
- Clearly understand CCBE’s role, vision, mission and values.
- Be able to devote the necessary time and attention to serve as a CCBE officer.
- Must be a current member of a county board in good standing and that board must be a member of CCBE. Candidates do not need to be a current or previous member of CSBA’s Delegate Assembly or CCBE Board of Directors.

The nomination and candidate application forms must be submitted by 5:00 p.m., July 31. Candidates will be scheduled for interviews during the CCBE Annual Conference the weekend of Sept. 8-10 in Monterey. Elections will be held at the general membership breakfast meeting on December 1 held during CSBA’s Annual Education Conference in San Diego.

If you would like to be a strong voice and an integral part of CCBE and help to shape education in California for many years to come, don’t miss this exciting opportunity!
2018 OFFICER CANDIDACY APPLICATION INSTRUCTION

Following are guidelines, rules and requirements for filling out the nomination and application forms. We hope that you find the instructions simple to follow and the application easy to fill out.

1) Only three offices are available at this time: President-Elect, Vice-President and Treasurer. Please check one of the offices at the top of the application.

2) If you are nominating someone other than yourself for one of the offices, please be sure to state your name and your County Office of Education affiliation in this space. The nominee must still fill out the candidate questions completely.

3) Please keep answers for each question within 500 words or less. It is recommended that a resume is included with the application.

4) By signing the Declaration of Candidacy, you are giving your permission to the nominating committee to distribute your information to the entire membership of CCBE prior to the general membership annual breakfast meeting held on December 1 in San Diego when elections take place.

5) Candidates will be interviewed by the nominating committee, which will be scheduled the weekend of Sept 8-10 in conjunction with the CCBE Annual Conference in Monterey.

6) Since we are accepting applications through e-mail, we are requesting that all applicants send the e-mail version and a hard copy version, so that nothing gets lost. The deadline to receive nominations and candidate application is by 5:00 p.m. July 31, 2017.

7) Please submit the application and all of the accompanying materials to:

California County Boards of Education
Jenn Ng c/o Nominating Committee
3251 Beacon Blvd. | West Sacramento, CA 95691
(916) 669-3263 | Fax: (916) 371-3407
E-mail: jng@csba.org
CCBE 2018 OFFICER NOMINATION FORM

Nominations for CCBE President-elect, Vice President or Treasurer must be submitted by a governing board that is a member of CCBE or any individual board member whose board is a member of CCBE; either will be considered as one nomination. Nomination and application forms are due by 5:00 p.m., July 31, 2017.

The following person is a member of a CCBE member board and has been contacted and agreed to be a nominee for the office of:  *(Please check one)*

- [ ] President-Elect
- [ ] Vice President
- [ ] Treasurer

**NOMINEE INFORMATION:**

Nominee: __________________________________________

Address: __________________________________________

Home phone: __________________ Alternate phone: __________

E-mail address: ______________________________________

County Office of Education: __________________________

**NOMINATED BY:**  [ ] Individual  [ ] County Board

Submitted By: ________________________________________

Address: __________________________________________

Home phone: __________________ Alternate phone: __________

E-mail address: ______________________________________

County Office of Education: __________________________

Nomination and application forms are due by 5:00 p.m., Monday, July 31, 2017.

Submit application to: Jenn Ng  |  email: jng@csba.org
3251 Beacon Boulevard | West Sacramento, CA 95691 | (916) 669-3263 | Fax (916) 371-3407
2018 OFFICER CANDIDACY APPLICATION FORM
This is an application for the office of: (Please check one)

CANDIDATE QUESTIONS

1. Is your COE a current dues paying member in good standing with CCBE?  □ Yes  □ No
   □ President-elect  □ Vice President  □ Treasurer

Nominated by: ___________________________  COE: ___________________________

CANDIDATE INFORMATION

Candidate name: ___________________________
Address: __________________________________________
Home phone: ___________________________  Alternate phone: ___________________________
E-mail address: ___________________________
County Office of Education: ___________________________  Current Term Ends: ____________

2. In the event your COE or CCBE is not able to pay travel expenses for you to attend required meetings
   and/or events, are you willing to pay your expenses to attend if necessary?  □ Yes  □ No

3. Being on the CCBE Executive Committee requires extraordinary amounts of dedication and time.
   Assuming you meet those two qualifications, please tell us why you want to be on the CCBE Executive
   Committee.

4. Please tell us about your experience as a county board member. Include years on the board, as well as
   leadership positions in other organizations, awards, honors, and outstanding accomplishments you
   achieved as a county board member.
5. In the past, CCBE has been known for its active agenda and long-range goals. Please tell us about your vision for CCBE. Be sure to include a short and a long range vision; e.g., your vision for CCBE in one-year, three years, five years, and ten years.

6. Should you be elected, please tell us about your goals for that office, and what you hope to accomplish during your tenure.

DECLARATION OF CANDIDACY – By filling out this form, I hereby declare my candidacy for the position so named above. I give my permission for any and all information included in this packet to be submitted directly to CCBE's membership prior to the Annual Meeting on December 1, 2017 in San Diego.

Candidate’s Signature ____________________________ Date ____________________________

Submit application to: Jenn Ng | email: jng@csba.org
3251 Beacon Boulevard | West Sacramento, CA  95691 | (916) 669-3263 | Fax (916) 371-3407
CCBE EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

The CCBE Executive Committee is comprised of the Officers of the CCBE organization (President, President-elect, Vice President and Immediate Past President) and includes the Treasurer and CSBA Director-at-Large, County. Members be active county board members that have paid in full the annual CSBA and CCBE membership dues.

Serving on the CCBE Executive Committee as an Officer ideally equates to a four-year commitment served in one-year terms as Vice President, President-elect, President, and Immediate Past President. The term of office of each officer and Treasurer shall be for one year commencing immediately upon the close of the annual meeting. The President-elect shall serve for one year and then shall automatically succeed to the office of President of the following year. The term for Treasurer shall be one year and may be re-elected for subsequent terms.

CCBE vice president, president-elect and treasurer elections occur at the December meeting. Immediately following this meeting, the CCBE president becomes CCBE immediate past president and CCBE president-elect becomes the incoming president. The September general membership meeting is similar to the December meeting with the exception of officer elections and changes in office.

County member boards have the opportunity to nominate a candidate for the CSBA Director-at-Large, County position by August 1 in odd-numbered years. CCBE’s Board of Directors may endorse one or more candidate(s) from those nominated. The election for the CSBA Director-at-Large, County, is held at the CSBA Delegate Assembly meeting prior to the CSBA Annual Education and Trade Show. The term of the CSBA Director-at-Large, County shall be two years in accordance with CSBA’s Bylaws Article IV, Section 5.

The CCBE Executive Committee’s core values include:

- We tell each other like it is, respectfully and without fear.
- We engage in purposeful conversations to build clarity and improve relationships.
- Humor is good.
- We hold ourselves and each other accountable.

CCBE Executive Committee Roles and Responsibilities

The Executive Committee shall transact business and act on behalf of the Board of Directors between meetings of the board and shall report its actions to the Board of Directors. The Executive Committee shall have the following duties and responsibilities in the governance of the CCBE organization:

a. Initiate, review and recommend bylaws, standing rules, policies, goals, objectives and resolutions.

b. Initiate and recommend the annual budget of CCBE.

c. Initiate and approve programs and services within the budget.

d. Initiate and recommend new unbudgeted programs and services and possible avenues of funding.
e. Conduct an annual performance review of the CSBA/CCBE Program Manager and provide their input and recommendations to CSBA’s Senior Director. The evaluation is completed by August.

f. Review and approve for ratification all appointments for the President, including appointments to all committees called for by these rules and to all task forces.

g. The Executive Committee at its first meeting shall review the current Bylaws and Standing Rules to review their responsibilities and the operations of the organization.

The President shall:
- Preside at all meetings of the CCBE membership, the Board of Directors, and the Executive Committee.
- Be an ex-officio member of all committees except the Nominating Committee.
- Appoint the chairperson and members of committees and task forces.
- Annually review the MOU between CCBE and CSBA and report any recommended changes to the Executive Office and Board of Directors. The MOU should be renewed once a year.
- Serve as a member of the CSBA Board of Directors in accordance with CSBA Bylaws Article IV Section 2 (b) and shall give reports to the CSBA Board of Directors at meetings of the CCBE Executive Committee and Board of Directors.

The President-elect shall:
- Be an assistant to the President and, in the absence of the President shall assume the duties of that office.
- Recommend to the CSBA President-elect nominees to serve on the CSBA Legislative and Annual Conference Committees.
- Serve as co-chair on the CCBE Annual Conference Planning Committee.
- At the direction of the President, perform such responsibilities as may be assigned.

The Vice President shall:
- Be the editor of the CORE newsletter.
- Serve as co-chair on the CCBE Annual Conference Planning Committee.
- At the direction of the President, perform such responsibilities as may be assigned.

The Immediate Past President shall:
- Serve as a Delegate-at-Large to CSBA Delegate Assembly for one year.
- Serve as the liaison to the CCBE and CCSESA Legislative Committee.
- At the direction of the President, perform such responsibilities as may be assigned.

The Treasurer shall:
- Present a proposed budget for the fiscal year and certify that a quorum has been met at Board of Directors and General Membership Meetings.
- Periodically review the budget, monitor expenses, and present financial reports to the Executive Committee, Board of Directors and General Membership. Serve as chair of the Budget/Audit committee and attend to such duties assigned by the President.
The CSBA Director-at-Large, County shall:

- Assist CSBA in addressing critical issues which may have an impact on counties, and serve as an effective two-way communication link between CSBA and CCBE Officers, Directors and county board members.
- Present annual reports to the CCBE General Membership at the CCBE Annual Conference.
- Attend all regularly scheduled CSBA and CCBE Board of Directors meetings.
- Attend all scheduled CCBE Executive Committee meetings.

Meeting Location, Length and Schedule

Location

All meetings, except the retreat and September meeting, are held via teleconference. The meeting in September precedes the Annual conference and is held in the same city at a local restaurant or in the host hotel for the conference.

Regular and special meetings

Regular meetings of the Executive Committee are held at a time and place determined by the Executive Committee. Special meetings of the Executive Committee may be called by the President who will notify all members of the committee of the time, place and subject matter of a special meeting prior to the date of the meeting.

Yearly Schedule

Though details may change, the Executive Committee meets once a month about ten times a year via teleconference. A doodle poll is sent to the Executive Committee at the beginning of the year to determine the dates and times.

- January (in-person meeting)
- February
- March
- April
- May (the week prior to the Board of Directors meeting)
- June
- August
- September (in-person dinner meeting prior to the Annual Conference)
- October
- November

Required Meetings to attend

1. CCBE Executive Committee Meetings

The Executive Committee meets approximately ten times a year via teleconference calls and prior to CCBE and CSBA conferences. Members of the Executive Committee consist of the President, President-elect, Vice President, Immediate Past President, Treasurer and CSBA Director-at-Large, County.
2. **CCBE Legislative Committee Meetings**
The immediate past president serves as the liaison to the CCBE and CCSESA legislative committee who meets four to five times a year via teleconference and in-person meetings.

3. **CCBE CORE Newsletter**
The vice president is the editor of the CORE newsletter and works with CCBE staff - produced seasonally; winter (February), spring (May), summer (August) and fall (November).

4. **CCBE Board of Directors Meetings**
Three meetings per year are held in conjunction with CCBE Annual Conference in Sept.in Monterey, CSBA Delegate Assembly meeting in May in Sacramento and the CSBA Annual Education conference (alternating locations, north and south, early December), as well as conference calls.

5. **CCBE General Membership Meetings**
Two meetings per year held in conjunction with CCBE Annual Conference in Sept.in Monterey and the CSBA Annual Education conference (alternating locations, north and south, early December)

6. **CSBA Delegate Assembly**
The president and immediate past president serve on the CSBA Delegate Assembly as Delegates-at-Large.

7. **CSBA Board of Directors Meetings**
The president serves for a one-year term and the CSBA Director-at-Large, County serves for a two-year term on the CSBA Board of Directors. They will need to attend five in-person meetings (four meetings in Sacramento; one meeting prior to Delegate Assembly meeting in alternating locations, north and south, early December.)

8. **Additional Meetings**
The president must also be available to serve association needs in Sacramento and to work with staff for approval of meeting agendas, planning and coordination of activities. Officers are also encouraged to attend CCBE and CSBA continuing education events scheduled throughout the year.