SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
June 7, 2017
7:00 p.m.

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. RECOGNITION OF HELEN GORDAN 2017 STEM FAIR AWARD WINNER

4. SPECIAL RECOGNITION OF 2017 GOLD RIBBON SCHOOLS AND CIVIC LEARNING AWARD OF MERIT
   a. Recognition of Alta Loma Middle School in the South San Francisco Unified School District as a 2017 Gold Ribbon School
   b. Recognition of Borel Middle School in the San Mateo-Foster City School District as a 2017 Gold Ribbon School
   d. Recognition of La Entrada Middle School in the Las Lomitas Elementary School District as a 2017 Gold Ribbon School
   e. Recognition of 2017 Civic Learning Award of Merit in the Westlake Elementary School in the Jefferson Elementary School District

5. RECEPTION

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

7. APPROVAL OF MINUTES OF MAY 17, 2017, REGULAR MEETING
8. **CONSENT AGENDA**

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

   a. Adopt Joint Resolution No. 17-28 Honoring Ovaleni Fangupo on His Retirement
   b. Adopt Joint Resolution No. 17-29 Honoring Katharine Liberatore on Her Retirement
   c. Adopt Joint Resolution No. 17-30 Honoring Paula Valerio on Her Retirement

9. **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

   a. Receive 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)
   b. Public Hearing on 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

10. **BUSINESS SERVICES**

   a. Receive the San Mateo County Office of Education’s 2017-2018 Proposed Budget

11. **OFFICE OF THE SUPERINTENDENT**

   a. Superintendent's Comments

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- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information call (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them on line at www.smcoe.org/agendas or in the Superintendent's Office (802-5552).
12. BOARD MEMBERS
   a. Discuss/Act on Legislation
   b. Board Policy Review
      1. New and Revised Board Policies – Third 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. New and Revised Board Policies – First Reading
         1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP: 9322) (Tabled from May 17, 2017, - First Reading)
         2. Revised Board Policy: BP 5030 (Student Wellness)
         3. New Board Policy: BP 5141.52 (Suicide Prevention)
   c. Discuss/Act on Online Agenda Service Provider
   d. Discuss/Act on Nomination of California School Boards Association (CSBA) 2017 Legislative Awards
   e. Board Member Comments

13. ADJOURNMENT

NEXT REGULAR MEETING: JUNE 21, 2017

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1. CALL TO ORDER

The June 7, 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?

Members of the public may provide comments on agendized items, during the discussion of the particular item. If you wish to speak regarding an agenda item, please fill out a speaker card, located on the back table, and hand it to Superintendent Campbell. Superintendent Campbell will inform me when a speaker card has been received. Please note that 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.

3. RECOGNITION OF HELEN GORDAN 2017 STEM FAIR AWARD WINNER

Superintendent Campbell, will you please join me in introducing our honored guest?

4. SPECIAL RECOGNITION OF 2017 GOLD RIBBON SCHOOLS AND CIVIC LEARNING AWARD OF MERIT

We will recognize the accomplishments of San Mateo County’s 2017 Gold Ribbon Schools and the recipient of the 2017 Civic Learning Award of Merit. Superintendent Campbell, will you please join me in introducing our honored guests. [Presenter: Superintendent Campbell]

a. Recognition of Alta Loma Middle School in the South San Francisco Unified School District as a 2017 Gold Ribbon School
b. Recognition of Borel Middle School in the San Mateo-Foster City School District as a 2017 Gold Ribbon School
d. Recognition of La Entrada Middle School in the Las Lomitas Elementary School District as a 2017 Gold Ribbon School
e. Recognition of 2017 Civic Learning Award of Merit, Westlake Elementary School in the Jefferson Elementary School District
5. **RECEPTION**

   I would now like to declare a recess so that all of our guests can celebrate by enjoying some cake with us.

6. **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.

7. **APPROVAL OF MINUTES OF MAY 17, 2017, REGULAR MEETING**

   Is there a motion to approve the minutes of the May 17, 2017, regular meeting as presented?

8. **CONSENT AGENDA**

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

   a. Adopt Joint Resolution No. 17-28 Honoring Ovaleni Fangupo on His Retirement
   b. Adopt Joint Resolution No. 17-29 Honoring Katharine Liberatore on Her Retirement
   c. Adopt Joint Resolution No. 17-30 Honoring Paula Valerio on Her Retirement

9. **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

   a. Receive 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

   Associate Superintendent Nancy Magee will introduce the 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP). [Presenters: Nancy Magee, Jeneé Littrell and Sibane Parcels]

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LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

b. Public Hearing on 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

The public hearing on the 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP) is now open. Would anyone like to speak on this issue? [pause] The hearing is now closed.

10. BUSINESS SERVICES

a. Receive the San Mateo County Office of Education’s 2017-2018 Proposed Budget

Deputy Superintendent Denise Porterfield will provide an overview of the San Mateo County Office of Education’s 2017-2018 Proposed Budget. [Presenter: Denise Porterfield]


The public hearing on the San Mateo County Office of Education’s 2017-2018 Proposed Budget is now open. Would anyone like to speak on this issue? [pause] The hearing is now closed.

11. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

The Superintendent will make comments.

12. BOARD MEMBERS

a. Discuss/Act on Legislation

Legislation is placed on the agenda of each meeting at the Board’s request to provide opportunity for discussion and/or action. Is there any legislation to discuss?

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b. Board Policy Review

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

At its May 17, 2017, Board Meeting the Board tabled the following Board Policies to have clarifying discussion with Lead Deputy County Counsel Claire Cunningham prior to taking action:

- Revised Board Policy: BP 9320 (County Board Meetings) *(Second Reading and Action)*
- New Board Policy: BP 9321 (Closed Session) *(Second Reading and Action)*
- Revised Board Policy BP 9250 (Formerly BP 9214 (Compensation and Benefits)) *(Second Reading and Action)*
- Revised Board Policy: BP 9321 (Meeting Agendas and Materials) *(Rename BP 9322) (First Reading)*

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)?

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)?

The Board will have a first reading of new and revised Board Policies brought forward for initial consideration. No action is required. Associate Superintendent Magee will provide information and answer any questions the Board may have. [Presenting: Nancy Magee]

2. New and Revised Board Policies – First Reading

1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) *(Rename BP 9322) (Tabled from May 17, 2017)*
2. Revised Board Policy: BP 5030 (Student Wellness)
3. New Board Policy: BP 5141.52 (Suicide Prevention)

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c. **Discuss/Act on Online Agenda Service Provider**

The Board may discuss online agenda options and/or act on the various options before them. Administrator for Board/Superintendent Support and Community Relations Marco Chávez is available to answer any questions the Board may have. **[Presenter: Marco Chávez]**

[After any discussion]  Are there any suggestions? Is there a motion to approve?

d. **Discuss/Act on Nomination of California School Boards Association (CSBA) 2017 Legislative Awards**

The Board may discuss and/or act on the nominations for the CSBA 2017 Legislative Awards Program. The forms and criteria for these items are included in your Board packet.

[After any discussion]  Are there any nominations? Is there a motion to approve?

e. **Board Member Comments**

Board members will comment.

13. **ADJOURNMENT**

The next Regular Meeting will take place on June 21, 2017.

NEXT REGULAR MEETING: JUNE 21, 2017

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UNAPPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: May 17, 2017
Meeting Location: California Suite
101 Twin Dolphin Drive
Redwood City, California

Board Members Present: Hector Camacho, Jr., Jim Cannon, Beverly Gerard, Rod Hsiao, Ted Lempert (Arrived 7:02 p.m.), Joe Ross

Board Member Absent: Susan Alvaro

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

Other Staff Present: Soodie Ansari, Marco Chávez, Jean-Marie Houston, Nancy Magee, Denise Porterfield, Sue Wieser

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

After a motion by Ms. Gerard and a second by Mr. Camacho, the Board approved, by a vote of five in favor (Camacho, Cannon, Gerard, Hsiao and Ross), none opposed, and two absent (Alvaro, Lernpert), the May 17, 2017, agenda as presented.

Board President Ross announced members of the public could provide comments on agendized items, during the discussion of the particular item. He said if a member of the public wished to speak regarding an agenda item, they should fill out a speaker card and hand it to Superintendent Campbell. Superintendent Campbell would inform the Board President when a speaker card had been received for a particular item.
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 said she was pleased to introduce Karla Rodriguez, Project Specialist, Early Childhood Language Development Institute (ECLDI), Early Learning Support Services (ELSS), Instructional Services Division. She said Ms. Rodriguez has worked with ELSS for almost two years and asked her to share her background with the Board.

Ms. Rodriguez thanked the Board for the opportunity to address them and introduced her parents who were in the audience.

Ms. Rodriguez commented she has worked in the role of Project Specialist with the Early Childhood Language Development Institute (ECLDI), since December 2014. This work involves delivering ECLDI family trainings to support their child’s bilingual language development and build capacity of program leaders implementing Parent Cafés to meaningfully engage families. She said ECLDI family trainings and Parent Cafés are key strategies to support family leadership and enhance family-school partnerships, which are two critical components in bringing about a shift in how we approach family engagement.

Ms. Rodriguez explained her own experience taught her the importance of being bilingual and the benefits of having her family meaningfully engaged in her education. Ms. Rodriguez said she was born and raised in San Francisco. Her parents were both born in San Salvador. She grew up with Spanish as her primary language and learned English when she attended kindergarten. Ms. Rodriguez reported throughout her early years in school, her mother participated in most of her school functions, noting her father worked long hours. She said her mother’s involvement was very special to her but, since her teachers did not speak Spanish, she often stepped into the role of interpreter at a young age, which she thought limited an authentic connection between her teachers and her mother.

Ms. Rodriguez said her academic background has prepared her well for collaboration and asset-based approaches to education. She earned a Bachelor of Science Degree in Human Development from the University of California, Davis. She went on to earn a Master’s Degree in Public Health from San Francisco State University and a post-graduate community health fellowship from Harvard School of Public Health.

Ms. Rodriguez said her academic training has been greatly enriched from working with Promotoras (a lay Hispanic/Latino community member who receives specialized training to provide basic health education in the community without being a professional health care worker), women and girls serving as community leaders, for equitable health services and education programs in El Salvador, Cuba and Mexico. Her greatest learning from these experiences is that individuals and communities most impacted by social inequities are in the best position to lead solutions and be powerful social change agents. This guiding principle was critical in the mission of non-profit organizations and public foundations she worked with for
INTRODUCTION OF STAFF MEMBER KARLA RODRIGUEZ, PROJECT SPECIALIST, EARLY CHILDHOOD LANGUAGE DEVELOPMENT INSTITUTE (ECLDI), EARLY LEARNING SUPPORT SERVICES, INSTRUCTIONAL SERVICES DIVISION (continued)

nearly 15 years prior to joining the San Mateo County Office of Education (SMCOE). She commented it is also very much alive in her present work in ECLDI with families.

Ms. Rodriguez said she is married and has two daughters, ages six and four, who both attend Fiesta Gardens International School. Ms. Rodriguez said she looks forward to working collaboratively with the Board to create a culture in which diverse families are embraced as leaders and partners to help children thrive in school and life.

4. ONLINE AGENDA SERVICES PRESENTATIONS

Administrator for Board Support and Community Relations Marco Chávez said on February 15, 2017, the Board was presented with three options of online agenda service providers, Agenda Online, Electronic School Board and BoardDocs. He said at that meeting the Board asked questions and requested additional information and the ability to view the different options prior to making a decision on one of the service providers.

Mr. Chávez said after having conversations with representatives from BoardDocs and Electronic School Board he was able to get answers to the Board’s questions as well as additional information regarding their products, which was sent to the Board.

Mr. Chávez said there was a plan to have representatives from BoardDocs and Electronic School Board make presentations to the Board, however, earlier in the day Electronic School Board advised they would not be able to attend the meeting. Mr. Chávez then drew the Board’s attention to information from Electronic School Board located at their places.

Mr. Chávez virtually introduced Dawn Adams, eGovernance Specialist, Emerald Data Solutions, BoardDocs, who would provide information and a demonstration of BoardDocs features and then answer questions from the Board.

Ms. Adams said BoardDocs has been in existence since 2000 and has a variety of options. She said there are 2,300 organizations that use BoardDocs services, including approximately 157 within the State of California. Ms. Adams then demonstrated the BoardDocs LT and Pro versions to the Board and answered questions.
5. **PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

There were no persons wishing to address the Board.

6. **APPROVAL OF MINUTES OF MAY 3, 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 (Camacho, Cannon, Gerard, Hsiao and Lempert), none opposed, one abstention (Ross), and one absent (Alvaro), the Minutes of the May 3, 2017, Regular Meeting as presented.

7. **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

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

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 said she would call on Deputy Superintendent Denise Porterfield if there were questions regarding the budget piece of the Local Control Accountability Plan (LCAP) during this update.

Associate Superintendent Magee said this update is about the program and the goals. The first questions about LCAP are always about data and metrics. Ms. Magee said with the recent release of the California Dashboard they have lots of data across the State to consider, but not in the alternative education environment. She said this year she wants to get metrics that make good sense and will give good indicators as to how the students are doing in the SMCOE Court and Community Schools Programs. Ms. Magee acknowledged and thanked Dhanya Unni, Information Systems Coordinator, Students Systems, Business Services, for her efforts in
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

attaining useful student data with the 2017 Metrics. The Measures of Academic Progress (MAP) is used as an assessment tool to determine if students are making academic growth while they are in the SMCOE Court and Community Schools Programs. She said in order to do that the test must be administered multiple times to have comparable data and requires the student is in the program long enough and is able to have enough instruction before they are tested again (typically 90 days). Ms. Magee said there will be enough students this year who have been in the program long enough and will have been tested three separate times. She said unfortunately the data shows negligible growth, but MAP holds a lot of formidable information for teachers about each student who tests using this process. Associate Superintendent Magee said next year the teachers will receive training allowing them to use the MAP data in their daily instruction.

Ms. Magee reported the California English Language Development Test (CELDT) was also used extensively this year in order to reclassify students. Finally, Completer Data will let staff know where students ended up by the end of the school year (did they receive a diploma, a Hi-set completion, return to the district or drop out). Associate Superintendent Magee reported:

2016-2017 Progress on Goal One (Academic Growth) includes:
- Built staff capacity
  - Academic Counselor
  - Assessment and Personalized Learning Support Teacher
  - English Learner Support Teacher
- Personalized Learning Pilot (first full year)
  - Summit Charter Personalized Learning Pilot
  - Used in all Five Learning Environments
  - Additional Staff Participating in Summer Training
- Met Goals for English Learners
  - Fourteen Students in English Learner Status were Reclassified as Fluent English Proficient

2016-2017 Progress on Goal Two (Student and Family Engagement) Includes:
- Trauma Informed Trainings
  - Groundwork is laid – multiple trainings available
  - Principal Lens – all principals trained
  - Focus for 2017-2018 – deepening the learning for classroom staff
- Shared Leadership
  - Behavior support at Hillcrest
  - Four Shared Meetings
  - Behavior Policy is Updated
  - Positive Behavioral Intervention and Supports (PBIS) Priority for Glenwood Staff
- Transition and College/Career Readiness
  - Project Change: Fall and Spring (60 students)
  - College Prep Courses
  - College and Career Center
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

2016-2017 Progress on Goal Three (Foster Youth) Includes:
- County Leadership
  - Coordinating Executive Advisory Meetings
  - Foster Youth District Coordinator Meetings
  - Student Supports for District Administrators
  - Six School-based Mental Health Collaboratives
  - Countywide School Attendance Review Boards (SARBs)
- Student Support
  - Three Liaisons
  - Partnership with Human Services Agency

Associate Superintendent Magee then discussed the work outlined in the SMCOE LCAP for the 2017-2018 school year.

2017-2018 SMCOE LCAP: Academic Growth
- Relationships and Convergences in Common Core Standards for Math, Science and English Language Arts
  - Build a Strong Base of Knowledge through Content Rich Texts - English
  - Read Write and Speak Grounded in Evidence - English
  - Construct Viable Arguments and Critique Reasoning of Others – Mathematics and English
  - Engage in Argument from Evidence – Science

2017-2018 SMCOE LCAP: Student Engagement
- Each Student Entering the Hillcrest Juvenile Hall will Receive 15 Hours of Orientation
  - Students would Receive One Credit of Credit Recovery for attending this class

2017-2018 SMCOE LCAP: Parent Engagement
- Continue to Engage Parents through:
  - Back-to-School Nights
  - Connect Parents Online to their Students’ Grades

2017-2018 SMCOE LCAP: Trauma Informed Practice
- For Foster Youth, Expelled Youth and Students in the Court and Community Schools Program
  - Focus on Restorative Circles – for SMCOE as well as Training Staff in SMCOE Districts

Associate Superintendent Magee then answered questions from the Board.
9. **BUSINESS SERVICES**

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

Deputy Superintendent Denise Porterfield reported Governor Jerry Brown released his May revision of the 2017-2018 budget on Friday, May 11, 2017. She said the Governor’s May Revision to the 2017-2018 January budget proposal now estimates General Fund revenues have increased by $2.5 billion over the three-year forecast period (2015-2016, 2016-2017 and 2017-2018). Ms. Porterfield noted the budget proposes to fund the Proposition 98 minimum guarantee at $74.6 billion, which is an increase of $1.1 billion since January.

Deputy Superintendent Porterfield said the May Revise increases funding for the Local Control Funding Formula (LCFF) by providing an additional $661 million in gap funding over the $744 million provided in the January budget. This closes the funding gap for districts by 43.97%, bringing the total implementation of the LCFF to 97% of target. She said it is estimated there is approximately $2.1 billion left to fully fund the target.

Ms. Porterfield said one-time discretionary funding is proposed to increase from $287 million to $1 billion, but the Department of Finance is proposing to delay the release of these funds until May 2019 in order to avoid an over-appropriation in the event the Proposition 98 minimum guarantee is lower in 2017-2018.

Deputy Superintendent Porterfield explained the changes since January. She recalled the estimates had 2015-2016 and 2016-2017 over appropriated and the Governor proposed a deferral of a portion of the final apportionment for 2016-2017 into the 2017-2018 year and was going to score the funds against the 2017-2018 Proposition 98. She said now the proposal is to over appropriate 2015-2016 by $250 million and 2016-2017 by $480 million, which means that money can be spent now.

Deputy Superintendent Porterfield commented the administration listened when asked to avoid deferrals again. She said it costs districts if they need to borrow for cash flow and they kept their promise that the deferral would be the first thing reinstated on the apportionment. The Governor didn’t promise there wouldn’t be a deferral on the one-time funds.

Ms. Porterfield said the challenge for County Offices will be in providing guidance for accounting for the 2017-2018 one time dollars since those funds will not be paid until May 2019. She said SMCOE’s guidance will be they cannot be budgeted in 2017-2018 nor can those funds be spent in 2018-2019 until the cash arrives.
Deputy Superintendent Porterfield said the Governor’s May Revise also proposes:

- A change of pausing the increase in provider reimbursement rates, and the additional 2,900 full-day slots for State Preschool. The May Revise proposes fully restoring this funding
- Continuing with the Career Technical Education (CTE) funding as enacted in 2015, for 2017-2018 it remains at $200 million and will sunset as expected
- There are no proposals for changing Special Education funding distribution or the SELPA structure
- There are no funds provided to help offset the increased obligation for STRS and PERS
- The COLA is now 1.56% which will increase funding for Special Education, child nutrition, foster youth, preschool and a few other programs. The COLA is only applied to the LCFF target, it is the gap funding that makes up the increase districts will see
- The Governor proposes to suspend the statutory Prop 98 Test 3B supplemental appropriation in 2016-2017, 2018-2019 through 2020-2021. The resulting suspension is estimated to reduce K-14 funding by $1.2 billion over the five years, but will be accounted for in the maintenance factor payments. This could impact the over appropriation in 2016-2017 with a reduction in 2018-2019 funding
- There is no ongoing or onetime funding for LCAP oversight included in the budget for county offices. The Department of Finance has stated “it is not off the table” but they need to review the workload needs

Deputy Superintendent Porterfield said as a flat funded county office SMCOE will not see increases in its funding. Nor will SMCOE be budgeting for the one-time discretionary funds. She said SMCOE plans to continue the LCAP work and will be using operational funds to do so.

Ms. Porterfield said the highest increase in educational funding is behind us and the out-year projections are very slow growth. The budget does include increases, but for education part of the increase is in funds it already had in the 2015-2016 and 2016-2017 budgets, which means approximately $730 million of the $1.1 billion is already in our pockets.

Deputy Superintendent Porterfield said next steps include:
- Writing trailer bill language
- Senate and Assemblies to come up with their budgets
- Negotiations
- Budget to be adopted by June 15

Ms. Porterfield said the Legislative Analyst’s Office is in agreement with the Governor’s proposed revenue estimates, with only $81 million difference and the Governor is higher this time.

Ms. Porterfield said every day provides more clarity on this year’s budget. She will attend the Business and Administration Steering Committee’s (BASC) meetings and expects to hear directly from Jeff Bell of the Department of Finance with additional details.
Deputy Superintendent Denise Porterfield reminded the Board San Bruno Park is having financial difficulties. Cash flow is just one of the issues that is being addressed by them. She reported the San Bruno Park Board took action allowing them to borrow from other funds they have in order to have positive cash in all funds at the close of June 30th. Ms. Porterfield said San Bruno Park has enough money in a Special Reserve Fund and should be able to meet this requirement. On the off chance they cannot, she was bringing forward Resolution 17-27, authorizing SMCOE to make a loan for cash flow purposes only to be able to close their books with positive cash. The funds, only to the amount authorized in resolution 16-20, will be used for this purpose, and will be repaid no later than August 31, 2017. Ms. Porterfield requested approval of Resolution No. 17-27.

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

Early Learning and Support Services (ELSS) Director Jean-Marie Houston said she was pleased to introduce a report on the Early Childhood Language Development Institute (ECLDI) and Family Engagement, presented by Early Learning Dual Language Support Coordinator Soodie Ansari.

Ms. Houston said Dr. Waddell contributed comments about the program and asked her to share them with the Board. Dr. Waddell said he is pleased to introduce this work with the Board every couple of years, in addition to having Soodie Ansari present the Early Learning Dual Language Support. Dr. Waddell noted Ms. Ansari and her work on ECLDI have gained national recognition, representing an example of equity leadership with a focus on family engagement and support for young dual language learners. He said it has been an inspiration to see Ms. Ansari’s work and how she has reimagined and has grown the work of ECLDI to incorporate new components while remaining grounded in its original vision. Ms. Houston relayed that Dr. Waddell said he is happy with the work being done in ECLDI and the real difference it makes for children and families in the community. Ms. Houston said she is also pleased to have Soodie Ansari and ECLDI as a member of her Early Learning Support Services (ELSS) team and invited her to present ECLDI and Family Engagement to the Board.
Ms. Ansari said she was pleased to share with the Board where ECLDI is now with family engagement and how it has grown over the past three years. She said she would begin with:

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

Ms. Ansari noted the ECLDI Mission is “To support young dual language learners to be eager and ready to learn and to be successful in school and life.” She said there is a great deal of research that demonstrates that authentic, meaningful family engagement plays a critical role in this process. Ms. Ansari acknowledged and thanked the W.K. Kellogg Foundation, First 5 San Mateo County and The Big Lift for supporting this program financially and enabling it to grow the family engagement strategies over the past three years.

Ms. Ansari reported ECLDI developed 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 Café’s
- Friday CAFÉs (Community and Family Engagement)

Ms. Ansari explained the ECLDI training series for families and early learning professionals are 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

Ms. Ansari talked about the newer powerful family engagement strategy the Parent Café offers. She said last year the Parent Café model was adopted with the goal of enhancing family-school relationships as well as promoting leadership skills in families. Ms. Ansari said the Parent Cafés are modeled after the World Café with the goal of families hosting the Parent Cafés. She said the Parent Café model is unique and highly recommended because they:

- Focus on peer support vs. being content driven (typically hosted at school sites)
- Promote and support leadership skills in families
- Provide the opportunity for families and practitioners to interact as peers

Ms. Ansari announced a new family engagement strategy, launched in January 2017, is the Friday Community and Family Engagement (CAFÉ). She said this particular innovative Professional Learning Community model originated in Connecticut, and was modeled after Creative Mornings, a breakfast lecture series created for a group of artists in New York. Ms. Ansari said the Friday CAFÉ is a morning discussion and networking opportunity of professionals working at the intersection of families and learning to: expand thinking of participants through thought provoking conversations at the CAFÉs; building connections; and
Ms. Ansari said the Friday CAFÉ is:

- A network, not a training – peer support is a critical component of this model
- Safe “Space/Lab”
- Jointly owned in that the experience is shaped by participants and an engaged advisory council
- An engine of generosity with a notion of “paying it forward”
- Restorative – meant to create an experience that is inspiring and rejuvenating for the participants

Ms. Ansari announced she will have an opportunity to co-present and share learnings and accomplishments with colleagues across the nation at two conferences that will be held in San Francisco in June 2017.

- National Family and Community Engagement Conference
  - Dual-capacity professional development to support culturally and linguistically responsive family engagement
  - Finding Our Tribe: Friday CAFÉ Peer-Learning network for Family Engagement Professionals
- National Association for the Education of the Young Child (NAEYC) Conference
  - Dual-capacity professional development: a model to support culturally and linguistically responsive early learning experiences and environments

Ms. Ansari shared ECLDI’s contributions to Family Engagement (FE) Systems change as:

- First 5 San Mateo – Family Engagement grant
- Collaboration with Dr. Carola Olivia Olson, Assistant Professor, at California State University (CSU) Channel Islands – develop new content and resources for supporting effective policies and strategies at program and classroom level in relation to dual language learners and family engagement
- Region 4 (Bay Area) representative on Quality Rating and Improvement System (QRIS) Pathways Workgroup – this provides another opportunity to advocate for dual language learner and family engagement strategies and resources at the state level

Ms. Ansari closed with a quote from a parent participant at an ECLDI training, which creates the space for families to share their stories and treasures and begin to see themselves as leaders and contributors. “I once thought our family was broken and discovered through sharing my story that we are whole and have gifts to share.”

Ms. Ansari then answered questions from the Board.
11. **STUDENT SERVICES**
   
   a. **Approval of Educator Effectiveness Grant**

   Associate Superintendent Nancy Magee said at its May 3, 2017, meeting a plan was presented for one-time funds from the California Department of Education for the Educator Effectiveness Grant that can be used to support certificated teachers, administrators, and paraprofessional educators, within SMCOE student programs who seek professional development.

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

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

   Superintendent Campbell acknowledged and thanked Soodie Ansari for the powerful work she does in terms of family engagement as well as in providing a forum and a safe place for professionals working in the field to engage in conversation. She said when you think about the map that shows Friday CAFEs in Connecticut, San Diego and San Mateo, it is a tribute to the remarkable work Ms. Ansari is doing.

   Superintendent Campbell reported she had the opportunity on May 4, 2017, to attend the Annual Gold Ribbon Awards Ceremony, held in Santa Clara County. She said this year’s honorees were middle and high schools. State Superintendent of Public Instruction Tom Torlakson was in attendance to honor the attendees who had been awarded the Gold Ribbons. Ms. Campbell said this year included more student performers such as: the J. Douglas Adams Middle School Jazz Band, Brentwood Union School District, the Walnut Creek Intermediate School Jazz Band, Walnut Creek Elementary School District, the Lincoln High School Mariachis Mafiana, San Jose Unified School District, and the Gordon Lau Elementary School Lion Dance Troupe, San Francisco Unified School District.

   Superintendent Campbell announced four San Mateo Schools received Gold Ribbons this year: Alta Loma Middle, Borel Middle, Burlingame Intermediate and La Entrada Middle. She said Westlake Elementary received a Civic Learning Award. Ms. Campbell said these schools would be invited to attend the Board’s first meeting in June to be honored.

   Superintendent Campbell reported she attended a Post-Election Community Forum on May 4, 2017, in the Jefferson Union High School District organized by the Northwest Mental Health Collaborative. She said this session was held to help immigrant families, especially those who are undocumented, know their rights, and thanked Marco Chávez, Administrator for Board/Superintendent Support and Community Relations, for his efforts in organizing this event. She said Mark Silverman, a Senior Staff Attorney with the Immigrant Legal Resource Center (ILRC), based in San Francisco, gave a riveting presentation about the rights of undocumented
individuals as well as advice about how to proceed if deportation proceedings were launched against an individual or family. Ms. Campbell said she was impressed with the wide variety of attendees since the national focus recently has focused on students and families coming from Mexico as well as those who are of the Muslim faith. She said the attendees included both of those subgroups as well as a wide variety of immigrants from all over the world. Superintendent Campbell said in addition to the legal advice provided there were several non-profit agencies from San Mateo County to provide mental health support to families dealing with stress in addition to other support mechanisms. Ms. Campbell said this event was well received by everyone.

Superintendent Campbell reported she attended the San Mateo County School Boards Association (SMCSBA) 4th Annual Education Conference on May 5, 2017, that addressed Teacher Retention and Support. She said it was interesting to hear the data on San Mateo County compiled by Daina Lujan, Principal, Meadows Elementary, Millbrae School District, and Governing Board Member, South San Francisco Unified School District, regarding the teacher shortage this county is experiencing. Ms. Campbell reported Bernardo Vidales, Superintendent, Jefferson Elementary School District, and Melinda Dart, Teacher and President, San Mateo County Labor Council, presented in the afternoon session regarding the relationship between the district, teachers and their union, when talking about attracting and retaining teachers. Superintendent Campbell said Shelly Masur, Chief Executive Officer, Californians Dedicated to Education, did a great job facilitating the panel discussion.

Superintendent Campbell acknowledged and thanked Board Members Alvaro, Camacho, Hsiao, and Lempert, for attending the SMCOE Classified Service Awards event on May 10, 2017. She also acknowledged Associate Superintendent Magee, Associate Superintendent Sue Wieser and Executive Assistant Loriann Villanis, for their hard work organizing the event. Superintendent Campbell said she was taken with Board Vice President Alvaro’s comments regarding the capstone and how classified employees are that capstone as you think about what holds a structure together.

Superintendent Campbell reported she attended the Housing Endowment and Regional Trust (HEART) fund raising event at the Devils Canyon Brewery on May 11, 2017. She said the focus of this event was affordable housing for teachers and commented many sponsors from the private sector contributed $175,000 toward this cause before the doors even opened. She said the event was well attended and she had an opportunity to give brief remarks on the challenges teachers face in obtaining housing in San Mateo County.

Superintendent Campbell reported State Senator Jerry Hill held his annual May Revise session for Board Presidents and Superintendents in Santa Clara and San Mateo Counties. Ms. Campbell said Senator Hill came into the meeting feeling that everything was good with funding for education and was caught off guard regarding the reality of local school district budgets. She said comments were made about the impact of State Teachers Retirement System and Public Employees Retirement System (STRS/PERS) payment increases as well as cost of living and salary increases. Ms. Campbell said she talked about the fact that many districts are deficit spending at this point and said they can do that for a while because they have reserves they can
use, but at some point, they will run out of reserve funds. She said Senator Hill was surprised by
this information and listened to many districts share information about how they are trying to
make ends meet. Superintendent Campbell said this was a very informative meeting for Senator
Hill and believes he now has a better understanding of the reality local school districts face.

Superintendent Campbell provided the Board with an update on the Big Lift and the work being
done since the loss of the Social Innovation Funds. She said there was an Op-Ed article in the
May 16, 2017, Daily Journal, that said the Big Lift is making a difference for children in San
Mateo County and suggested everyone needs to help fund this program and see it through.

Ms. Campbell said work on the Big Lift continues through its core group and she along with Erica
Wood, Chief Community Impact Officer, Silicon Valley Community Foundation (SVCF), will
now meet with each of the San Mateo County Supervisors individually to show the impact of the
Big Lift in their particular Supervisorial Districts (how many children and families are receiving
services and the differences it is making). Ms. Campbell said each of the San Mateo County
Supervisors have individual allocations from Measure K and said they will urge them to use some
of those funds to help support the Big Lift.

Superintendent Campbell said thinking about the dimensions of the need, right now the annual
run rate for the Big Lift is about $12 million. She said over the past two weeks many people,
including Jean-Marie Houston and a variety of other individuals, have worked on how to preserve
the student programs through the 2017-2018 school year so as not to cut out preschool programs
and the Inspiring Summers program. Ms. Campbell said it will mean reducing other services the
Big Lift now offers and operating at an $8 million level. She said as of August 31, 2018, funds
will run out and only leave the $2.5 million allocation from Measure K. Superintendent Campbell
said she along with San Mateo County Supervisor Carole Groom and Ms. Wood have agreed to
work towards bridge funding $11 million between August 2018 and August of 2020 to
demonstrate the proof of concept five-year period and if they are able to do that, will then place a
measure on the ballot for sustainable funding for the Big Lift. Ms. Campbell reported the SVCF
received a grant from the Packard Foundation to provide the Big Lift with funds to hire a
professional fundraiser to assist with raising the money. She said people have committed to doing
their best to raise money for the Big Lift during these hard times to assist the children that need
the services.

Superintendent Campbell reminded the Board of upcoming events:
- Monday, May 22, 2017, the San Mateo County School Boards Association (SMCSBA)
  will host the Kent Awards, at the Crown Plaza in Foster City
- SMCOE Graduations
  - May 25th – Special Education K12 Graduation – 6:30 pm Commodore Drive San
    Bruno
  - May 31st – Court Schools Graduation – 11:00 am Youth Services Center
  - May 31st – Community Schools Graduation – 2:00 pm SMCOE California Suite
  - June 9th – Early Childhood Education Graduation – 12:30 pm Infant/Toddler
    Playground
Mr. Lempert asked if the San Mateo County Board of Supervisors has already made their allocations for Measure K?

Superintendent Campbell said they had and were asked to consider affordable housing this time and increased their allocation for affordable housing over the next two years.

Mr. Lempert asked if there would be an additional allocation other than the individual funds each Supervisor has for their district?

Superintendent Campbell responded there would be an additional allocation in two years. She said Measure K’s funds are all allocated for the next two years.

Board Member Lempe1t asked why you can’t put children as a priority in this County and understand the smartest public investment is early childhood. He said there are many needs and housing is a need in San Mateo County, but studies show a dollar spent on early childhood is far more effective than a dollar spent on public investment for housing. Mr. Lempert thinks organizations should begin now to ensure a future ballot measure for the Big Lift. Mr. Lempert noted there is much discussion about San Francisco and San Jose putting money into education and said this is an opportunity for San Mateo County to do the same. Mr. Lempert suggested when organizing for the next ballot, to show the research of public investment, which will show early childhood as the strongest.

Mr. Ross asked Superintendent Campbell to confirm she had mentioned that each of the Supervisors has a reserve as part of Measure K that they can use with discretion and asked if that would be an opportunity?

Superintendent Campbell said as she and Ms. Wood have their one-on-one meetings that is one of the proposals they will make.

Mr. Ross said he met with Supervisor David Canepa, District 5, when he was running for office and suggested each Supervisor should take personal responsibility for raising money for the Big Lift within their Supervisorial District and look for partners that would match public funds. Mr. Ross thinks there is an opportunity to have each of the Supervisors leverage philanthropies conventional wisdom and ask each of them to find partners that care about their districts to pool money together for Big Lift projects in their districts.

Superintendent Campbell said that is part of what they are doing in addition to asking the Supervisors to help make those connections with corporations or people in their districts that are able to provide that. She said ultimately public funds needs to be providing these services and she agrees with Board Member Lempert’s comments.

Mr. Ross said if you can get the five-year track record and let philanthropy know the plan is to move private funding to public funding and this will be a proof point that enables it to be sustainable through public dollars, it’s a compelling case. He said they want to know they won’t pay for something forever.
13. BOARD MEMBERS

a. Discuss/Act on Legislation

There was no legislation to report.

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

Board Member Camacho said these policies were reviewed at the May 3, 2017, Board Meeting and had no further comments.

Mr. Hsiao said he was reading through these policies closely and had questions to make sure he understands particular things. He said there were areas that were not clear to him.

- BP 9321 – page 2 regarding Closed Sessions (second paragraph) – He said in actions regarding an Expulsion the Board is trying to protect student privacy (not disclose their name) Paragraph 2 reads “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.”

Mr. Hsiao asked if this takes place in open session and the student is present, doesn’t this mean the public can attend? Can they be there to witness this, see the student and now know the identity of the student and the reason for the expulsion?

Mr. Hsiao said his concern is about doing this process in open session, as stated in the “Closed Session” policy.

Superintendent Campbell said this policy could be tabled until the next meeting so Lead Deputy County Counsel Claire Cunningham could address Mr. Hsiao’s concerns.

Mr. Hsiao said on the same page there is a section about “Conference with Real Property Negotiator” where in the second paragraph it states “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.”

Mr. Camacho responded that information is listed and posted on the Agenda.

Mr. Ross suggested the Board could take the opportunity to talk about these policies at its next Board meeting.

Mr. Camacho suggested sending questions to Counsel Cunningham so she would be prepared to answer the questions.
• BP 9322 – Meeting Agendas and Materials (Formerly BP 9321) Mr. Hsiao said in cases of an Interdistrict Attendance Appeal it is unclear whether new information can be introduced or not. He said it seems that information must be introduced at least three days in advance, but if it is less than three days before the meeting what provisions does the Board have to decide whether to admit it or not.

Mr. Camacho said for that specifically, the Board had requested a study session on the policy related to the kind of evidence that is submitted, when it’s admissible and what to do if the information is incomplete when it is submitted to the Board. He said the Ad Hoc Board Subcommittee requested this topic be brought before the whole Board to discuss, and ensure everything is being covered for Interdistrict Attendance Appeals specifically. Mr. Camacho said that process doesn’t apply to BP 9322.

Mr. Hsiao said he doesn’t see a provision for the Board to receive a confidential internal memo from its counsel in BP 9322.

Mr. Camacho said that question could be asked of Counsel Cunningham at the next meeting.

Board President Ross said the item that would be brought back for further discussion was BP 9320 (County Board Meetings). He said questions have now been raised on BP 9321 (Closed Session) and BP 9322 (Meeting Agendas and Materials). Mr. Ross recommended tabling all of the New and Revised Board Policies brought forward for a Second Reading and Action as well as the Board Policy listed for a First Reading until the June 7, 2017, Board meeting. He asked to have Counsel Cunningham attend the meeting so the Board could discuss their questions as a whole with her.

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

This item was tabled until June 7, 2017. No action was taken.

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

This item was tabled until June 7, 2017. No action was taken.

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

This item was tabled until June 7, 2017. No action was taken.
BOARD MEMBERS (continued)

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

This item was tabled until June 7, 2017. No action was taken.

c. Discuss Board Member Visits to Local Boards

Superintendent Campbell drew the Board’s attention to a document titled “Trustee Area Presentations,” which lists the school districts in each of the Trustee areas. Superintendent Campbell proposed that sometime during September and December of 2017 each Board Member visit their local Boards with a staff member to make a presentation about the role of the County Board, the SMCOE Strategic Plan and let them know about the direction the County Board is moving toward. She asked each Board Member to look at the various dates listed for their Trustee Areas and select dates they could attend a district board meeting so staff could work on the logistics of notifying the school districts and placing the County Board Member’s participation on the district’s agenda. Ms. Campbell said one area of consideration is that some Board Members may share a high school district and may wish to do a joint presentation or perhaps have only one person attend the meeting.

Board President Ross thanked Superintendent Campbell for organizing this.

Mr. Cannon asked if there could be a discussion about the message to be shared.

Superintendent Campbell suggested Board Visits be agendized for the July 19, 2017, Meeting.

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

Board Member Gerard commented the Board could nominate a Board Member from any County Board with that person’s consent.

There were no nominations for the California County Boards of Education (CCBE) 2017 Officer Nominations at this time. This item will be placed on the June 21, 2017, Agenda for further consideration.

e. Board Member Comments

Mr. Cannon

Mr. Cannon reported he attended the SMCSBA Teacher Recruitment and Retention conference and said it was very well done and that he enjoyed the event. Mr. Cannon commended the SMCSBA for their excellent leadership over the past couple of years.
Mr. Cannon reported he attended the SMCOE Classified Service Awards and Retirement event on May 10, 2017, and commended Ms. Villanis on the excellent job she did with organizing the event. Mr. Cannon acknowledged and thanked Superintendent Campbell and Associate Superintendent Magee for the excellent job they did expressing their appreciation for not only the Classified staff, but also the Certificated staff the week before.

Mr. Cannon reported he attended the retirement celebration for Larry Teshara after serving 50 years in education. Mr. Cannon said he presented the resolution adopted in Mr. Teshara’s honor by the County Board of Education to him during the ceremony. Mr. Cannon said the event was wonderful and said Mr. Teshara gave a great speech about his 50-year career.

Mr. Camacho

Mr. Camacho said he appreciated hearing the presentations during the meeting. He said not only is the SMCOE staff well informed, they help the Board understand the complex nature of the topics they report on.

Mr. Camacho said there is one thing that doesn’t affect SMCOE directly, but he still struggles with is the fazed-out elimination of middle class scholarships for higher education in California. He said he understands the rationale, but said it will be a challenge, especially for San Mateo County residents, many of whom benefited from this program that will sunset in 2020.

Mr. Camacho provided updates on SMCSBA:

- The Director Nomination slate for 2017-2018 has been announced
  - SMCSBA Bylaws state the President can only serve for two years so Carrie Du Bois will be stepping down. Mr. Camacho expressed a tremendous amount of gratitude for Ms. Du Bois’ leadership of that organization. He said she has brought relevant topics to the table as well as incredible speakers to each of the events. Mr. Camacho said there will be new faces on the SMCSBA Board for next year, which will be exciting
  - Kent Awards – 20 winners this year. Mr. Camacho was part of the selection committee and enjoyed seeing the programs that were presented

Ms. Gerard

Ms. Gerard echoed Mr. Camacho’s comments about Carrie Du Bois. She said Ms. Du Bois has done an amazing job and has presented such innovative ideas for the past several years working with SMCSBA.

Ms. Gerard reiterated regarding nominations for the California County Boards of Education (CCBE) it would be nice to see new faces on the Board of Directors.
BOARD MEMBERS (continued)

Ms. Gerard reported she will be unable to attend the May Delegate Assembly meeting this year because her grandson is graduating from high school. She said she will attend the second Delegate Assembly meeting in December.

Ms. Gerard thanked Deputy Superintendent Porterfield for her ability to explain the budget so everyone can understand it.

Ms. Gerard commented all of the presentations given to the Board during the meeting were very good and informative.

**Mr. Lempert**

No items to report.

**Mr. Hsiao**

Mr. Hsiao said he is impressed with the progress being made with the ECLDI Program. He said at his work his company is getting deeper into underserved communities and is seeing families that are so discouraged they don’t take advantage of opportunities to help support their children. Mr. Hsiao said he is glad the Parent Café’s and Friday CAFÉ’s are having such an impact.

Mr. Hsiao reported he attended the HEART Fund Raiser event and commended Superintendent Campbell for the excellent job she did making the group understand the disparity of salaries versus the cost of studio apartments in San Mateo County.

**Mr. Ross**

Mr. Ross wished Superintendent Campbell a happy belated birthday.

**Mr. Camacho**

Mr. Camacho has an additional comment about funding for the Big Lift. He said one thing that struck him about the loss of funds was that during a Big Lift event he attended at SMCOE, a gentleman presented on best practices throughout the nation and highlighted a program in Massachusetts. Mr. Camacho asked who funds that program and the presenter answered the federal government funded 80%. Mr. Camacho asked about funding for the Big Lift program, and was told it is about 12%. Mr. Camacho said the information that the top Early Childhood Education Program in the country is 80% funded by the federal government stuck with him.

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:32 p.m.

Anne E. Campbell, Secretary
Joint Resolution No. 17-28  
San Mateo County Board of Education  
and  
San Mateo County Superintendent of Schools  
State of California  

Honoring Ovaleni Fangupo on His Retirement

Whereas, Ovaleni Fangupo joined the San Mateo County Office of Education (SMCOE) as a paraeducator on September 4, 1994, working in the Early Childhood Education program and then transferring to the Special Education (K–12) program; and

Whereas, Mr. Fangupo consistently leads by example, showing up to work early to prepare the classroom, proactively helping students and staff, and serving as a leader, mentor, and advocate for all; and

Whereas, Mr. Fangupo is committed to continuing his education and trains annually in non-violent crisis prevention (NCPi) and CPR; and

Whereas, Mr. Fangupo is in charge of and takes beautiful care of the garden at the El Portal school site and often takes it upon himself to include the students so they can learn the many intricacies of gardening and the life cycles of plants; and

Whereas, Mr. Fangupo is a compassionate educator who is the voice of reason and calm for many students; and

Whereas, Mr. Fangupo will be greatly missed by the adults and students in the K-12 program; and

Whereas, Mr. Fangupo will retire effective July 17, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Ovaleni Fangupo on his almost 23 years of service to SMCOE and wish him a happy and fulfilling retirement.

SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS  

SAN MATEO COUNTY  
BOARD OF EDUCATION

Passed and Adopted on this  
Seventh day of June 2017

President
Joint Resolution No. 17-29
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Katharine Liberatore on Her Retirement

Whereas, Katharine Liberatore joined the San Mateo County Office of Education (SMCOE) on October 1, 2003, as a paraeducator supporting first the elementary and then the K–12 special education program; and

Whereas, Ms. Liberatore has become an expert when it comes to working with students with autism and is able to understand and support their unique needs; and

Whereas, Ms. Liberatore also supports K–12 students on integrated high school sites and makes sure they feel like part of the school community; and

Whereas, Ms. Liberatore is committed to continuing her education and trains annually in non-violent crisis prevention (NCPI), seizure protocol, CPR, and blood-borne pathogens; and

Whereas, Ms. Liberatore is a valued member of the K–12 community who truly cares about the students she works with; and

Whereas, Ms. Liberatore will retire effective July 2, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Katharine Liberatore on her almost 14 years of service to SMCOE and wish her a happy and fulfilling retirement.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Seventh day of June 2017

SAN MATEO COUNTY BOARD OF EDUCATION

President

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Joint Resolution No. 17-30
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Paula Valerio on Her Retirement

Whereas, Paula Valerio has spent the past 12 years serving as the principal of McKinley Elementary School in the Burlingame School District; and

Whereas, prior to her role as principal, Ms. Valerio also served as student teacher, language arts teacher, and vice principal at Burlingame Intermediate School; and

Whereas, Ms. Valerio has supported McKinley through a time of unprecedented growth, which included the addition of a Spanish language immersion program in 2006; and

Whereas, Ms. Valerio has helped build McKinley into a school where there is a strong emphasis placed on educating the whole child—academically, socially, emotionally, and physically; and

Whereas, Ms. Valerio fully embodies the Bulldog spirit by working to provide all students with a committed staff, a safe environment, and a challenging curriculum; and

Whereas, Ms. Valerio will be retiring from her position effective June 7, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Paula Valerio on her 23 years of service to the Burlingame School District and wish her the best in her retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

Passed and Adopted on this
Seventh day of June 2017

SAN MATEO COUNTY
BOARD OF EDUCATION

President
May 31, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
          Student Services Division

Subject: Update on San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP) (2017-18)

At the April 19, 2017, Board meeting, I shared information about the stakeholder engagement process and the revised LCAP template. At the May 17, 2017, Board meeting, I highlighted the anticipated areas of focus the Board could expect to see in the 2017-18 LCAP. A draft copy is included here for Board review and feedback.

The 2017-18 San Mateo County Office of Education LCAP for the Court and Community Schools program will be presented at the Board meeting on June 7, 2017, and a Public Hearing will be held at that time. Request for approval of the LCAP will be made at the Board meeting on June 21, 2017.

Attachment

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
May 31, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent, Business Services

Subject: Receipt of the County Office of Education 2017-2018 Proposed Budget

Attached for the information of the Board is the County Office of Education 2017-2018 Budget. I will provide an overview of the Budget and respond to any questions the Board may have at the June 7, 2017, Board meeting.

Following the presentation, the Board will hold a public hearing on the Budget to allow opportunity for comments from interested parties. The Board will be requested to take action on the 2017-2018 Budget at the June 21, 2017, Board meeting.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
June 1, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed New and Revised Board Policies – Third Reading and Action

The first reading of the following Board Policies took place on May 3, 2017. These items were tabled at the May 17, 2017, Board Meeting to have clarifying discussions with its counsel and then consideration and approval:

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.
Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the County Board meeting should contact the County Superintendent or his/her designee at least three days in advance.

Schedule of Regular Meetings

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

Posting and Inspection of Agenda Documents

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

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

Special Meetings

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

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

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

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

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

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

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

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

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

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

Adjourned/Continued Meetings

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

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

Study Sessions, Retreats, Public Forums, and Discussion Meetings

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

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

Other Gatherings

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

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

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

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

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

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

6. A purely social or ceremonial occasion.

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

Board of Education

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.
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
San Mateo County Board of Education Policy

Board of Education

County Board Meetings

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

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

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

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

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

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

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

Matters Related to Students

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

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

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

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

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

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

Conference with Real Property Negotiator

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

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

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

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

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

Pending Litigation

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

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

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

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

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

a. Facts and circumstances that might result in litigation against the County Board or COE but which the County Board believes are not yet known to potential plaintiffs and which do not need to be disclosed.
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.

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

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

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

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

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
S AN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

ADOPTING A COMPENSATION POLICY FOR BOAR D 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, 10/15/08, 03/19/14
(Revises BP 9214.1 and combines with and replaces BP 9213.1, 9213.2 and 9214.2)
(Replaces 9214)
RESOLUTION NO. ______
SAN MATEO COUNTY BOARD OF EDUCATION
STATE OF CALIFORNIA

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

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

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

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

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

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

SAN MATEO COUNTY BOARD OF EDUCATION

Regularly passed and adopted this _______ day of ________________
May 31, 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) (Tabled from May 17, 2017, - First Reading)

This revised policy will be brought forward for Board consideration and approval at the June 21, 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 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.
San Mateo County Board of Education Policy

Board of Education

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.
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 31, 2017

To: San Mateo County Board of Education
From: Anne E. Campbell, County Superintendent of Schools
Subject: Revised Board Policy: BP 5030 (Student Wellness) – First Reading

The Healthy, Hunger-Free Kids Act of 2010 (42 USC 1758b) mandates each Local Education Agency (LEA) participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1793), including the School Breakfast Program, to adopt a LEA school wellness policy.

Board Policy 5030 has been updated to link student wellness with the components of a coordinated school health approach recommended in the California Department of Education (CDE) Health Framework for California Public Schools.

Attached for the Board’s review is a draft of revised Board Policy 5030 (Student Wellness). This is a first reading.

Associate Superintendent Nancy Magee will be present at the Board meeting on June 7, 2017, to answer any questions that the Board may have.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
Students

Student Wellness

The Board is committed to the optimal development of every student through a coordinated school health approach. The Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting proper nutrition education and physical activity for all students in San Mateo County Office of Education (SMCOE) programs. In addition, the Board believes that creating positive and safe learning environments, which promote physical, emotional, and mental health gives students the opportunity to achieve personal and academic success.

Wellness Committee Role and Membership

The Superintendent or designee shall encourage teachers, staff, parents/guardians, students, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, periodic review, and update of the district's student wellness policy. (42 USC 1758b)

To fulfill this requirement, the Superintendent or designee may appoint a school health council or wellness committee whose membership shall include representatives of these groups and will meet up to two times per year. The committee will provide feedback for ongoing updates to the policy based on community needs; new health and science information; the emergence of new technologies; and new Federal or state guidance or standards.

Nutrition Education, Physical Activity, and Other Wellness Goals

The Superintendent shall establish nutrition promotion and education, and physical activity, and other school-based activities that promote student wellness (42 USC 1758b). The county’s nutrition education and physical education programs that are shall be based on research, consistent with the expectations established in the state’s curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

Nutrition education shall be provided include, but not be limited to, information about the benefits of healthy eating for learning, disease prevention, weight, and oral health as part of the health education program in grades PK-12 and, as appropriate, shall be integrated into other academic subjects in the regular educational program. Nutrition education may also be offered through before- and after-school programs.

All students in grades PK-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity that is appropriate to the grade levels, program placements and needs of individual students shall be provided through one or more of the following activities: physical education; recess;
Students

athletic programs; extracurricular programs; before-school and/or after-school programs; and/or other structured and unstructured activities.

The Superintendent or designee shall encourage staff to serve as positive role models. He/she shall promote and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors. Professional development shall be offered to health education and physical education teachers, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

To reinforce the county’s nutrition education program the Office SMCOE prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free giveaways, or other means.

The Superintendent or designee may disseminate health information and/or the county’s student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, county and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

The Board recognizes that a safe, positive school environment is also conducive to students’ physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

Nutritional Guidelines for Foods Available at School Programs

The Office SMCOE shall adopt nutritional guidelines consistent with 42 USC 1773 and 1779 and federal regulations for all foods available at its programs during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

Foods and beverages available to students in County programs should support the health curriculum and promote optimal health. Nutritional standards adopted by the
Students

Office SMCOE for all foods and beverages sold to students, including foods and beverages provided through the Office SMCOE’s food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutritional standards.

The Superintendent or designee shall encourage program organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage program staff to avoid the use of non-nutritious foods as rewards for students’ academic performance, accomplishments or classroom behavior.

Office School staff shall encourage parents/guardians or other volunteers to support the Office SMCOE’s nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance.

In order to maximize the Office SMCOE’s ability to provide nutritious meals and snacks, all Office SMCOE programs shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

Program Implementation and Evaluation

The Superintendent or designated staff shall build a coordinated school program health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

The Superintendent shall establish a plan for measuring implementation of this policy.

The Superintendent shall designate at least one person in the Office SMCOE and one person in each program to have operational responsibility for ensuring that each program implements this policy.

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every two years and report to the Board at least every two years on the implementation of this and other Board policies related to nutrition and physical activity.
The Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of SMCOE activities related to student wellness. Such indicators may include, but not be limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements

2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records

3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program

4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards

5. Results of the state's physical fitness test at applicable grade levels

6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

8. A description of other county or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years. The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.
Students

Posting Requirements

Each program shall post the Office SMCOE's policy and any administrative regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal References:

EDUCATION CODE
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Childcare food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42
1751-1769 National School Lunch Program, especially:
1751 Note Local wellness policy
1771-1791 Child Nutrition Act, including:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program

Adopted SMCBE: 09/03/08
Revised:
May 31, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Draft Board Policy: BP 5141.52 (Suicide Prevention) – First Reading

Suicide is an issue for people from all education and socioeconomic backgrounds. The likelihood of students, faculty, or staff encountering a student at risk of suicide is real, even in elementary grades.

In an effort to ensure teachers and school staff have the knowledge, tools, and resources to identify and effectively respond to students who may be suicidal, the California Legislature recently passed AB 2246 (Suicide Prevention Policies in Schools).

The bill requires county offices of education, school districts, and charter schools serving students in grade 7-12 to adopt a student suicide prevention policy.

Attached for the Board’s review is a draft of new Board Policy 5141.52 (Suicide Prevention). This is a first reading.

Associate Superintendent Nancy Magee will be present at the Board meeting on June 7, 2017, to answer any questions that the Board may have.

Attachment

Forward to the Board:

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

StudentsBP 5141.52
Page 1 of 3

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. The strategies and measures described in the San Mateo County Schools Suicide Prevention toolkit

2. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

3. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
4. Methods for promoting a positive school climate that enhance students' feelings of connectedness with the school and that are characterized by caring staff and harmonious interrelationships among students

cf. 6142.8 - Comprehensive Health Education

5. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the Office suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

7. Crisis intervention procedures for addressing suicide threats or attempts

8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:
EDUCATION CODE
215 Student suicide prevention policies
32280-32289 Comprehensive safety plan
49060-49079 Student records
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors GOVERNMENT CODE
810-996.6 Government Claims Act
Students

PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
5698 Emotionally disturbed youth; legislative intent
5850-5883 Mental Health Services Act
COURT DECISIONS

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
Preventing Suicide: A Toolkit for High Schools, 2012
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
Preventing Suicide: A Toolkit for High Schools, 2012
WEB SITES
American Association of Suicidology: http://www.suicidology.org
American Foundation for Suicide Prevention: http://afsp.org
American Psychological Association: http://www.apa.org
American School Counselor Association: http://www.schoolcounselor.org
California Department of Education, Mental Health:
http://www.cde.ca.gov/ls/cg/mh California Department of Health Care Services, Suicide Prevention Program:
http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx
Centers for Disease Control and Prevention, Mental Health:
http://www.cdc.gov/mentalhealth National Association of School Psychologists:
http://www.nasponline.org
National Institute for Mental Health: http://www.nimh.nih.gov
Trevor Project: http://thetrevorproject.org
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov

Adopted:
May 31, 2017

To: San Mateo County Board of Education

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

Subject: Online Agenda Services

At its May 17, 2017, meeting, the Board had a presentation from an online agenda service and received information from another service. After using Agenda Online for the past few years and receiving information from these two new companies, the Board may now discuss/act on which service to use moving forward. A matrix has been provided for the Board’s review.

Administrator Marco Chávez will be present at the June 7, 2017, Board meeting and will be available to answer any questions the Board may have.

Attachment:

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
## Online Agenda: Features and Comparison Matrix

<table>
<thead>
<tr>
<th>Online Agenda Features</th>
<th>CSBA Agenda Online</th>
<th>Board Docs</th>
<th>Electronic School Board</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Features</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agendas</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Policies</td>
<td>Link to GAMUT</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ability to Post Events, Invitations etc.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Context Sensitive Search for anything posted on system - Meta search for Best Practices of Public Documents from Similar Organizations</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>On Site Training</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tech Support</td>
<td>✓, 24/7</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Web application - No software or apps to load or maintain – Integrates with Existing User Web Site</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Private Annotations (Sticky Notes)</td>
<td>N/A</td>
<td>Pro Version</td>
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<td><strong>Meeting Agenda Features</strong></td>
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<tr>
<td>Easy to use/Intuitive</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Quick Access to and Search of Meeting Minutes</td>
<td>Upcoming Feature</td>
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<tr>
<td>Drag and Drop Agenda Items with Auto Numbering</td>
<td>Auto numbers and ability to move agenda items</td>
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<td>✓</td>
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<tr>
<td>Action Items – Prompt for vote</td>
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<td>✓</td>
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<tr>
<td>Agenda Item Level Security</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Agenda Item Level Security – Support for Three Levels of Security within Agenda Items</td>
<td>Same as above, separate security level for attachments available</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Linking and Tracking of Board Goals to Agenda Items</td>
<td>✓</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Customizable Speaker Count-Down Timer</td>
<td>Upcoming feature</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Automatically Archive Meetings</td>
<td>Manual control</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Link Minutes to Previous Meeting with Auto Public Release Once Approved by the Board</td>
<td>Manual control</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Policy Management Features</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Manages and Publishes Policy Book</td>
<td>GAMUT Service</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Links to Legal Basis</td>
<td>Link to GAMUT online</td>
<td>✓</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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| Policy Management Features (continued) | Policy Service (Manual Maintenance) | | N/A |
| Complete Policy Development with Support for Revisions with Track Changes | ✓ | | |
| Archiving of Retired Policies | Link to GAMUT online | ✓ | |
| Instant Availability of Active Policies via Online Policy Book Once Approved | Link to GAMUT online | ✓ | Pro Version Premier Version |
| Ability to Include Policies Under Consideration in Packets | ✓ | ✓ | |
| Link to direct Attachments of Online Forms | ✓ | ✓ | |
| Library Features | | | |
| Board Goal Development, Tracking and Reporting | Upcoming feature | Pro Version Pro-Plus Version | N/A |
| Calendar Events Facilitate Shared Board or Public Calendar | Upcoming feature | Pro Version Pro-Plus Version | N/A |
| Automatic Archiving | Upcoming feature | ✓ | N/A |
| Technical and Hosting | | | |
| Daily Backup Service with 30-Day History | ✓ | ✓ | |
| Database Replication to Local Customer Site | ✓ | ✓ | |
| Automatic Encryption of All Data | ✓ | ✓ | |
| Physically Secure Servers (Bio Card, Code and Key Required for Access to Server Facility, Video Monitored) | ✓ | ✓ | |
| Additional Items | | | |
| Customized to Brown Act standards | ✓ | ✓ | |
| System designed specifically to CA School needs | ✓ | ✓ | |
| Customizable Public Page | ✓ | ✓ | |
| Annual fee prorated to end of fiscal year for first year of service | ✓ | ✓ | |
| Costs | | | |
| LT Version: | | | |
| Annual fee | $3,000 | $3,000 Annual fee |
| Set up fee | $1,000 | $500 Online Training |
| LT Version: | | | |
| Pro Version: | $6,000 Annual fee |
| Annual fee | $12,000 | $2,000 Online Training |
| Set up fee | $1,000 Premier Version: | $4,200 Onsite Training |
| Pro-Plus Version: | $20,000 Annual fee |
| Annual fee | $3,000 Online Training |
| Set up fee | $1,000 LT Version: | $4,200 Onsite Training |
CSBA Legislative Awards Program

Nominations now being accepted for 2017!

For the past 30 years CSBA has honored current members of the California Senate and Assembly, as well as members of Congress, who actively work to improve our public schools, support local school board governance and exercise leadership in the legislative arena. CSBA encourages all school and county boards to participate in this program by nominating a member of the California State Legislature, the California Congressional delegation or federal/state elective or appointed office for CSBA’s 2016 Legislative Awards Program. We do require that nominees be from within your district boundaries.

Nominations for the 2017 Legislative Awards program must be received by CSBA by Friday, Sept. 1, 2017 to be considered. A board resolution limited to one page or minutes showing the board action must accompany each nomination form.

The final selection of honorees will be made in September and announced in December or January.

Legislators may be nominated in one of five categories:

1. Outstanding Legislator (State or Federal)
2. Outstanding Freshman Legislator
3. Special Recognition
4. Albert S. Rodda Lifetime Achievement Award
5. Dede Alpert Award for Exemplary Education Leadership

Download form for Outstanding Legislator, Outstanding Freshman Legislator or Special Recognition
Download form for Albert S. Rodda Lifetime Achievement Award or Dede Alpert Award for Exemplary Service

Download sample board resolution language which can be modified for your nomination | PDF | Word

Nominations may be submitted via:

Mail:
CSBA 2017 Legislative Awards Program
3251 Beacon Blvd.
West Sacramento, CA 95691

Fax:
(916) 325-4030 Attn: Rachel Patteson

Online:
Click here
2017 Legislative Awards Program

Official Nomination Form

□ Outstanding Legislator Award □ Outstanding Freshman Award □ Special Recognition Award

Nominations must be postmarked or received by September 1, 2017

Nominee State or Federal Position Held

Explain below why this person should be honored. Your comments should address award criteria provided on the following page and include the nominee’s involvement in state, federal and local public education (attachments may be used).

Nominating Entity Contact Name

Telephone Email

Address

street city state zipcode

Instructions: You may submit your nomination for the 2017 Legislative Awards by mail, fax, or online in the following ways:

mail to CSBA 2017 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691. All submissions must be postmarked by September 1, 2017.

fax to (916) 325-4030. Submissions must be received by September 1, 2017.

online at www.csba.org. Submissions must be made by September 1, 2017.

notes • Nominations postmarked after September 1, 2017 cannot be considered.

• Nomination forms are to be submitted by a local school board or county board of education only and must be typed or printed.

• A resolution adopted by the board or board minutes showing the vote must be included (see criteria on reverse).

• A separate nomination form must be used for each candidate and only current year nominations are accepted.

• The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee’s (or Legislature’s) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.
2017 Legislative Awards Program

Award Criteria

Each Outstanding Legislator award nominee must:
1. Be a member of the California State Legislature or the California Congressional delegation at the time of nomination.
2. Demonstrate significant commitment and legislative contributions to public education.
3. Demonstrate legislative leadership on behalf of public education.
4. Recognize and support local governance for schools including the role of governing boards.
5. Support key K-12 legislative proposals.
7. Be active on local school issues and visit K-12 schools regularly.
8. Represent nominating school district or county board of education.
9. Be endorsed by a documented vote or resolution of a local school or county board in California.

Each Outstanding Freshman Legislator award nominee must:
1. Be the first two years of his/her first term in the California State Legislature or the California Congressional delegation at the time of nomination.
2. Demonstrate significant commitment and legislative contributions to public education.
3. Demonstrate legislative leadership on behalf of public education.
4. Recognize and support local governance for schools including the role of governing boards.
5. Support key K-12 legislative proposals.
7. Be active on local school issues and visit K-12 schools regularly.
8. Represent nominating school district or county board of education.
9. Be endorsed by a documented vote or resolution of a local school or county board in California.

Each Special Recognition award nominee must:
1. Be a member of the California State Legislature or the California Congressional delegation at the time of nomination.
2. Exhibit significant contribution to a legislative action on behalf of K-12 education and the public schools in his/her legislative or congressional district.
3. Demonstrate commitment to and legislative contributions to public education.
4. Recognize and support local governance for schools including the role of governing boards.
6. Be active on local school issues and visit K-12 schools regularly.
7. Represent nominating school district or county board of education.
8. Be endorsed by a documented vote or resolution of a local school or county board in California.

Note

The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.
SAMPLE
School Board Resolution

Nominating Senator/Assembly Member/Representative ___________ for the California School Boards Association Outstanding Legislator Award/Outstanding Freshman Legislator Award

NOTE: Use the whereas section to highlight the nominee’s legislative history, including leadership roles, committee chairs and/or memberships, legislative accomplishments relating to the nomination, and any other reason this person is being nominated. Sample statements are included below. This sample shows a current Senator who was an Assembly Member and school board member and who is being nominated for Outstanding Legislator.

WHEREAS, Senator Jane Doe served the community of Anytown as a board member of the Anytown Unified School District from 1990 through 1999; and

WHEREAS, Senator Jane Doe was elected to the California State Assembly in 2000, serving in that body on the Education and Appropriations Committees (sample listing of related committee assignments) and authored and supported numerous bills that benefited public schools, including but not limited to AB 0000 which provided (list benefits) to our community; and

WHEREAS, Senator Jane Doe was elected to the California State Senate in 2006, rising to the position of chair of the Budget Committee (sample leadership assignment/accomplishment) where she spearheaded additional positive measures for our community, such as (list of positive measures/impacts); and

WHEREAS, Senator Jane Doe is known throughout the 99th District, as well as right here in Anytown for her numerous community outreaches and forums, many of which focus on public education; and

WHEREAS, Senator Jane Doe was pivotal in securing state school construction matching funds to assist the Anytown Unified School District in completing the XYZ High School, 123 Middle School and UVW elementary school; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS, ; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the (name of school district/county) hereby nominates Senator Jane Doe for the California School Boards Association 2016 Outstanding Legislator Award/Outstanding Freshman Legislator Award.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted immediately to the California School Boards Association.

PASSED AND ADOPTED by the Board of Education of the (name of school district/county) on (insert date).

_________________________________    __________________________________
Board President                        Board Secretary
2017 Legislative Awards Program

Official Open Nomination Form

☐ Albert S. Rodda Lifetime Achievement Award  ☐ Dede Alpert Award for Exemplary Education Leadership

Nominations may be submitted at any time of the year.

Nominee

State or Federal Position Held

Explain below why this person should be honored. Your comments should address award criteria provided on the following page and include the nominee's involvement in both state, federal and local public education (attachments may be used).

Nominating Entity

Contact Name

Telephone

Email

Address

Instructions: You may submit your nomination for the 2017 Legislative Awards by mail, fax, or online in the following ways:

mail to  CSBA 2017 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691.

fax to  (916) 325-4030. Open Submissions

online at  www.csba.org. Open Submissions

notes  Nomination forms are to be submitted by CSBA Member Boards, CSBA Regions, County Associations of School Trustees, and must be typed or printed.

☐ A resolution adopted by the board or board minutes showing the vote must be included (see criteria on reverse).

☐ A separate nomination form must be used for each candidate and only current year nominations are accepted.

☐ The CSBA Board of Directors makes the final decision on awards, including whether or not to make an award, depending on the Nominee's (or Legislature's) statements made or actions taken on the state budget or other key issues critical to CSBA. Because the outcome of each nomination is unknown until the Board of Directors announces a decision, it is recommended that each nomination(s) not be made public until official notification by CSBA.
2017 Legislative Awards Program

Award Criteria

CSBA 2017 Legislative Awards Program, 3251 Beacon Blvd., West Sacramento, CA 95691, (800) 266-3382

Each Albert S. Rodda Lifetime Achievement Award nominee must:
1. Be a current or former member of the California State Legislature or the California Congressional delegation, or state or federal elective or appointed office
2. Demonstrate a career-long significant commitment and contribution to public education
3. Demonstrate leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K–12 legislative policy and fiscal proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be endorsed by a documented vote or resolution of a local school or county board in California

Each Dede Alpert Award for Exemplary Education Leadership nominee must:
1. Be a current or former member of the California State Legislature or the California Congressional delegation, or state or federal elective or appointed office
2. Demonstrate a career-long significant commitment and contribution to public education
3. Demonstrate leadership on behalf of public education
4. Recognize and support local governance for schools including the role of governing boards
5. Support key K–12 legislative policy and fiscal proposals
6. Support CSBA's Legislative Platform (www.csba.org/Advocacy/CSBAPositions/PolicyPlatform)
7. Be endorsed by a documented vote or resolution of a local school or county board in California, or a CSBA Region or County Association of School Trustees

Note

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