SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
June 21, 2017
7:00 p.m.

California Suite
101 Twin Dolphin Drive
Redwood City, California

A G E N D A

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH
   1. June 2017 Employee of the Month, Sonia Aguilar, Paraeducator, Special Education, Special Education Early Childhood Education, Student Services Division

4. CHARTER SCHOOL AUTHORIZATION UPDATE
   b. Discuss/Act First Amended Memorandum of Understanding Between San Mateo County Office of Education and Oxford Day Academy Charter School

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

6. APPROVAL OF MINUTES OF JUNE 7, 2017, REGULAR MEETING

7. CONSENT AGENDA

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

   a. Receive Staffing Reports
   b. Authorization of Duties and Responsibilities for Five (5) New Classified Positions
8. **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**
   a. Discuss/Adopt the San Mateo County Office of Education’s 2017-2018 Proposed Local Control Accountability Plan (LCAP)

9. **BUSINESS SERVICES**
   a. Discuss/Adopt the San Mateo County Office of Education’s 2017-2018 Proposed Budget
   b. Receive Update on Governor’s Final State Budget for 2017-2018

10. **STUDENT SERVICES**
    a. Approve Consolidated Application for Funding (ConApp)

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

12. **BOARD MEMBERS**
    a. Discuss/Act on Legislation
    b. Discuss/Act on a Revision to the 2016-2017 Board Meeting Calendar
    c. Board Policy Review
       1. New and Revised Board Policies – Second Reading and Action
          1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP: 9322)
          2. Revised Board Policy: BP 5030 (Student Wellness)
          3. New Board Policy: BP 5141.52 (Suicide Prevention)
    d. Board Member Comments

13. **ADJOURNMENT**

   **NEXT REGULAR MEETING: JULY 19, 2017**

   msg

- 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).
1. **CALL TO ORDER**

   The June 21, 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. **EMPLOYEE OF THE MONTH**

   a. **June 2017 Employee of the Month, Sonia Aguilar, Paraeducator, Special Education, Special Education Early Childhood Education, Student Services Division**

      *We will now recognize the June 2017 Employee of the Month. Will Sonia Aguilar please join me in the front of the room?*

4. **CHARTER SCHOOL AUTHORIZATION UPDATE**

   a. **Oxford Day Academy Charter School Presentation**

      Administrator of Educational Support Services Mefula Fairley will introduce a presentation by the Oxford Day Academy Charter School. [*Presenters: Mefula Fairley and Mallory Dwinal]*
CHARTER SCHOOL AUTHORIZATION UPDATE (continued)

b. Discuss/Act First Amended Memorandum of Understanding (MOU) Between San Mateo County Board of Education, San Mateo County Superintendent of Schools and Oxford Day Academy Charter School

Lead Deputy County Counsel Claire Cunningham and Administrator of Educational Support Services Mefula Fairley will provide information on amendments to the Memorandum of Understanding between the San Mateo County Board of Education, San Mateo County Superintendent of Schools and the Oxford Day Academy Charter School. [Presenters: Counsel Cunningham and Mefula Fairley]

[AFTER DISCUSSION] Is there a motion to approve the First Amended Memorandum of Understanding between the San Mateo County Board of Education, San Mateo County Superintendent of Schools and the Oxford Day Academy Charter School?

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

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

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

6. APPROVAL OF MINUTES OF JUNE 7, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the June 7, 2017, regular meeting as presented?

7. CONSENT AGENDA

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

a. Receive Staffing Reports  
b. Authorization of Duties and Responsibilities for Five (5) New Classified Positions

- 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).
8. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

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

Associate Superintendent Nancy Magee will make a brief statement regarding the 2017-2018 San Mateo County Office of Education’s 2017-2018 Proposed Local Control Accountability Plan (LCAP). [Presenter: Nancy Magee]

Is there any discussion of the SMCOE 2017-2018 LCAP or any questions for staff? [After discussion] Is there a motion to adopt the 2017-2018 San Mateo County Office of Education’s 2017-2018 Proposed Local Control Accountability Plan (LCAP)?

9. BUSINESS SERVICES

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

Deputy Superintendent Denise Porterfield will make a brief statement regarding the 2017-2018 Proposed Budget. [Presenter: Denise Porterfield]

Is there any discussion of the 2017-2018 Proposed Budget or any questions for staff? [After discussion] Is there a motion to adopt the 2017-2018 Proposed Budget?

b. Receive Update on Governor’s Final State Budget for 2017-2018

Deputy Superintendent Porterfield will provide an update on the Governor’s final 2017-2018 State Budget. [Presenter: Denise Porterfield]

10. STUDENT SERVICES

a. Approve Consolidated Application for Funding (ConApp)

Associate Superintendent Nancy Magee will provide information on the annual Consolidated Application for Funding (ConApp) brought forward for Board approval. [Presenter: Nancy Magee]

[After presentation and any questions] Is there a motion to approve the Application for Funding (ConApp)?

- 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).
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?

   b.  Discuss/Act on a Revision to the 2016-2017 Board Meeting Calendar

      The Board will discuss and/or take action on the cancellation of its next Board Meeting.
      [After discussion]  Is there a motion to cancel the June 28, 2017, Board Meeting?

   c.  Board Policy Review

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

         Board Member Camacho can answer any questions the Board may have regarding BP
         9321, and Associate Superintendent Magee will provide information and answer any
         questions the Board may have regarding BP 5030 and BP 5141.52.  [Presenting:  Mr.
         Camacho, Nancy Magee]

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

            [After discussion]  Is there a motion to approve revised Board Policy: BP 9321 (Meeting
            Agendas and Materials) and rename this policy BP 9322?

         2.  Revised Board Policy: BP 5030 (Student Wellness)

            [After discussion]  Is there a motion to approve revised Board Policy: BP 5030 (Student
            Wellness)?

         3.  New Board Policy: BP 5141.52 (Suicide Prevention)

            [After discussion]  Is there a motion to approve new Board Policy: BP 5141.52 (Suicide
            Prevention)?

   d.  Board Member Comments

      Board members will comment.

Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice.
For further information call (650) 802-5690, TDD (650) 802-5480.

Anyone wishing to review materials related to Agenda items may view them on line at
www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
13. ADJOURNMENT

The next Regular Meeting will take place on July 19, 2017.

NEXT REGULAR MEETING: JULY 19, 2017

msg
June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
       Instructional Services Division

Subject: Report on Oxford Day Academy Charter School

Mefula Fairley, Educational Support Services Administrator, will be present to introduce Mallory Dwinal, Lead Founder of Oxford Day Academy Charter School, who will provide a report on the Oxford Day Academy Charter School pre-opening status.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Ed.D., Associate Superintendent
Instructional Services Division

Subject: Board Approval of First Amended Memorandum of Understanding (MOU)
Between San Mateo County Board of Education, San Mateo County
Superintendent of Schools and Oxford Day Academy Charter School

Attached for review and action by the Board is the first amended Memorandum of
Understanding (MOU) with the Oxford Day Academy Charter School. The first MOU was
approved on December 14, 2016.

Lead Deputy County Counsel Claire Cunningham, and Educational Support Services
Administrator Mefula Fairley, will be present at the June 21, 2017, Board meeting to answer any
questions the Board may have.

Attachment

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
First Amended Memorandum of Understanding

between

The San Mateo County Board of Education,

The San Mateo County Superintendent of Schools

and

Oxford Day Academy Charter School
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MEMORANDUM OF UNDERSTANDING

This First Amended Memorandum of Understanding (MOU) is made and entered into this ___ day of June, 2017 by and between the San Mateo County Board of Education (hereinafter “the County Board”), the San Mateo County Superintendent of Schools/Office of Education (hereinafter “the SMCOE”), and Oxford Day Academy Charter School (hereinafter referred to as “the School”). Hereinafter, the County Board, the SMCOE and the School shall be collectively referred to as “the parties.” This MOU supersedes and replaces the parties’ prior Memorandum of Understanding dated December 3, 2016.

PURPOSE OF MEMORANDUM OF UNDERSTANDING

The State of California enacted the Charter Schools Act of 1992 (hereinafter “the Act”) authorizing the creation of charter schools with the intent that charter schools improve student learning through a variety of means, including increased learning opportunities, innovative teaching methods, expanded choice for parents, and performance-based accountability.

The Act allows the County Board to authorize charter schools under specified circumstances. The County Board has authorized this charter pursuant to the Act, and by doing so, becomes the authorizing agency of the School. The County Board has delegated to the SMCOE its obligations to oversee the School under the terms of this MOU, the provisions of the School’s charter, and applicable laws and regulations reserving the right and authority, under its obligations, to modify any decision made by the SMCOE or designee.

The fundamental interest of the County Board is – on a continuing basis – to be reasonably assured that the School is:

- Implementing the provisions of the Charter as approved.
- Obeying all requirements of federal, state, and local law that apply to the School.
- Being operated prudently in all respects.
- Providing a sound education pursuant to EC § 47605(b)(5)(A)(i-iii) including any future changes and the California Content Standards for all of their students.

The SMCOE will report periodically to the County Board regarding its delegated oversight of the School.

The County Board recognizes that there are certain matters related to the operation of the School, and to the effective oversight of the School, which go beyond the provisions included in the School’s charter. The County Board also acknowledges that the general operation of the charter is appropriately carried out by the School’s governance structure, administrators, faculty, and staff. This MOU is intended to address those
matters that have not been covered in the charter and to provide guidance on the oversight policies and procedures of the County Board, as carried out by the SMCOE. Further, this MOU is intended to outline the parties’ agreements governing their respective fiscal and administrative responsibilities and their legal relationships.

The parties acknowledge that the provisions of the Charter and this MOU are not intended to conflict. However, in the event of a conflict between the law and terms of this MOU, the law shall prevail, and any such conflicting terms shall be severed from this Agreement and nullified. To the extent that this MOU is inconsistent with any of the terms of the Charter, the terms of this MOU shall supersede the terms of the Charter, unless otherwise agreed in writing by the parties. The parties further agree to jointly make any modification to this MOU or the Charter needed to effectuate changes in state or federal laws following the execution of this MOU.

**TERM OF MEMORANDUM OF UNDERSTANDING**

This MOU shall commence on the date upon which it is fully executed by all parties and shall cover the term of the charter. This MOU between the County Board, the SMCOE and the School is inclusive of Attachments A - D. This MOU is subject to termination during the term or during any subsequent renewal as specified by law or as otherwise set forth in this MOU.

Any modification of this MOU must be in writing and executed by duly authorized representatives of the parties.

1. The duly authorized representatives of the School are the governing board president or CEO/Director of the School or designee.

2. The duly authorized representatives of the County Board is the County Superintendent of Schools or designee. For purposes of material amendments to the charter, such amendments may only be made upon the approval of the School’s governing board, and will take effect only if approved by the County Board upon recommendation of the County Superintendent.

This MOU is for the term of the charter, shall be reviewed at least annually, and may be amended or augmented by addendum at any time with mutual agreement. The approved MOU (including any addenda) continues in existence as long as the School is operational, but automatically expires if the School becomes non-operational, typically because of non-renewal, revocation, or renewal by a school district.

**TERM OF CHARTER**

The School is a public school that is or shall be operating pursuant to a charter (hereinafter the “charter”). On August 24, 2016, the County Board took action to approve the charter contingent upon the successful negotiation and execution of a memorandum of understanding that will govern the SMCOE’s oversight of the School,
and which will include the recommendations contained on page 27 of the Charter Petition Review Team Analysis, no later than December 16, 2016 (Attachment F).

The School shall be known as Oxford Day Academy. The School will serve grades 9 through 12 and will have an approximate enrollment of 68 ninth grade students in its first year of operation, growing to an approximate enrollment of 272 students by the fourth (4th) year of operation. The School shall be responsible for all the functions of a charter school subject to applicable statutes, the charter, and to the terms and conditions set forth in this MOU. The School shall not be located at more than one school site without a material revision to the charter authorized by the County Board. The School may not enter into a contract or agreement to be managed or operated by any other non-profit public benefit corporation, or any other corporation or entity, without the express written prior approval of the County Board.

The School will commence its first year of operation between July 1 and September 30, 2017, subject to conditions specified by the County Board and reflected in this MOU.

The School’s charter shall have a three (3) year term to expire on June 30, 2020. The provisions of the charter and the MOU shall be aligned. The County Board reserves the right to approve amendments to the charter and/or revoke the charter as specified in EC section 47607.

This MOU is subject to termination during its term as specified by law or as set forth in this MOU.

SECTION 1: GOVERNANCE AND ORGANIZATIONAL MANAGEMENT

The School will be operated as or by a nonprofit public benefit corporation, formed and organized pursuant to the Nonprofit Public Benefit Corporation Law (Corporations Code Section 5110 et seq.). The School is a separate legal entity and neither the County Board nor the SMCOE is liable for the debts and obligations of the School. The County Board reserves the right to appoint a voting member to the board of directors of the corporation to represent its interests in accordance with EC Section 47604. The School will use all revenue received from the state and federal sources only for the educational services specified in the charter and this MOU for the students enrolled and attending the School. Other sources of funding must be used in accordance with applicable state and federal statutes, and the terms or conditions, if any, of any grant or donation.

1.1 Organization

At all times it is operational, the School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes:

- Phone numbers and e-mail addresses for the School’s principal contacts and Board members;
- Organization chart displaying the relationship between the governing board and School leadership, and listing all the names, and if applicable, the credentials held by employees.
The School will provide SMCOE with immediate written notice of any change in the directors, officers, and administrators and it will provide resumes for the new individuals.

1.2 Governing Board Establishment
At all times it is operational, the School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes:

- Articles of Incorporation
- Bylaws approved by the governing board
- Conflict of interest policy
- Roster and biographies of current governing board members

1.3 Governing Board Activities
Calendar: The annual calendar of governing board meetings, including a description of how parents and community members will be notified of the meetings, will be posted on the School's website at the beginning of each calendar year.

Governing Board Meetings: The governing board of the School shall conduct public meetings at such intervals, and shall schedule a meeting at least once per month, as are necessary to ensure that the board is providing sufficient direction to the School through implementation of effective policies and procedures. Governing board meetings will be conducted in keeping with the requirements of the Ralph M. Brown Act (Government Code sections 54950 – 54962). Governing Board adopted policies, meeting agendas and minutes will be posted on the School's website.

Brown Act Training: The School will provide Brown Act training to its governing board members and administrative staff prior to the execution of any duties. On its website, the School will certify that Brown Act training has been provided to the specified individuals.

Governing Board Policies: The governing board will adopt policies and procedures to guide the operation of the School, and the School will post the policies and procedures on its website, updating the posting as quickly as possible following any change. The policies and procedures will include, but not be limited to, the following:

- **Conflict of Interest:** including provisions related to nepotism, for itself and the School's employees and contractors to ensure that no action taken by an individual or organization covered by the policy results in actual or apparent conflicts of interest pursuant to the Political Reform Act (Government Code sections 87100-87505) or Government Code sections 1091-1098; and verification that all board members and School employees have participated in conflict of interest training.

- **Internal Fiscal Controls:** The School will develop and maintain internal fiscal control policies governing all financial activities. Prior to opening (or as policies
are revised), a copy of the School's internal control policies and procedures approved by the School's governing board will be submitted to the SMCOE. Such policies and procedures are subject to review during site visits to see that they are being implemented.

- **Campus Supervision**, including, but not limited to, the supervision of students before and after school, and while on campus, student pick-up, as well as a procedure for visitors to enter and leave the campus.

- **Discipline Policies**, including, but not limited to, lists of the offenses for which students may (and must) be suspended or expelled, the procedures for suspension or expulsion, procedures by which parents and students will be informed about reasons for suspension or expulsion, and of their due process rights in regard to either disciplinary action. The School’s policy will state that the County Board is the appellate body for student expulsions.

- **Parent/Student Handbook**, including, at a minimum, detailed expectations for student attendance, behavior, and discipline, as well as policies and consequences for bullying and harassment, due process rights related to discipline (including suspension, expulsion, special education, and appeal rights to the County Board), and a description of both informal and formal complaint procedures that parents may pursue in the event of disagreements. In addition to the website posting, the School will provide a hardcopy of the parent/student handbook to each family at the beginning of each school year. The handbook shall be translated into language(s) most represented in the School.

- **Health and Safety Plan**: At all times it is operational, the School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes:
  
  - A copy of the health, safety, and emergency plan for students and employees.
  - Evidence that staff has been trained in health, safety, and emergency procedures.
  - A calendar of emergency drills for students.

  The health and safety plan will address at a minimum, fire emergencies, earthquakes and other natural disasters, civil disorder, accidents, injuries, and other threats to the health and safety of students and staff. The School will provide training for staff in responding to emergencies and conduct emergency response drills for its students.

Family Educational Rights and Privacy Act (FERPA): Employees of the School have a legitimate educational interest such that they are entitled to access to education records under 20 U.S.C.A. § 1232g, the Family Educational Rights and Privacy Act (FERPA) and EC Section 49076(b)(6). The School, its officers and employees will comply with FERPA at all times. In addition, it is agreed that the SMCOE has an educational interest
in the educational records of the School such that the SMCOE will have access to those records. Records will, at a minimum, include emergency contact information, health and immunization data, attendance summaries, and academic performance data from the statewide student assessments required pursuant to EC sections 60605 and 60851.

Criminal Records Summaries: Prior to hiring any employee, the School must obtain an Originating Agency Identifier (ORI) and receive approval of its designated Custodian of Records from the DOJ for the purposes of processing all school employees for DOJ clearance. Obtaining an ORI cannot be done prior to having obtained a school location.

All employees of the School, community partners, volunteers who are not parents and who will be performing services that are not under the direct supervision of a School employee, and onsite vendors having unsupervised contact with students will submit to background checks and fingerprinting in accordance with EC Section 45125.1. The School will post on its website a certification that all employees, volunteers, vendors, and community partners have clear criminal records summaries prior to their having any unsupervised contact with students. The School will maintain on file and available for inspection during site visits, evidence that the School has performed criminal background checks for all employees and documentation that vendors and community partners have conducted required criminal background checks for their employees prior to any unsupervised contact with students.

Special Programs, Services, and Transportation: the School shall be responsible for any and all transportation offered to students who enroll in the School, including but not limited to any and all transportation required in any student’s IDEA Individual Education Plan (IEP) or Section 504 Plan.

The School intends to provide for each eligible pupil, one nutritionally adequate free or reduced-price meal during each school day, as described under EC Section 49550. Eligible children shall be defined as those children who meet federal eligibility criteria for free and reduced price meals as defined in EC Section 49531.

1.4 Administration

Enrollment and Admissions Documentation: At all times it is operational, the School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes:

- Descriptions of outreach and recruitment activities that have been conducted to reach target population.
- Procedures for application, the public random drawing, enrollment, and admission.
- Evidence of public random drawing preferences consistent with the charter and County Board conditions of operation.
- A copy of any application and enrollment forms and information provided to prospective families.
- Documentation, while pertinent, that start-up enrollment is consistent with enrollment numbers described in the charter.
Insurance and Risk Management: No later than July 1, or such earlier time as the School may employ individuals or acquire or lease property or facilities, the School will procure from an insurance carrier licensed to do business in the State of California, and keep in full force during the term of the charter, at least the following insurance coverage:

- **Property Insurance** – for replacement value, if offered by the insurance carrier, including coverage for all assets listed in the School’s property inventory and consumables. If full replacement value coverage is not available, the School shall procure property insurance in amounts as close to replacement value as possible.

- **General Liability** – At least $2,000,000 per occurrence and $5,000,000 in total general liability insurance, providing coverage for negligence, errors and omissions/educators legal liability, abuse and molestation, and employment practices liability of the School, its governing board, officers, agents, employees, or students. The deductible per occurrence for said insurance shall not exceed $20,000 for any and all losses resulting from negligence, errors and omissions of the School, its governing board, officers, agents, employees, or students.

- **Workers’ Compensation** – In accordance with the provisions of the California Labor Code, insurance adequate to protect the School from claims under Workers’ Compensation Acts which may arise from its operation, with statutory limits.

- **Automobile Insurance** – to the extent necessary and in amounts appropriate for the type and use of the automobile, but in an amount of not less than one million dollars ($1,000,000) per accident.

In addition, the School will institute risk management policies and practices to address reasonably foreseeable occurrences and post on its website a certification that such policies and practices have been instituted.

All liability insurance policies required under this section shall be endorsed to name the County Board, and SMCOE and its employees and agents as additional insureds and that such insurance policy(ies) shall be primary and any insurance or self-insurance maintained by SMCOE, the County Board and/or its employees shall not be required to contribute with it.

The School shall hold harmless, defend, and indemnify the County Board and the SMCOE, its officers and employees, from every liability, claim, or demand which may be made by reason of (1) any injury to volunteers; and (2) any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of the School, its officers, employees or agents. In cases of such liabilities, claims, or demands, the School at its own expense and risk shall defend all legal proceedings which may be brought against it and/or the County Board or the SMCOE,
its officers and employees, and satisfy any resulting judgments up to the required amounts that may be rendered against any of them.

The School will provide evidence of insurance coverage to the SMCOE prior to opening and annually thereafter, and will instruct the insurance carrier(s) to inform the SMCOE immediately if the coverage becomes inoperative for any reason. The SMCOE may request to see evidence of insurance coverage during site visits.

**Exclusive Employer:** The School is deemed the exclusive employer of the employees of the School for the purposes of the Educational Employee Relations Act (EERA) under Government Code Sections 3540 et seq. The School will have sole responsibility for employment, management, dismissal, and discipline of its employees.

**Employee Handbook:** At all times it is operational, the School will have posted on its website (and will update the posting as quickly as possible whenever the information changes) the employee handbook that, at a minimum, includes detailed expectations for employee performance and behavior, due process rights of employees related to disciplinary actions (including termination), compensation and benefit information, and a description of both informal and formal complaint procedures, (including, but not limited to the Uniform Complaint Procedures), that employees may pursue in the event of disagreements. If the School wishes to limit public access to the handbook for any reason, it may provide the SMCOE with a hardcopy of the document in lieu of posting it on the School's website.

**Personnel File:** Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including a federal I-9 form, tax withholding forms, retirement data and use of sick leave.

**Employee Contracts:** At all times it is operational, the School will have posted on its website (and will update the posting as quickly as possible whenever the information changes) the employee contract that, at a minimum, states that the School is the exclusive employer of employees and has sole responsibility for employment, management, dismissal, and discipline of its employees. If the school wishes to limit public access to the employee contract for any reason, it may provide the SMCOE with a hardcopy of the document in lieu of posting it on the School's website.

**Teacher Credential Requirements:** At all times it is operational, the School will have posted on its website a certification that all teachers hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which teachers in other public schools are required to hold, except as otherwise exempted by the Charter Schools Act. The certification will also cover the School's compliance with the federal Every Student Succeeds Act (ESSA) teacher requirements. The School will have documentation on file (for inspection upon request) of its teachers' credentials and/or other documents that comply with certification and ESSA teacher requirements.

**Management Contracts:** Prior to entering into a contract (or as the contract is revised) with an education management organization (EMO), a charter management
organization (CMO), or any other similar management organization or entity (management organization), the School will provide the following information:

- A draft of the proposed management contract, which shall include language requiring the EMO, CMO or other management organization to provide prompt access to records relating to its management of the School to the SMCOE or its designee.
- A recent corporate annual report and audited financial statements for the EMO, CMO or other management organization.
- A description of the EMO, CMO or other management organization’s roles and responsibilities for the management of the School and the internal controls that will be put in place to guide the relationship.
- A list of other schools managed by the EMO, CMO or other management organization and the academic and operational results of such management.
- A list of and background on the EMO, CMO or other management organization’s leaders and board of directors.
- A letter of assurance from the EMO, CMO or other management organization that it has conflict of interest policies in place and that none of the principals of either the management entity or School have conflicts of interests.

The SMCOE will review and must approve any school management contracts prior to the School entering into the contract. The County Board reserves the right and authority to modify any approval of such contracts by the SMCOE. Disagreement regarding school management contracts shall be resolved consistent with the dispute resolution provisions of this MOU.

Business Services Contracts: The School must provide the SMCOE a copy of its agreement(s), if applicable, with the vendor(s) that will provide business services to the School, including but not limited to, payroll, accounting and budgeting, attendance accounting, fiscal reporting, contracts management, and purchasing, etc. specifying the exact services that will be provided and the cost, the term of the contract, and how the School will monitor the vendor to ensure quality of service.

Facilities Agreement: No later than June 1 prior to initial opening, the School will provide a written signed agreement (lease or other similar document) indicating the School’s right to use the principal school site and any ancillary facilities identified by the School for at least the first year of the School’s operation and evidence that the facility will be adequate for the School’s needs. A pre-opening site visit will be conducted prior to opening of the School regardless of whether the School is locating in a facility provided by the district under Proposition 39 or in a privately-leased facility (see Section 4.3 and Attachment B for information on the pre-opening visit).

Once open, the School may change facilities only with prior approval of the SMCOE. Under ordinary circumstances, the School shall provide the SMCOE not less than 30 days notification of any change in facilities in order for the SMCOE to conduct a site visit prior to students attending the new facilities. Under extraordinary circumstances, (e.g., a
change of facilities necessitated by fire or natural disaster), the SMCOE may waive the pre-opening site visit.

Zoning and Occupancy: At all times it is operational, the School will have posted on its website a certification that its facility is located in an area properly zoned for operation of a school and has been cleared for student occupancy by all appropriate local authorities. The facility must meet all applicable health and fire code requirements and zoning laws. The School shall maintain documentation on file of all local approvals including applicable fire marshal clearances, certificates of occupancy, signed building permit inspections and approved zoning variances. The School cannot exempt itself from applicable/local zoning or building code ordinances.

A SMCOE site review of the School's facilities will determine that the facilities are clean, safe, Americans with Disabilities Act (ADA) compliant, if required, and have the necessary local approvals to operate. Section 4.3 of the MOU describes the pre-opening site visit process and requirements.

If the School seeks facilities from the district in which it intends to locate (or is located) under EC Section 47614 (Proposition 39), it will follow applicable statute and regulations regarding submission of such a request to the district. The SMCOE will conduct the pre-opening site review process described for approving any facilities allocated to the school by the district.

School Accountability Report Card (SARC): On or before April 30 of each year, the School will post its SARC for the prior year either on the COE SARC website or the School’s own website. The School may, but is not required to, use the template developed by the CDE and available at http://www.cde.ca.gov/ta/ac/sa as a guide. The School will include the following elements and may present additional pertinent information at its discretion:

- Contact information for the School, including school name, principal, street address, phone and fax numbers, e-mail address, and CDS code.
- School description and mission statement.
- Description of opportunities for parent involvement.
- Demographic information, including numbers of students in each grade level, and number and percentage of students in each racial and ethnic subgroup as reported by CBEDS.
- Description of School climate and safety, including the content and currency of the comprehensive safety plan, the School’s efforts to create and maintain a positive learning environment, and the number and percentage of suspensions and expulsions of the total enrollment.
- Academic data, including (1) the percentage of students achieving at the Proficient or Advanced level on the CST by grade level and subject, as well as school wide and by significant subgroups, (2) percentage of students scoring at or above the 50th percentile on the CAT/6 by grade level and subject, as well as school wide and by significant subgroups, (3) percentage of students meeting fitness standards in total, by grade level, and by gender on the California
Physical Fitness Test, (4) data from local assessments, if available, reporting the percentage of students meeting or exceeding the standards, benchmarks, and/or outcomes measured by the local assessment.

- State and local accountability data.
- Performance on evaluation rubrics.
- Dropout and graduation rates for the last three years (the CDE SARC template describes how to calculate these rates).
- Average class size.
- Number of teachers as reported by CBEDS, and the number of teachers teaching core academic subjects who meet subject matter competence.
- Information about the procedures and criteria for teacher evaluations.
- Information about the structure of the School’s instructional program, including professional development, number of instructional minutes offered, and number of and reasons for minimum day schedules.
- Numbers and percentages of graduates who have completed all courses required for University of California (UC) and/or California State University (CSU) admission.
- Total dollars spent by the School and dollars spent per student.
- Data regarding parent satisfaction with the School.

SECTION 2: EDUCATIONAL PERFORMANCE

2.1 Educational Program
At all times it is operational, the School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes:

- Scope and sequence for all subjects to be offered by the School.
- The complete educational program for students to be served in the first year including, but not limited to: (1) a description of the curriculum and identification of the basic instructional materials to be used, (2) plans for professional development of instructional personnel to deliver the curriculum and use the instructional materials, (3) identification of specific assessments that will be used in addition to the results of the California Assessment of Student Performance and Progress (CAASPP) System program in evaluation of student progress, (4) the University of California course descriptions submitted to UC Doorway (http://www.ucop.edu/doorway/), (5) Initial and mid-term (as appropriate) Western Association of Schools and Colleges (WASC) accreditation self-study and visiting committee reports (if the school seeks such accreditation), and (6) the School’s Single Plan/Single School District Plan (if applicable).
- Annual calendar for the School year that includes the number of instructional days (must provide a minimum of 180 days), annual instructional minutes offered, and the number of professional development days.
- Daily bell schedule for site-based programs.
- For nonclassroom-based programs, if any, sample student contracts, description of frequency of contact with teachers, pupil/teacher ratios, and description of how student work will be evaluated for time value.
2.2 Local Control Accountability Plan (LCAP)
The School shall comply with EC Section 47606.5 (regarding Local Control Accountability Plans) as well as any implementing regulations. The State Board-adopted template shall be used to develop the School's LCAP and annual update that responds to state and local data reflected in local evaluation rubrics. The focus of the LCAP shall be on goals and specific actions, services to achieve those goals for all students and for each subgroup identified in EC Section 52052, including students with disabilities, English learner, low income and foster youth students. The LCAP will provide details regarding the School's actions, services and related expenditures to support pupil outcomes and overall performance and demonstrate how the Plan is represented in the budget. The School shall address all state priorities and may identify additional school priorities.

The School shall provide its draft LCAP to the SMCOE pursuant to the SMCOE school district LCAP oversight technical assistance calendar. The SMCOE will provide technical assistance and support to the School for LCAP development through its district LCAP support process. The School shall annually present its final adopted LCAP to the County Board on or before the County Board's first meeting in June. The School shall provide a copy of its final adopted LCAP to the SMCOE at least ten days prior to the first County Board meeting in June. The parties acknowledge that material revision of the Charter may be necessary to align the LCAP with the Charter's Measureable Pupil Outcomes, and that results reported on the LCAP may be relied upon by the County Board in making decisions on material revisions, charter renewal and revocation of charter schools.

2.3 Annual Update
By July 1st of each year, the School will post on its website an Annual Update to the SMCOE for the prior year that examines the following:

- CAASPP results both in aggregate and disaggregated form, by numerically significant subgroups
- Progress made toward each of the educational goals and student outcomes identified in the charter
- Results of any additional internal assessments used by the School
- An analysis of whether student performance, including Annual Measurable Achievement Objective for English learners, is meeting the goals specified in the charter. This data will be displayed on a school-wide basis and also disaggregated by major racial and ethnic categories and shall include analysis of CAASPP and CELDT data
- Plans to address areas identified as needing improvement
- Data and an analysis of the level of parent involvement in the School's governance, (and other aspects of the School, if applicable), and summary data from an annual parent and student satisfaction survey
- Data regarding the number of staff working at the School and their qualifications
• A summary of the School governing board’s self-evaluation on prior-year management performance, including summary of major decision and policies established during the year, and upcoming year goals, concerning the School
• Evidence that the School is financially sound
• A copy of the School’s policies, including health and safety policies, and a summary of any major changes to those policies during the year.
• Information demonstrating the School’s implementation of the means stated in the charter to achieve a racially and ethnically balanced student population.
• An overview of the School’s admissions practices during the year and data regarding the numbers of students enrolled and the number on waiting lists
• Analysis of the effectiveness of the School’s internal and external dispute mechanisms and data on the number and resolution of disputes and complaints.
• A report on student discipline, including the number of students suspended or expelled from the School any other information regarding the educational program and the administrative, legal and governance operations of the School requested by the SMCOE and in compliance with the Charter School Act of 1992

If the School has previously been required to submit a Student Achievement Plan, it must also address the following elements in the Annual Update:

• Progress made in addressing the goals identified in the Student Achievement Plan.
• Professional development activities undertaken to further progress on goals described in the Student Achievement Plan.
• Progress made on the implementation of changes to curriculum and instructional strategies or the organizational structure identified in the Student Achievement Plan.
• Evidence that the School is systematically examining student data and using it to drive decisions regarding curriculum and instruction.
• Identification of targeted funds to support elements of the Student Achievement Plan.

With the approval of the SMCOE, the School may substitute and post on its website its own internal report in lieu of the Annual Update provided the internal report covers the elements identified above. The Annual Update (in conjunction with the Student Achievement Plan, if applicable) will be used as a central area of focus for site visits.

2.4 Services for Students with Disabilities

At all times during the Term of the Charter and this MOU, the School shall act as its own local education agency (“LEA”) in a Special Education Local Planning Area (“SELPA”). As specified in Schedule A, the School shall provide SMCOE with a copy of the Local Plan and documentation of the status of the Charter School as an LEA in good standing with a state-approved SELPA.
The School shall assume all responsibility, including but not limited to full financial responsibility, for the implementation of student plans and provision of educational services under Section 504 of the Rehabilitation Act, for all students who are enrolled in the School.

The School shall provide its own properly credentialed and fully qualified coordinator for special education and shall be responsible for referrals, identification, assessments, IEPs and Section 504 team meetings, implementation of Section 504 Plans and IEPs, complaints, mediations, and due process hearings. The School may contract with any school district or other qualified organization for other services on behalf of the School, provided that such are at no cost to the County Board and/or SMCOE. Written agreements shall be authored to specify such services and costs. It is further recognized that the School may contract with a SELPA, employ its own staff and/or contract with other vendors to deliver services required by the IEPs and/or Section 504 Plans of students enrolled in the Charter School and as otherwise required by applicable state and federal laws.

As specified in Schedule A, the School shall provide special education revenue and expense schedules to the SMCOE as back-up to required regular financial reports. To the extent that the delivery of Section 504 and/or special education services and adherence to Section 504 and special education laws have costs in excess of revenue allocated to the School for such purposes, the School shall be responsible for any and all such costs related to students of the School.

The School agrees to fully and promptly comply with any reasonable requests for information made by the SMCOE with regard to special education services and individual students at the School. The SMCOE may establish regular meetings with the School’s special education coordinator for purposes of reviewing special education and/or Section 504 compliance. The SMCOE may also take action to monitor the School to ensure that special education and/or Section 504 services are being provided as required by law and applicable SELPA policy.

The School agrees to defend with legal counsel satisfactory to SMCOE and to hold harmless the County Board, the County Superintendent, the SMCOE, and each of their officers, directors, agents and employees, from and against any and all costs, including attorney’s fees, and/or awards related to complaints, due process hearings, mediations or any and all forms of litigation relating to special education and/or Section 504 matters involving a student’s enrollment, services and/or attendance at the Charter School. This indemnification shall exclude any matters which relate to the enrollment or attendance of a student in an SMCOE program, unless the student’s enrollment or attendance in such program was through a contract with the School.

The School acknowledges that its failure to provide any Section 504 and/or special education services for students as required in their Section 504 Plans and IEPs may constitute a material violation of the conditions, standards and procedures set forth in the Charter and this MOU, as well as violation of applicable law which may be sufficient
to support the County Board's revocation of Non-Profit's Charter pursuant to Cal. Ed. Code §47607.

The School shall develop, maintain, and implement policies and procedures to ensure that eligible students with disabilities are properly identified, assessed by qualified assessors, and IEPs or 504 Plans for the students are properly established, implemented and complied with such that a Free and Appropriate Public Education (“FAPE”) in the Least Restrictive Environment (“LRE”) is provided in accordance with state and federal law. Such policies shall, as specified in Schedule A, be provided to SMCOE.

2.5 Independent Study
If the School provides instruction through independent study, (whether it is the primary mode of instruction or it is on an incidental basis), it will comply with all requirements of statute applicable to the provision of independent study in charter schools, including EC, Part 28, Chapter 5, Article 5.5 (commencing with Section 51745), and applicable regulations.

If the School is approved as a site-based school, it must provide a classroom-based instructional program such that at least 80 percent of the instructional time offered by the School is at the school site and the School requires the attendance of all students for at least 80 percent of the minimum instructional time offered. If the School fails to meet the instructional time requirements, it will be required to file a funding determination in accordance with EC Section 47634.2.

The school may, on a case-by-case basis, use short-term independent study contracts for students who receive prior approval for absences due to travel or extended illness of three or more days in duration. Any such independent study will be limited to occasional, incidental instances of extended absences, and must be fully compliant with all independent study statutes and regulations applicable to charter schools.

In order to claim independent study Average Daily Attendance (ADA) on attendance reporting forms, the School must provide prior certification from the School's independent auditor that the School's governing board has adopted policies and master agreements, and that all forms and procedures are in conformance with independent study statutes (EC Sections 51745 et seq.) and implementing regulations.

2.6 Student Study Team
The School agrees to implement a Student Study Team ("SST") process, a general education function that develops strategies for students in the general education classroom. The SST shall develop and monitor implementation of Section 504 plans for eligible students as appropriate.

2.7 Encouraging the Use of Different and Innovative Teaching Methods
Consistent with the legislative intent in enacting the Charter Schools Act, (EC Section 47601(c)), the School shall encourage the use of different and innovative teaching...
methods by sharing its practices with the SMCOE and other districts in San Mateo County at least annually.

SECTION 3: FISCAL OPERATIONS

3.1 Funding
The School is eligible for a general-purpose entitlement and supplemental funding allocated through the Local Control Funding Formula (LCFF) and EC sections 42388 et seq. It shall be the responsibility of the School to apply for funding beyond the basic statutory entitlements of the base grant funding due to the School under LCFF. The parties recognize the authority of the School to pursue additional sources of funding.

3.2 Fiscal Agent
If the School elects to participate in the State Teacher’s Retirement System as specified above, the School shall contract with SMCOE for the Charter School’s participation in the State Teachers’ Retirement System (STRS). Pursuant to EC Section 476611.3, SMCOE will invoice the School for actual costs for the reporting services. The School shall provide reporting services on its own for the Public Employees Retirement System.

If the School elects to participate in STRS, the School shall make available all funds on the payroll day(s) to SMCOE for reporting. The School agrees to meet with SMCOE to coordinate the method of payment, i.e. journal entry to transfer funds or payment by check. See section 3.8 for further discussion of the STRS/PERS responsibilities. The School assumes all responsibility for any penalties and interest incurred for late or inaccurate reporting.

The School understands it shall establish an account with the County Treasurer and shall utilize the SMCOE financial system for the transfer of funds such as State Apportionments, taxes in lieu or other funds allocated either by the COE or the State. The School Board will provide an approved resolution to establish the appropriate fund at the Treasurer.

The School agrees that SMCOE may reduce or deny requests for funds from the School’s account if it will exceed the School’s cash balance or if pending payments are due such as STRS.

The School agrees to meet with the appropriate staff at SMCOE to arrange for the business practices for the transfer of funds, STRS reporting and other issues not named but necessary in the oversight and operation of the School.

To the extent that the Charter School wishes to contract with the SMCOE for any services to the School beyond those specified in this MOU, a separate written contract with the SMCOE shall be required and the costs of such services paid in full by the School.
3.3 Fiscal Controls
The School shall adopt and meet generally accepted accounting principles and shall adopt policies to ensure the School’s funds are used to most effectively support the School’s mission and to ensure that funds are budgeted, accounted for, expended, and maintained in an appropriate fashion. Such policies will include, but not be limited to the following:

- Expenditures shall be made in accordance with the annual budget adopted by the School’s governing board
- The School’s funds shall be managed and held in a manner that provides a high degree of protection of the School’s assets
- All transactions shall be recorded and documented in an appropriate manner that allow reporting to the State and SMCOE
- The School shall develop internal controls to safeguard its assets

3.4 Student Attendance Accounting and Reporting
No later than July 1, the School (if new) will submit proposed attendance accounting procedures, including software, for approval by the SMCOE. The School is strongly encouraged to use commercially available attendance accounting software. If the School wishes to create spreadsheets on Excel or other database programs, they must be reviewed and approved by the SMCOE prior to use by the School. The School will submit enrollment and attendance reports as required to receive apportionment of funding according to the following schedule:

- First 20 Days Attendance (new schools). Data must be reported to SMCOE no later than 15 days after the first 20 school days have elapsed. This data is used to calculate the second special apportionment for new charter schools, and represents approximately 24 percent of annual funding.
- First Principal (P-1) Apportionment (attendance for all full school months between July 1 and December 31) by January 5.
- Second Principal (P-2) Apportionment (attendance for all full school months between July 1 and April 15) by April 21.
- Annual Apportionment (attendance for entire school year in full) by June 30

NOTE: It is critical that the above attendance reporting deadlines are met in an accurate and timely manner. If the School misses a reporting deadline, it risks being excluded from that apportionment’s certification and funding period. For example, if P-1 attendance data is not received in time for inclusion in the P-1 certification, the School’s ADA defaults to zero and no funds are paid for the P-1 funding period, February through May.

The School shall submit with the Monthly Attendance Report, an Exit Report for each student who leaves the school. The Exit Report shall be completed by the parent/guardian and minimally include: (1) reason for withdrawal; (2) date of withdrawal; (3) school to which student is transferring; (4) parent/guardian signature and date; and (5) administrative signature and date. The Exit Reports shall coincide with the inclusive dates of the Monthly Attendance Report.
The School shall provide SMCOE with an enrollment list of all students, their addresses and district of residence at the same reporting time as the Attendance Report.

In addition to submission of the electronic data files, the School must submit hard copies of all back-up attendance documents, e.g., monthly summary reports that support the reported average daily attendance (ADA), weekly attendance sheets signed and dated by teachers, hourly attendance sheets signed and dated by teachers for any supplemental hours claimed, and evidence of contact made with parents when students are absent from School; e.g., parent contact log, absence log, etc.

If the School wishes to claim ADA for students on incidental independent study, it must submit a letter to the SMCOE from the School’s independent auditor certifying the School’s policies and procedures are compliant with independent study statute and regulations applicable to charter schools (see Section 2.5). The letter from the auditor certifying compliance must be submitted to the SMCOE prior to reporting independent study ADA at the apportionment reporting periods.

SMCOE staff will review and certify the accuracy of attendance data submitted by the School only when all documentation has been submitted and is accurate. Attendance data submitted without the requisite detail will not be processed and will probably result in a delay of funding to the School.

3.5 Revenue and Expenditure Reporting
The School is required by EC Section 47604.33 to submit periodic reports of revenues, expenditures, and reserves. In order to meet statutory timelines for revenue and expenditure reporting, the School must submit reports to the SMCOE for review according to the following schedule:

- Preliminary budget on or before July 1. (Note: SMCOE may request a revised budget to address any concerns identified during the review of the preliminary budget.)
- Unaudited Actuals Report for the prior fiscal year on or before September 15
- First Interim Report (expenditures through October 31) on or before December 15.
- Second Interim Report (expenditures through January 31) on or before March 15.
- All financial reports to include a three year Multi-Year Projection. Current year plus two subsequent years.
- All financial reports to include a listing of all assumptions used in developing the report.
- All financial report to include the most up to date LCFF calculation.

The above reports must be submitted to SMCOE accompanied by supplemental information identified in Attachment F, including but not limited to, the following:
• Explanations and budget assumptions for revenues and expenditures.
• Growth in average daily attendance (ADA) and the impact of the growth on liabilities, facilities, etc.
• An organizational chart identifying all charter school employees and respective salary information for each position.
• A written summary of any significant changes in the budget or interim reports from one reporting period to the next period.
• Statement of cash flow for the current and subsequent fiscal year and copies of any factoring or loan agreements.
• Profit and loss statement.
• Disclosure of all multi-year fiscal obligations, such as loans, lines of credit, etc., for the next three years.

In addition, consistent with CCR, Title 5, Section 15443, the School is expected to maintain prudent reserves at least equivalent to those required of a school district of similar size:

<table>
<thead>
<tr>
<th>School ADA</th>
<th>Expected Reserve</th>
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<tbody>
<tr>
<td>0 – 300</td>
<td>greater of 5%* or $65,000</td>
</tr>
<tr>
<td>301 – 1,000</td>
<td>greater of 4%* or $65,000</td>
</tr>
<tr>
<td>1,001 – 30,000</td>
<td>3%*</td>
</tr>
</tbody>
</table>

*Percentages are applied to total expenditures, transfers out and other uses, except as provided for in EC 33128.

SMCOE may request additional information, as necessary, to evaluate the fiscal condition of the School.

Failure to submit accurate and complete financial information as required hereby may be considered grounds for revocation of the charter if the District finds by substantial evidence that Charter School violated any of the provisions set forth in Education Code Section 47607(c), and subject to cure provisions set forth in Education Code Sections 47607(d) and 47607(e).

The School will provide SMCOE with written monthly notice when the School withdraws funds deposited by the County Superintendent of Schools in the County Treasury for the account of the School and re-deposits those funds in a financial institution selected by the School. Such notice is provided when the School provides SMCOE with monthly bank statements from the banks where all School accounts are held. Within fifteen calendar days of opening an account at a bank or other financial institution, the School will provide written notice to SMCOE of the commencement of that account, the type of account, the financial institution or bank and any identifying account numbers.
3.6 Third Party Debt and Liabilities
Subject to accounting principles applicable to California nonprofits, assets or funds allocated or held by the School for provision of its educational services shall not be used to satisfy any third party debts or liabilities. Without limitation to the foregoing, no School monies shall be allocated or spent on the debts or liabilities of any party or organization that is associated with founding this School.

3.7 Non-Voter Approved Debt
The School shall not acquire any instruments of non-voter approved debt without the express written prior approval of the County Superintendent. In making a decision about whether to approve the School's proposed acquisition of non-voter approved debt, the County Superintendent will evaluate whether the proposed indebtedness creates an unacceptable risk to the School's financial standing. This will include evaluating the School’s ability to repay the debt, what the allocated funding source is, how much debt the School has already incurred, and whether the proposed indebtedness adheres to current debt requirements (e.g., requirements for a lease-leaseback, etc.).

3.8 Expenditure of Funding
The School agrees to comply with all regulations related to expenditures and receipt of its funds (including compliance with federal and state compliance regulations and certifications). Without limitation to the foregoing, the School agrees that all revenue received from the State shall only be used as outlined herein and in the charter for the provision of educational services for school age children enrolled in and attending the School and shall not be used for purposes other than those set forth in the School’s charter and any authorized amendments.

3.9 Banking Arrangements
The School’s business manager will reconcile the School’s ledger(s) with its bank accounts or accounts in the County Treasury on a monthly basis and prepare: (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement, which will be submitted to the SMCOE’s Business Services Division within twenty calendar days of the end of month. The School will deposit all funds received as soon as practicable upon receipt. A petty cash fund, not to exceed two hundred dollars ($200), may be established with an appropriate ledger to be reconciled twice monthly by the School's Business Manager, who shall not be authorized to expend petty cash.

3.10 Compliance with Procedures
To the extent that the School is required to submit records or information to the SMCOE in order to confirm funding, those records must be prepared by the School in conformance with SMCOE procedures.

3.11 Purchasing Procedures
With respect to all purchases of services or physical assets over five thousand dollars ($5,000), the School must maintain documentation for a five (5) year period of a good faith effort to secure the lowest possible cost for comparable goods or services. The
School’s governing board shall not approve purchase orders or check requests lacking such documentation.

3.12 Property Inventory
Within thirty (30) days of receipt of a written request by the SMCOE, the School's head of school or his or her designee, shall provide the SMCOE with a written inventory of all School purchases of non-consumable goods and equipment that were: 1) valued at five thousand dollars ($5,000.00) or more, and, 2) made in that fiscal year, and, 3) made in whole or in part with public funds. This inventory shall include the original purchase price and date, a brief description of the item(s), and other information appropriate for documenting the School’s assets, including identifying information reasonably available to (or reasonably used by) School, such as serial numbers or School tracking numbers. The SMCOE may make other reasonable queries to the School in order to ensure the School’s compliance with the law with regard to tracking items and property that are purchased, in whole or in part, with public funds.

3.13 Payroll
The School will prepare payroll checks, tax and retirement withholdings, tax statements and perform other payroll support functions. The President of the School’s governing board or his or her designee will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The School’s head of school or his or her designee and the School’s business manager will review payroll statements monthly to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

3.14 Annual Audit
In preparation for the annual audit due on December 15, the School must contract with an auditor from the Certified Public Accountant’s Directory published by the State Controller’s Office (EC Section 41020) by March 31st of the preceding fiscal year. The School hereby authorizes the SMCOE to communicate directly with its auditor regarding all matters encompassed in the School’s annual audit.

By December 15 of each year or within five days following Board approval, the School will submit an annual independent financial audit to the State Controller’s Office, the County Board, and the California Department of Education (EC 47605(m)). The School will also submit to SMCOE any management letters accompanying the annual audit. In order for the School to receive a favorable recommendation for renewal, each annual audit must be free of material findings and exceptions, and corrective action plans must have been implemented in a timely manner, such that findings or deficiencies identified are limited in the following year.

The audit shall be conducted in accordance with the General Accounting Office (GAO) standards for financial and compliance audits and in accordance with the audit guide adopted by the Education Audit Appeals Panel. The audit guide is located in the...
California Code of Regulations (CCR), Title 5, Division 1.5, Chapter 3, Standards and Procedures for Audits of California K-12 Local Educational Agencies or may be accessed online at: http://www.eaap.ca.gov.

In addition to the School’s financial statements, the audit shall include, as applicable, but not be limited to, review of contemporaneous records of attendance, annual instructional minutes and internal controls.

If requested by the County Board, the School shall also participate in presenting an oral report to the Board each year, along with corrective action plans. The presentation shall be after December 1 as calendared by the County Board, typically between January and April. SMCOE shall promptly inform the School of the date when it is calendared. At the discretion of the County Board, the School may be requested to present additional updates and or reports during the year.

3.15 Oversight Fees
The School will be charged an annual oversight fee not to exceed 1 percent of the LCFF Base Grant, Supplemental Grant and Concentration Grant received by the School in accordance with EC Section 47613, not to exceed 3% if the SMCOE provides Prop. 39 facilities. The fee is used by the SMCOE to offset administrative costs required for comprehensive oversight, which includes but is not limited to the following categories:

- Curriculum and instruction
- Assessment and accountability
- School fiscal review
- Site visitations
- Renewal evaluations
- Attendance accounting certification

The oversight fee shall be based on the LCFF Base Grant, Supplemental Grant and Concentration Grant funding provided to the School at the Second Principal Apportionment (P-2) certification. The invoice will also include an adjustment for the preceding year based upon final revenue for that year and is payable to the SMCOE within 30 days of receipt.

3.16 State Teachers Retirement System (STRS)/Public Employees Retirement System (PERS) Reporting
The School shall determine its participation in STRS and PERS no later than January 30, 2017. Should the School determine it will participate in STRS and/or PERS, it will coordinate with SMCOE Payroll Audit to file the necessary paperwork.

Once the retirement system is determined, the School cannot change retirement systems.

The School shall accept and assume sole financial responsibility for all STRS and PERS reporting fines and penalties resulting from incomplete, inaccurate, or late reports.
and/or inadequate or late deposits from any cause whatsoever, except to the extent resulting from the sole negligence of the SMCOE.

SECTION 4: FULFILLING CHARTER TERMS

4.1 Material Revisions to Charter
Changes to the charter deemed to be material amendments may not be made without County Board consideration and approval. Amendments to the charter considered to be material changes include, but are not limited to, the following:

- Substantial changes to the educational program (including the addition or deletion of an educational program), mission, or vision
- Changing to (or adding) a nonclassroom-based program, if originally approved as a classroom-based program
- Proposed changes in enrollment that differs by more than 25 percent +/- of the enrollment originally projected in the charter, or as approved by the County Board in a subsequently revised charter.
- Addition or deletion of grades or grade levels to be served
- Location of facilities and/or new sites
- Admissions preferences
- Substantial changes to the governance structure as described in the corporate bylaws, including but not limited to: changes in the authorized number of board members, method by which sitting board members are removed, method by which new board members are selected, and/or provisions that reduce the size of the quorum required for a meeting and/or majority required for action.

4.2 State Assessments
The School agrees to comply with and adhere to the state requirements for participation and administration of all state mandated tests. The School shall comply with all testing requirements, and provide SMCOE with an electronic copy of all Student Level Data within ten (10) days of receipt of the data. The following state tests are required to be administered:

- California Assessment of Student Performance and Progress (CAASPP)
- California Alternate Assessment
- California Science Test (CAST)
- CAST Alternate
- English Language Proficiency Assessment for California (ELPAC)
- ELPAC Alternate
- California Spanish Assessment (CSA)
- Physical Fitness Test
- Other state mandated assessments
4.3 Site Visits
The SMCOE will conduct a site visit prior to the opening of a new school and at least one visit during the school year. The site visits will consist of the following:

Pre-opening Visit (see Schedule C)
Prior to the SMCOE authorizing the School to commence operations, the School must demonstrate that it has completed specified actions and provided required documentation. The documentation required is listed in Schedule C, the Charter School Pre-Opening/Start-up Requirements.

On or before September 30 of the year in which the School is first scheduled to begin instruction, (or, if the School is scheduled to provide instruction prior to that date, by such date as required by the SMCOE), the School will have posted on its website each item required on the Electronic Posting of Charter School Documents Checklist (see Schedule B), or for items not completed, an agreed upon date by which the item will be completed.

The SMCOE will visit the School facility for an inspection and review prior to the time the School is scheduled to open. The pre-opening review will take place no later than 30 days prior to the anticipated school start date. The pre-opening checklist is included as Schedule C. The School may not commence operations without written authorization from the SMCOE.

Periodic Site Visits (see Schedule A)
The SMCOE will conduct at least one site visit annually in order to assess the School’s progress in governance and organizational management, educational performance, fiscal operations, and fulfillment of the terms of the charter. The primary focus of the visits will be on teaching and learning and the Student Achievement Plan (described under Section 2: Educational Performance). Schedule A, the Charter School Reporting and Monitoring Activity Checklist, describes the evidence and documentation that will be reviewed and evaluated each year.

The site visit may include review of the facility, review of records maintained by the School, interviews with the director of the School, staff, and clients, and observation of instruction in the classroom. The evaluations for each year will constitute the basis upon which a renewal decision will be made at the end of the term of the charter. Any deficiencies will be reviewed with the School administration.

The SMCOE reserves the right to make unannounced visits to the School.

4.4 Renewals
The School may seek renewal of its charter prior to expiration of the term of the charter in accordance with statutory provisions. If the renewal is denied by the school district to which the renewal is submitted, the School may submit the renewal request to the
County Board. The School will submit its renewal petition for the next charter term along with a copy of the most recent Annual Update and Student Achievement Plan (if applicable) to the County Board no later than December 1 of the year in which the School would cease operations without renewal.

The SMCOE will review the charter petition, academic and financial performance, audit reports, annual visitation reports, and conduct a renewal site visit prior to scheduling the renewal request for consideration by the County Board. The charter petition must be revised in accordance with current statutes and regulations.

Further information regarding the criteria used for site visit reviews is described under Subsection 4.3 Site Visits.

4.5 Notice to Cure and Revocation
The County Board retains the right to revoke the Charter as set forth in EC section 47607 for specified reasons with written notice that shall specify the SMCOE’s concerns and issues of non-compliance. Prior to instituting revocation proceedings, the SMCOE will provide for a system of progressive notices that correction of a problem by the School needs to occur with specified timelines. The progression of notification of corrective action is as follows:

- Direct contact with the School specifying the concerns, followed by Letter #1.
- Letter #2 (Restatement of Concerns) - if there has been little or no response by the School to the first letter, and a request for a response from the School informing the SMCOE about steps the School is taking to address the concern; the County Board will be apprised informally of situation. The SMCOE may conduct a site visit.
- Letter #3 (Notice of Concern) - restatement of concerns and direction to the School to take corrective action by a specified date; the County Board will be formally apprised.
- Letter #4 (Notice to Cure or Face Revocation) - letter identifying history of failure to correct or address the concerns and directing the School to take specific enumerated actions or submit documentation by a specified date. Failure to do so will result in the institution of revocation proceedings. The County Board will formally approve or deny the Notice to Cure.
- Revocation - schedule an agenda item for the County Board to hold a public hearing and consider revocation of the charter.

The exception to the above process is under circumstances where the SMCOE determines there is an immediate threat to the health and safety of students and/or staff of the School. An immediate action may be taken to assure the safety and well being of the students, staff, and community, as deemed appropriate by the SMCOE, including but not limited to closure of the school. The County Board will be apprised of the situation immediately before action is taken. In the event that a substantial fiscal concern is identified, the SMCOE may directly issue a Notice of Concern and may take (or direct the School to take) immediate steps to remediate the problem.
During the period prior to revocation, the School shall have the opportunity to work collaboratively with the SMCOE or its designee to address the concerns and develop a plan to remediate all areas to the satisfaction of the SMCOE and County Board. During this period of time the School shall attempt to resolve the concerns and complete remediation. This provision may also require a charter amendment to be discussed.

4.6 Closure Procedures
At all times it is operational, the School will have information posted on its website (and will update the posting as quickly as possible whenever the information changes) a description of the procedures to be used in the event the School closes. Procedures must be compliant with requirements contained in California Code of Regulations, Title 5, Section 11962, and at a minimum, must include the following (see Attachment E):

- Identification of a responsible person(s) – e.g. Director, Financial Officer, President of the School governing board to oversee and conduct the closure process. This provision shall include a process to ensure that it is updated no less than annually or when any change is made.
- Notification of students and families of school closure.
- Security of student and business records.
- Processing of final employee payroll and benefits.
- Identification of all assets and liabilities and plan for transfer as detailed in the charter.
- Final close-out audit to be paid for by the charter school.
- Identification of a source of funding to be used for closeout expenses including the final audit.
- Dissolution of the School and/or nonprofit corporation.

If the School is to close permanently for any reason (i.e., voluntary surrender, non-renewal, bankruptcy, or revocation), the SMCOE will serve written notice on the School that the closure procedures described in Attachment E have been invoked. The School will immediately identify to the SMCOE the specific individual who is responsible for coordinating the School’s close out activities. SMCOE will identify a SMCOE staff person who will work with the School to accomplish all close out activities.

SECTION 5: NONDISCRIMINATION

The parties recognize and agree that the School shall not charge tuition, shall be nonsectarian and shall be open to all students regardless of ethnicity, national origin, gender, or disability and those provisions of non-discrimination shall apply as well to employment.
SECTION 6: SEVERABILITY

If any provision or any part of this MOU is for any reason held to be invalid and or unenforceable or contrary to public policy, or statute, the remainder of this MOU shall not be affected thereby and shall remain valid and fully enforceable.

SECTION 7: NON-ASSIGNMENT

No portion of this MOU or the Charter petition approved by the County Board may be assigned to another entity without the prior written approval of the County Board.

SECTION 8: WAIVER

A waiver of any provision or term of this MOU must be in writing and signed by both parties. Any such waiver shall not constitute a waiver of any other provision of this MOU. All parties agree that neither party to this MOU waives any of the rights, responsibilities, and privileges established by the Charter Schools Act of 1992, and subsequent regulatory changes.

SECTION 9: NOTIFICATION

All notices, requests, and other communications under this MOU shall be in writing and mailed to the proper addresses as follows:

| To the SMCOE at: | Mefula Fairley  
| Administrator, Educational Support Services  
| San Mateo County Office of Education  
| 101 Twin Dolphin Drive  
| Redwood City, CA 94065-1064 |
| To the School at: | Oxford Day Academy  
| 1001 Beech Street  
| East Palo Alto, CA 94303 |

SECTION 10: DISPUTE RESOLUTION

It is expressly agreed by the parties that dispute resolution process described herein supersedes that included in the Charter for disputes between and among School, SMCOE and/or the County Board.
In the event of a dispute between School and the SMCOE and/or the County Board relating to the Charter or this MOU, which does not involve revocation, the parties shall seek to resolve the dispute using the process described below:

1. The disputing party shall provide written notice of the dispute to the other party or parties. Notice shall be provided as specified in this MOU.

2. The Charter School’s designated representative shall meet with the SMCOE’s designated representative within thirty (30) days of the date of the written notice to attempt informal resolution of the dispute.

3. By mutual agreement, in writing, the parties may engage the services of a third-party mediator to assist with informal resolution of the dispute.

If a dispute between School and SMCOE and/or the County Board is not resolved through the dispute resolution set forth above within ninety (90) calendar days of the date notice is given by the complaining party to the other parties, or by such alternative deadline as may be established by mutual agreement in writing, then any party shall have the right to take the matter to binding arbitration. Arbitration shall proceed according to the following timeline:

No later than ten (10) calendar days after the request for arbitration, unless agreed otherwise by the parties in writing, the parties shall choose a mutually acceptable arbitrator from a list obtained from the State Mediation and Conciliation Service.

Within ten (10) calendar days after the arbitrator is selected, the parties shall choose a mutually agreeable date and site for the arbitration.

The costs of the arbitrator shall be borne 50/50 by the County Board and School.

This MOU contains the entire MOU of the parties with respect to the matters covered hereby, and supersedes any oral or written understandings or MOUs between the parties with respect to the subject matter of this MOU. No person or party is authorized to make any representations or warranties except as set forth herein, and no MOU, statement, representation or promise by any party hereto which is not contained herein shall be valid or binding. The undersigned acknowledges that she/he has not relied upon any warranties, representations, statements or promises by any of the parties herein or any of their agents or consultants except as may be expressly set forth in this MOU. The parties further recognize that this MOU shall only be modified in writing by the mutual agreement of the parties.

Date __________________________ President, Charter School Governing Board

_____________________________ ______________________________
Date President, Charter School Governing Board

First Amended Memorandum of Understanding Page 30
<table>
<thead>
<tr>
<th>Date</th>
<th>Principal, Charter School</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Anne Campbell, San Mateo County Superintendent of Schools</td>
</tr>
<tr>
<td></td>
<td>Joe Ross, President, San Mateo County Board of Education</td>
</tr>
</tbody>
</table>
San Mateo County Office of Education  
Schedule A: Charter School Reporting and Monitoring Activity

All information and documents listed below are to be provided to the SMCOE Charter Schools Office by the date shown, unless another date is specified in pre-opening conditions for new schools (Schedule C). Annual updates are required by the dates noted on this schedule. Inform the Charter Schools Office (CSO) if there are no changes requiring an updated submission. Some information and documents (checked in far right column) must be updated within ten (10) business days of the date any changes are approved.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
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</thead>
<tbody>
<tr>
<td><strong>BASIC CHARTER SCHOOL INFORMATION</strong></td>
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<tr>
<td>School Contact Information</td>
<td>- Name, phone, email and fax for the following:</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
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<tr>
<td></td>
<td>- School leader</td>
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<td>- Office/operation manager</td>
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<td></td>
<td>- Personnel/HR lead</td>
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<td>- Financial reporting lead</td>
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<td>- Facilities lead</td>
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<td>- Special education lead</td>
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<td>- Emergency phone number for school leader</td>
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<td>- Physical and mailing address of school</td>
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<tr>
<td></td>
<td>- Office hours</td>
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</tr>
<tr>
<td>Organizational Chart</td>
<td>Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td><strong>GOVERNANCE</strong></td>
<td></td>
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</tr>
<tr>
<td>Board Roster</td>
<td>Name and email addresses of all board member, with end date for current term of service, officers and committee assignments identified</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Board Biographies</td>
<td>Brief summaries of the background and experience of board members</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Board Clearance</td>
<td>Certification of clearance of governing board members</td>
<td>Effective date of Charter</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Board election process</td>
<td>Consistent with charter and bylaws, brief description of method for nominating and</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
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<tr>
<td>Board training</td>
<td>Verification of annual Brown Act and Fair Political Practices Act training for board and leadership</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Board Meeting Schedule</td>
<td>Dates, times and location for all regular meetings of the board for the fiscal year; include all standing committees; identify annual organizational meeting at which board members and officers are elected</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Meeting Agendas</td>
<td>Electronic Board and standing committee meeting agendas</td>
<td>At time of required posting (Brown Act)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Recording of Board Meetings</td>
<td>Digital recording of Board meetings and an electronic copy all materials provided to the Board</td>
<td>Within 2 business days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>Approved minutes of Board and standing committee meetings</td>
<td>Within 2 business days of approval</td>
<td></td>
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</tr>
<tr>
<td>Articles of Incorporation</td>
<td>As submitted to the state</td>
<td>Effective date of Charter</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Latest version approved by the governing board</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>501(c)(3) tax-exempt status</td>
<td>Letter from IRS confirming approval of tax exempt status</td>
<td>Effective date of Charter</td>
<td></td>
<td>✓</td>
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**BOARD POLICIES**

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest Policy</td>
<td>Conflict policy compliant with Charter and Fair Political Practices Act</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Public Records Act Policy</td>
<td>Procedures to implement the California Public Records Act</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Special Education Policy</td>
<td>Including procedures compliant with IDEA and requirements of SELPA; consistent with Charter</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation Act §504 Policy</td>
<td>Procedures to ensure compliance with legal requirements; consistent with Charter</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>English Learner Policy</td>
<td>Procedures to ensure compliance with legal requirements, including identification, placement and reclassification; consistent with Charter</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
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</tr>
<tr>
<td>Complaint and/or Internal Dispute Resolution Policy</td>
<td>Including procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Fiscal Management/control Policy</td>
<td>Internal fiscal control policies and procedures meeting GAAP, including procedures for receipt and disbursement of funds, reconciliation of accounts, contracting, budget preparation, and protection of assets</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Health and Safety Policy/ies</td>
<td>Covering student health and wellness practices (including immunizations, medications, screenings, student wellness, and food service) and safety procedures for each campus, including campus supervision, field trip supervision and screening of volunteers</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Student Grading/Promotion</td>
<td>Policies and procedures regarding student grading, placement of students by grade, promotion form one grade to the next, and retention in current grade; including samples of parent notifications</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Student Free Speech Policy</td>
<td>Standards and procedures regarding student free expression, consistent with applicable state and federal law</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Student Discipline Policy</td>
<td>Policies and procedures for student discipline, including behavior expectations, suspension/expulsion standards, and due and appeal processes; including procedures for students with disabilities</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
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</table>

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Insurance</td>
<td>Certificate of insurance in the amounts required by the MOU; San Mateo County Board as additional insured</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
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</tr>
<tr>
<td>Risk Management Plan</td>
<td>Policies and practices to prevent and address reasonably foreseeable risks and incidents occurrences, plus certification that such policies and practices have been instituted</td>
<td>Effective date of Charter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure of Claims/Litigation</td>
<td>Required disclosure of any pending or actual litigation and/or claim from any party or notice of potential infraction, criminal or civil action</td>
<td>Immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Handbook</td>
<td>Personnel policy/ies and/or documentation provided to all employees regarding terms of employment; including mandated child abuse reporting, non-discrimination, sexual harassment, and complaint procedures</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Teacher Credentials</td>
<td>Spreadsheet containing information specified by the San Mateo County Board of Education on all instructional personnel, including, but not limited to the following: name, teaching assignment, credential type and number</td>
<td>1 month before the first day of school</td>
<td>August 15</td>
<td>✓</td>
</tr>
<tr>
<td>Certification of Screening</td>
<td>Certification that all (new) employees have been subject to criminal background check (FBI and DOJ) and tuberculosis screening</td>
<td>1 month before the first day of school</td>
<td>August 15</td>
<td>✓</td>
</tr>
<tr>
<td>STRS/PERS Reporting</td>
<td>Contract for STRS and/or PERS reporting</td>
<td>Effective date of Charter</td>
<td>July 1</td>
<td></td>
</tr>
<tr>
<td>STUDENT ADMISSION AND ENROLLMENT</td>
<td></td>
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</tr>
<tr>
<td>Admission, Enrollment and Exit Procedures</td>
<td>Description or process for admission and enrollment of students, consistent with Charter, and including dates for receiving application and conducting lottery; also addressing process for exit (voluntary withdrawal) and notification of district of residence</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Application Form</td>
<td>Current printed, downloadable or on-line form to apply for admission to the school</td>
<td>Effective date of Charter</td>
<td>October 1 for enrollment for following</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
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</tr>
<tr>
<td>Required Documents</td>
<td>List of information and documents required to be complete enrollment of admitted students</td>
<td>Effective date of Charter</td>
<td>January 1 for enrollment for following academic year</td>
<td></td>
</tr>
<tr>
<td>Notices to Parent/Guardians</td>
<td>Copies of all mandated notices to parents and guardians, including those required by ESSA and other applicable law (e.g. Title I, English learners, special education, etc.)</td>
<td>1 month before the first day of school</td>
<td>August 15</td>
<td></td>
</tr>
<tr>
<td>Student/Family Handbook</td>
<td>Material provided to student and families regarding school policies, procedures and expectations; including attendance, discipline, parent volunteers, electronics, dress codes, etc.</td>
<td>1 month before the first day of school</td>
<td>August 15</td>
<td></td>
</tr>
<tr>
<td>Student Roster</td>
<td>List (specified Excel Format) of student admitted, enrolled and on wait list, including student name, CSIS number, DOB, grade enrolled, parent/guardian name/s, home address, phone, district, of residence, prior school attended, enrollment status (i.e. admitted but documentation not complete, enrollment completed, wait list)</td>
<td></td>
<td>September 30</td>
<td></td>
</tr>
</tbody>
</table>

**FACILITIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Lease Agreement</td>
<td>Lease, rental agreement, facilities use agreement or similar documentation to use school facilities</td>
<td>When signed, no later than 2 month before the first day of school</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Building Permits</td>
<td>Evidence of ability to occupy the facility for educational purposes and proposed uses, such as Certification of Occupancy, building permits, health department permit, evidence of appropriate zoning fire marshal inspection, etc.</td>
<td>When completed, no later than 1 month before the first day of school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated Facility Inspection (if charter school renovates or adds classrooms at existing site; new site requires material revision of charter)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School site passes, to satisfaction of SMCOE staff, updated facility inspection based on published standards</td>
<td>1 week prior to opening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>EDUCATIONAL PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Calendar of academic year showing holiday, recess periods, staff development days etc.</td>
<td>Effective date of Charter</td>
<td>1 month before start school</td>
<td>✓</td>
</tr>
<tr>
<td>Daily Bell Schedule</td>
<td>Current schedule of class periods on daily and weekly basis, with arrival and dismissal times for regular and early release days</td>
<td>Effective date of Charter</td>
<td>2 weeks before start school</td>
<td></td>
</tr>
<tr>
<td>State Assessments</td>
<td>Results from statewide assessments</td>
<td>Upon receipt by the charter school</td>
<td>Annually upon receipt</td>
<td></td>
</tr>
<tr>
<td>School Accountability Report Card (SARC)</td>
<td>State-mandated School Accountability Report Card</td>
<td></td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>Local Control Accountability Plan (LCAP)</td>
<td>Local Control Accountability Plan, using state template</td>
<td>On or before June 30</td>
<td>Annually on or before June 30</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>Scope and sequence for all subjects taught in grades served; to be provided as grades are added</td>
<td>August 1</td>
<td>August 1 (until all grades completed)</td>
<td></td>
</tr>
<tr>
<td>A-G Approved Courses</td>
<td>Verification of UC/CSU approval of A-G courses</td>
<td>August 1</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Accreditation</td>
<td>Documentation of current status of WASC accreditation</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td>✓</td>
</tr>
<tr>
<td>SELPA Documentation</td>
<td>Verification of provision for special education services: current membership in a Special Education Local Planning Area (SELPA) or agreement with Sequoia Union High School District on charter school as &quot;school within the district&quot; for purposes of special education</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Independent Study Program Verification (if applicable)</td>
<td>Documentation verifying compliance with independent student requirements as required by MOU</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>20-Day Attendance Report</td>
<td>Attendance report for new grade or expansion form first 20 day of instruction</td>
<td></td>
<td>1 week before CDE deadline (October)</td>
<td></td>
</tr>
<tr>
<td>First Principal Apportionment (P-1)</td>
<td>Attendance report for first attendance accounting period, in CDE format</td>
<td></td>
<td>1 week before CDE deadline (January)</td>
<td></td>
</tr>
<tr>
<td>Second Principal Apportionment (P-2)</td>
<td>Attendance report for first attendance accounting period, in CDE format</td>
<td></td>
<td>1 week before CDE deadline (May)</td>
<td></td>
</tr>
<tr>
<td>Annual Apportionment (P-</td>
<td>Attendance report for first</td>
<td></td>
<td>1 week before</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Annual Attendance Accounting</td>
<td>attendance accounting period, in CDE format</td>
<td>CDE deadline (July)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Enrollment/Attendance</td>
<td>Electronic documentation of monthly enrollment/attendance</td>
<td>15 of first month in which instruction occurs</td>
<td>15th of each month</td>
<td></td>
</tr>
<tr>
<td>Attendance Accounting Procedures</td>
<td>Description of or instructions for attendance accounting</td>
<td>Effective Date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
</tbody>
</table>

**FINANCIAL REPORTING**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Budget</td>
<td>Budget for new fiscal year; completed using specified template, with additional information as requested (i.e. special education)</td>
<td>1 week before July 1 deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unaudited Actuals Report for prior fiscal year</td>
<td>Report on prior year revenues and expenditures; completed using CDE template</td>
<td>1 week before September 15 CDE deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Interim Report</td>
<td>Report on first period revenues and expenditures; completed using specified template, with additional information as requested (i.e. special education)</td>
<td>1 week before December 15 CDE deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Interim Report</td>
<td>Report on second period revenues and expenditures; completed using specified template, with additional information as requested (i.e. special education)</td>
<td>1 week before March 15 CDE deadline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All financial reports will include back-up information, as specified in the templates, and including, but not limited to the following:*
- Multi-year Worksheet (for current and 2 subsequent years)
- Assumptions/Narratives Worksheet (current and 2 subsequent years)
- Statement of Cash Flow
- LCAP Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Auditor Selection</td>
<td>Notification of independent auditor selected for annual audit</td>
<td>April 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Audit</td>
<td>Annual independent financial audit</td>
<td>December 15 for prior fiscal year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversight Fees</td>
<td>Payment of invoice for oversight fees</td>
<td>Quarterly</td>
<td>With 30 days of invoice</td>
<td></td>
</tr>
</tbody>
</table>

**CLOSURE PROCEDURES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Annual Update (if changed; notify CSO if unchanged)</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures to be Used in Event of School Closure</td>
<td>Plan for school closure, consistent with charter provisions</td>
<td>Effective date of Charter</td>
<td>August 1</td>
<td></td>
</tr>
<tr>
<td>Identification of Point of Name, phone, email, fax postal</td>
<td></td>
<td>Effective date August 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date</td>
<td>Annual Update (if changed; notify CSO if unchanged)</td>
<td>Update within 10 Business Days of any Change</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Contact for Closure Activities</td>
<td>address for primary contact in event of school closure</td>
<td>of Charter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPORTS TO OTHER AGENCIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports to other state agencies</td>
<td>Copies of all reports or documents that the charter school is required to submit to any public agency in California, including Annual Charter School Information Survey, PENSEC, claims for facilities reimbursement to CSFA, etc.</td>
<td>Upon submission to the state or other public agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
San Mateo County Office of Education  
Schedule B: Electronic Posting of Charter School Documents

All information and documents listed below are to be posted on the Charter School's website from the initial date specified in the preopening conditions (Schedule C) throughout the term of the initial charter and all subsequent renewals. As noted in the table, some information and documents must be updated within ten (10) business day of the date changes are approved. All information and documents must be up-to-date as of September 30 of each year.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Update within 10 Business Days of any Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC CHARTER SCHOOL INFORMATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Contact Information</td>
<td>Name, phone, email and fax for school leader and office manager</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Physical and mailing address of school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office hours</td>
<td></td>
</tr>
<tr>
<td>Organization Chart</td>
<td>Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable</td>
<td></td>
</tr>
<tr>
<td><strong>GOVERNANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Roster</td>
<td>Name and email addresses of all board member, terms of service, officers and committee assignments identified</td>
<td>✓</td>
</tr>
<tr>
<td>Board Biographies</td>
<td>Brief summaries of the background and experience of board members</td>
<td>✓</td>
</tr>
<tr>
<td>Board election process</td>
<td>Consistent with charter and bylaws, brief description of method for nominating and electing board members</td>
<td></td>
</tr>
<tr>
<td>Board Meeting Schedule</td>
<td>Dates, times and location for all regular meetings of the board for the fiscal year; including all standing committees; identify annual organizational meeting at which board members and officers are elected</td>
<td>✓</td>
</tr>
<tr>
<td>Meeting Agendas</td>
<td>Board and standing committee meeting agendas, at time of required posting (Brown Act)</td>
<td></td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>Approved minutes of Board and standing committee meetings</td>
<td></td>
</tr>
<tr>
<td>Charter</td>
<td>Copy of approve charter (without appendices)</td>
<td></td>
</tr>
<tr>
<td>Articles of Incorporation</td>
<td>As submitted to the state</td>
<td></td>
</tr>
<tr>
<td>Bylaws</td>
<td>Latest version approved by the governing board</td>
<td>✓</td>
</tr>
<tr>
<td>501(c)(3) tax-exempt status</td>
<td>Letter from IRS confirming approval of tax exempt status</td>
<td></td>
</tr>
<tr>
<td><strong>BOARD APPROVED POLICIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest Policy</td>
<td>Conflict policy compliant with Charter and California Political Practices Act</td>
<td></td>
</tr>
<tr>
<td>Public Records Act Policy</td>
<td>Procedures to implement the California Public Records Act</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation Act §504 Policy</td>
<td>Procedures to ensure compliance with legal requirements; consistent with Charter</td>
<td></td>
</tr>
<tr>
<td>English Learner Policy</td>
<td>Procedures to ensure compliance with legal requirements, including identification, including</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Description</td>
<td>Update within 10 Business Days of any Change</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Complaint and/or Internal Dispute Resolution Policy</td>
<td>Including procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school</td>
<td>✓</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Roster</td>
<td>List of current teachers, aides, coaches and other student services personnel with current assignments</td>
<td>✓</td>
</tr>
<tr>
<td>Health and Safety Plan</td>
<td>School site plans addressing campus safety, disaster preparedness, student health and wellness; including information on immunizations, health screenings and school meal program</td>
<td></td>
</tr>
<tr>
<td>Student, Parent, and/or Family Handbook</td>
<td>Materials provided to student and families regarding school operations; must include information on suspension/expulsion policy</td>
<td>✓</td>
</tr>
<tr>
<td>Notices to Parents/Guardians</td>
<td>Copies of all mandated notices to parents and guardians, including those required under ESSA and other applicable law</td>
<td></td>
</tr>
<tr>
<td>School Closure Procedure</td>
<td>Plan for school closure, consistent with charter provisions</td>
<td></td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>Copy of current signed MOU with San Mateo County Office of Education and San Mateo County Board of Education</td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td>Most recent independent audit</td>
<td></td>
</tr>
<tr>
<td>STUDENT ADMISSION AND ENROLLMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission, Enrollment Procedures</td>
<td>Description or process for admission and enrollment of students, consistent with Charter, and including dates for receiving application and conducting lottery</td>
<td></td>
</tr>
<tr>
<td>Application Form</td>
<td>Current printed, downloadable or on-line form to apply for admission to the school</td>
<td></td>
</tr>
<tr>
<td>Required Documents</td>
<td>List of information and documents required to be complete enrollment of admitted students</td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL PROGRAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Accountability Report Card (SARC)</td>
<td>Most recent School Accountability Report Card (SARC)</td>
<td></td>
</tr>
<tr>
<td>Annual Report of Activities</td>
<td>Most recent Annual Report of Activities</td>
<td></td>
</tr>
<tr>
<td>Local Control Accountability Plan (LCAP)</td>
<td>Most recent LCAP or annual update, plus all prior year LCAPs</td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Current calendar of holidays and school days for the fiscal year</td>
<td>✓</td>
</tr>
<tr>
<td>Daily/Weekly Class Schedule</td>
<td>Current schedule of class periods on daily and weekly basis, with arrival and dismissal times for regular and early release days</td>
<td>✓</td>
</tr>
<tr>
<td>Accreditation</td>
<td>Documentation of current WASC accreditation</td>
<td></td>
</tr>
<tr>
<td>A-G Approved Courses</td>
<td>List, with short descriptions, of current courses approved as A-G for UC/CSU eligibility</td>
<td></td>
</tr>
</tbody>
</table>
San Mateo County Office of Education
Schedule C: Charter School Pre-Opening/Start-up Requirements

Provision of all document listed in Schedule C, to the satisfaction of the San Mateo County Office of Education (SMCOE), is a condition of opening the Charter School. In the event that the San Mateo County Board diathermies that the Charter School has failed to comply with these conditions, SMCOE may, at its sole discretion, delay the opening of the Charter School by up to one year and specify additional or altered conditions for such delayed opening.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date (all dates prior to school opening)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL BASICS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School contact information</td>
<td>School contact information: school leader name, school phone, school fax, school leader emergency phone, leader email, school address</td>
<td>July 1</td>
</tr>
<tr>
<td>CDE Code</td>
<td>Confirmation of receipt of CDS code</td>
<td>July 1</td>
</tr>
<tr>
<td>School leadership</td>
<td>Roster of school leadership (SMCOE Excel format) with phone and email, including:</td>
<td>August 1</td>
</tr>
<tr>
<td>School leader</td>
<td>School leader</td>
<td></td>
</tr>
<tr>
<td>Assistant leader (vice principal, assistant principal, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site coordinators and /or coaches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated special education coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated English learner coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated Section 504 coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated homeless coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/operations manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary finance/accounting contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary human resources contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable</td>
<td>August 1</td>
</tr>
<tr>
<td><strong>GOVERNANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final charter</td>
<td>Final copy of charter with any requested changes</td>
<td>One week prior to approval of MOU</td>
</tr>
<tr>
<td>Article of Incorporation</td>
<td>As submitted to the state</td>
<td>July 1</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Latest version approved by the governing board</td>
<td>July 1</td>
</tr>
<tr>
<td>501 (c) (3) Tax Exempt Status</td>
<td>Letter from IRS confirming approval of tax exempt status</td>
<td>July 1</td>
</tr>
<tr>
<td>Board Roster</td>
<td>Name and email addresses of all Board members, with end date for term of service, officers and committee assignments identified</td>
<td>September 1</td>
</tr>
<tr>
<td>Board Clearance</td>
<td>Certification of clearance of governing board members (criminal background check FBI and DOJ; child abuse registry check)</td>
<td>September 1</td>
</tr>
<tr>
<td>Board Training</td>
<td>Verification of annual Brown Act and Fair Political Practices Act training for Board and leadership</td>
<td>September 1</td>
</tr>
<tr>
<td>Board Meeting Schedule</td>
<td>Dates, times and locations for all regular meetings of the Board for the fiscal year; include all standing committees; identify annual organizational meeting at</td>
<td>September 1</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date (all dates prior to school opening)</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Meeting Agendas</td>
<td>All Board and standing committee meeting agendas for the period from approval of the charter by San Mateo County Board of Education to the due date</td>
<td>September 1</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>Minutes of all Board and standing committee meetings for the period from approval of the charter by San Mateo County Board of Education to the due date</td>
<td>September 1</td>
</tr>
<tr>
<td><strong>ADOPTED POLICIES</strong></td>
<td><strong>All policies to be clearly marked with date of most recent Board adoption</strong></td>
<td></td>
</tr>
<tr>
<td>Conflict policy compliant with Charter and Fair Political Practices Act</td>
<td>Conflict policy compliant with Charter Fair Political Practices Act</td>
<td>August 1</td>
</tr>
<tr>
<td>Public Record Act Policy</td>
<td>Procedure implementation of California Public Records Act</td>
<td>August 1</td>
</tr>
<tr>
<td>Special Education Policy</td>
<td>Including procedures compliant with IDEA and requirements of SELPA; consistent with Charter</td>
<td>July 1</td>
</tr>
<tr>
<td>Student Records Policy</td>
<td>FERPA-compliant student records policy, including information on directories and parental access to records</td>
<td>July 1</td>
</tr>
<tr>
<td>Admission/Enrollment Policy</td>
<td>Procedures for admission and enrollment of students in the school, including assurance of non-discrimination</td>
<td>July 1</td>
</tr>
<tr>
<td>Student Discipline Policy</td>
<td>Policies and procedures for student discipline, including behavior expectations, suspension/expulsion standards, and due process; including procedure for students with disabilities</td>
<td>July 1</td>
</tr>
<tr>
<td>Rehabilitation Act §504 Policy</td>
<td>Procedures to ensure compliance with legal requirements; consistent with Charter</td>
<td>July 1</td>
</tr>
<tr>
<td>English Learner Policy</td>
<td>Procedures to ensure compliance with legal requirements, including identification, placement and reclassification; consistent with Charter</td>
<td>July 1</td>
</tr>
<tr>
<td>Complaint and/or Internal Dispute Resolution Policy</td>
<td>Including procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school</td>
<td>July 1</td>
</tr>
<tr>
<td>Fiscal Management/Control Policy</td>
<td>Internal fiscal control policies and procedures meeting GAAP, including procedures for receipt and disbursement of funds, reconciliation of accounts, contracting, budget preparation, and protections of assets</td>
<td>July 1</td>
</tr>
<tr>
<td>Health and Safety Policies</td>
<td>Covering student health and wellness practices including immunizations, medication, screenings, student wellness, and food service) and safety procedures for each campus, including campus supervision, field trip supervision and screening of volunteers</td>
<td>July 1</td>
</tr>
<tr>
<td>Student Grading/Promotion</td>
<td>Policies and procedures regarding student grading, placement of students by grade, promotion from one grade to the next, and retention in current grad; including samples of parent notifications</td>
<td>August 1</td>
</tr>
<tr>
<td>Student Free Speech Policy</td>
<td>Standards and procedure regarding student free expression, consistent with applicable state and federal law</td>
<td>August 1</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date (all dates prior to school opening)</td>
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<td>-----------------------------</td>
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<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>ADMINISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of Insurance</td>
<td>Certificate of insurance in the amounts required by the MOU; San Mateo County Board and San Mateo County Office of Education employees and agents as additional insured</td>
<td>August 1</td>
</tr>
<tr>
<td>Risk Management Plan</td>
<td>Policies and practices to prevent and address reasonably foreseeable risks and incident occurrences, plus certification that such policies and practices have been instituted</td>
<td>August 1</td>
</tr>
<tr>
<td>Student Information System</td>
<td>Contract or other verification of student information/attendance tracking system</td>
<td>July 1</td>
</tr>
<tr>
<td>Student Nutrition</td>
<td>Contract or other verification of plan for providing free or reduced price nutritionally adequate meals</td>
<td>August 1</td>
</tr>
<tr>
<td>Health Department</td>
<td>Health department approval for service of food at school facility</td>
<td>August 1</td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Handbook</td>
<td>Personnel policies and/or documentation provided to all employees regarding terms of employment, including mandated child abuse reporting, non-discrimination, sexual harassment, and complaint procedures</td>
<td>July 1</td>
</tr>
<tr>
<td>Teacher Credentials</td>
<td>Spreadsheet containing specified information on all instructional programs</td>
<td>August 1</td>
</tr>
<tr>
<td>Criminal and TB Screening</td>
<td>Certification that all employees have been subject to FBI and DOJ criminal background checks and tuberculosis screening</td>
<td>August 1</td>
</tr>
<tr>
<td>Safety Training</td>
<td>Certification that all employees have been trained in health, safety and emergency procedures</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Payroll</td>
<td>Contract or other verification of payroll service provider; or identification of individual responsible for payroll processing</td>
<td>July 1</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Job descriptions for all school leadership positions (listed above) and teachers (including resource teacher, prep teachers, instructional coaches, etc.)</td>
<td>July 1</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Performance evaluation procedures for all leadership positions (listed above) and teachers (including resource teacher, prep teachers, instructional coaches, etc.)</td>
<td>July 1</td>
</tr>
<tr>
<td><strong>STUDENT ENROLLMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment Materials</td>
<td>Promotional materials and description of outreach/recruitment activities to be undertaken (with dates and locations); including notice of enrollment period (accepting application, close of applications, lottery, etc.)</td>
<td>January 1</td>
</tr>
<tr>
<td>Admission, Enrollment and Exit Procedures</td>
<td>Description of process for admission and enrollment of students, consistent with Charter, and including dates for receiving applications and conducting lottery; also addressing process for exit (voluntary withdrawal) and notification of district of residence</td>
<td>January 1</td>
</tr>
<tr>
<td>Application Form</td>
<td>Current printed, downloadable or on-line form to apply for admission to the school</td>
<td>January 1</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date (all dates prior to school opening)</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Required Documents/Enrollment Package</td>
<td>List of information and documents required to complete enrollment of admitted students</td>
<td>January 1</td>
</tr>
<tr>
<td>Verification of Sufficient Enrollment</td>
<td>Verification that school has completed enrollment process for a number of students in each grade equal to at least 80% of the enrollment projected in its budget for the first year of operation; verification to consist of spreadsheet with student name, DOB, grade enrolled, parent/guardian name/s, home address, phone</td>
<td>July 1</td>
</tr>
<tr>
<td>Student Roster</td>
<td>List of students admitted, enrolled and on wait list, including student name, CSIS number, DOB, grade enrolled, parent/guardian name/s, home address, phone, district of residence, prior school attended, enrollment status (i.e. admitted, enrollment complete, wait list)</td>
<td>September 30 of first year</td>
</tr>
<tr>
<td>Notices to Parents/Guardians</td>
<td>Copies of all mandated notices to parents and guardians; including those required under NCLB and other applicable law (examples: ESSA Title I, English learners, special education, etc.)</td>
<td>August 1</td>
</tr>
<tr>
<td>Student/Family Handbook</td>
<td>Material provided to students and families regarding school policies, procedure and expectation, including attendance, discipline, parent volunteers, electronics, dress code, etc.</td>
<td>August 1</td>
</tr>
<tr>
<td><strong>FACILITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Lease Agreements(s)</td>
<td>Lease, rental agreement, facilities use agreement or similar documentation of right to use school facilities</td>
<td>60 days prior to the opening of school</td>
</tr>
<tr>
<td>Building Permits</td>
<td>Evidence of compliance with local building code for educational uses, including building permits and zoning</td>
<td>1 week prior to opening</td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td>Valid current Certification of Occupancy for school use</td>
<td>60 days prior to the opening of school</td>
</tr>
<tr>
<td>Fire Marshall Inspection</td>
<td>Verification of passage of Fire Marshall inspection of the site</td>
<td>1 week prior to opening</td>
</tr>
<tr>
<td>Safety Plan</td>
<td>Safety and emergency response plan for specific site/s, covering earthquake, fire, natural disasters, bomb threat and criminal activity lock-down procedures; sample evacuation plans for classrooms, planned rotation of safety drills</td>
<td>2 weeks prior to opening</td>
</tr>
<tr>
<td>Facility Inspection</td>
<td>School site passes, to satisfaction SMCOE staff, pre-opening facility inspections based on published standards</td>
<td>30 days prior to the opening of school</td>
</tr>
<tr>
<td><strong>ACADEMIC PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Calendar of academic year showing holidays, recess periods, staff development days, etc.</td>
<td>July 1</td>
</tr>
<tr>
<td>Daily Bell Schedule</td>
<td>Current schedule of class period on daily and weekly basis, with arrival and dismissal times for regular and early release days</td>
<td>July 1</td>
</tr>
<tr>
<td>Local Control Accountability Plan (LCAP)</td>
<td>LCAP, using state template</td>
<td>July 1</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Due Date (all dates prior to school opening)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Scope and sequence for all subjects in grades to be served in first year</td>
<td>July 1</td>
</tr>
<tr>
<td>A-G Approved Courses</td>
<td>Verification of UC/CSU approval of A-G courses</td>
<td>August 1</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>List of instructional materials and textbooks to be used in the first year of operation; copy of orders for materials</td>
<td>August 1</td>
</tr>
<tr>
<td>SELPA Documentation</td>
<td>Verification of provision for special education services: membership in a Special Education Local Planning Area (SELPA) or Memorandum of Understanding with Sequoia Union High School District on charter school as a &quot;school within the district&quot; for purposes of special education</td>
<td>July 1</td>
</tr>
<tr>
<td>Special Education Services (if not &quot;school within the district&quot;)</td>
<td>Signed contract with special education and/or 504 service providers; or identification of individual(s) responsible for providing service</td>
<td>August 1</td>
</tr>
<tr>
<td>Independent Student Program Verification (if applicable)</td>
<td>Documentation verifying compliance with independent study requirements</td>
<td>August 1</td>
</tr>
<tr>
<td><strong>FINANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Accounting Procedures</td>
<td>Description of or instructions for attendance accounting</td>
<td>August 1</td>
</tr>
<tr>
<td>Preliminary Budget</td>
<td>Budget for first fiscal year of operation; completed using specified template and instructions for additional information; as requested (i.e. MYP, Cash Flow, LCAP expenditures, special education)</td>
<td>1 week before July 1 deadline</td>
</tr>
<tr>
<td>Revised Preliminary Budget</td>
<td>Updated/revised budget and cash flow schedule for first fiscal year of operation; completed using specified template, with amounts reflecting actual enrollment and hiring</td>
<td>September 1</td>
</tr>
<tr>
<td>Charter School Annual Information Survey</td>
<td>CDE on-line form designation status of school as direct or indirect funded</td>
<td>CDE due date prior to opening (May)</td>
</tr>
<tr>
<td>Pupil Estimates for New or Significantly Expanding Charters (PENSEC)</td>
<td>PENSEC reporting estimated average daily attendance (ADA) and other pupil count for charter schools that will be newly operational</td>
<td>1 week before CDE due date in fiscal year prior to opening (July)</td>
</tr>
<tr>
<td>Procedures to be used in event of school closure</td>
<td>Plan for school closure, consistent with charter provisions</td>
<td>July 1</td>
</tr>
<tr>
<td>Identification of point of contact for closure activities</td>
<td>Name, phone, email, fax, and postal address for primary contact in event of school closure</td>
<td>July 1</td>
</tr>
<tr>
<td>Accounting Services</td>
<td>Signed contract with back-office or financial services provider; or identification of individual(s) responsible for fiscal management</td>
<td>July 1</td>
</tr>
<tr>
<td>Bank Information for Fund Transfers</td>
<td>Completed form for transfer of funds to charter school</td>
<td>June 1</td>
</tr>
<tr>
<td>Start-up Grant</td>
<td>Public Charter School Grant Program application and subsequent correspondence regarding status</td>
<td>July 1</td>
</tr>
</tbody>
</table>
The conditions under which the Charter was granted were specified in the adopted motion of the San Mateo County Board of Education. Should the San Mateo County Board determine that the Charter Holder has failed to comply with these conditions, the action granting the Charter shall be nullified and the Charter deemed not to have been granted.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorandum of Understanding</td>
<td>Finalize Operations Memorandum of Understanding (MOU) between the San Mateo County Board of Education and Oxford Day Academy</td>
<td></td>
</tr>
<tr>
<td>Special Education MOU</td>
<td>Finalize MOU between Oxford Day Academy and Sequoia Union High School District for special education and Transportation</td>
<td></td>
</tr>
<tr>
<td>Facilities Requirements under Section 504 of the Rehabilitation Act</td>
<td>Make facility available to SMCOE staff in order to ensure the facilities requirements for Section 504 of the Rehabilitation Act</td>
<td></td>
</tr>
<tr>
<td>Expulsion Appeals</td>
<td>Ensure the policy on expulsions includes the San Mateo County Board of Education as the appellant body for a pupil and pupil’s parent/guardian or representative in the matter of expulsions</td>
<td></td>
</tr>
<tr>
<td>Appropriately Credentialed Teachers</td>
<td>Provide evidence of appropriately credentialed teachers in each of the core content areas</td>
<td>60 days prior to the opening of school</td>
</tr>
<tr>
<td>Appropriate Credentials or Licenses for SELCs</td>
<td>Provide evidence of appropriate credentials or licenses for all SELCs or provide evidence that the work of SELCs is directed and supervised by appropriately credentialed or licensed staff</td>
<td>60 days prior to the opening of school</td>
</tr>
<tr>
<td>LCAP Presentation to the San Mateo County Board of Education</td>
<td>Present ODA Board approved Local Control Accountability Plan (LCAP) to the San Mateo County Board of Education</td>
<td>Annually; On or before the third Wednesday in June</td>
</tr>
<tr>
<td>Required Financial Reports</td>
<td>Submit to the County Board all required financial reports, including first and second interim budgets as well as unaudited actual expenditures</td>
<td>As determined in Schedules A and C</td>
</tr>
<tr>
<td>Facility Lease and/or Certificate of Occupancy</td>
<td>Secure a facility with an appropriate Certificate of Occupancy</td>
<td>60 days prior to the opening of school</td>
</tr>
<tr>
<td>Facility Review for Special Education Compliance</td>
<td>Make the leased facility available to be reviewed and approved for Special Education compliance purposes 30 days prior to the opening of school</td>
<td>30 days prior to the opening of school</td>
</tr>
<tr>
<td>Administrative Responsibilities</td>
<td>Provide evidence of a plan for managing administrative responsibilities related to business, human resources, student registration, maintenance of student records and recordkeeping</td>
<td>December 31, 2016</td>
</tr>
<tr>
<td>Monitoring and Oversight</td>
<td>Comply with all SMCOE oversight requests including, but not limited to, the production of documents and reports and announced or unannounced staff visits</td>
<td></td>
</tr>
</tbody>
</table>
MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: June 7, 2017

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

Board Members Present: Susan Alvaro, Hector Camacho, Jr.,
Jim Cannon, Beverly Gerard (left at 8:22
p.m.), Rod Hsiao, Ted Lempert,
Joe Ross

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

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

1. CALL TO ORDER

Board President Joe Ross called the meeting to order at 7:02 p.m.

2. APPROVAL OF AGENDA

After a motion by Ms. Alvaro and a second by Mr. Lempert, the Board unanimously (Alvaro,
Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved the 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. RECOGNITION OF HELEN GORDAN 2017 STEM FAIR AWARD WINNER

Superintendent Campbell said she and the County Board of Education wanted to take a moment to
recognize Helen Gordan, a senior at Menlo-Atherton High School, who won the 29th annual San
Mateo County Office of Education (SMCOE) STEM Fair and then went on to represent San Mateo
County at the Intel International Science and Engineer Fair (Intel ISEF) in Los Angeles in May.
RECOGNITION OF HELEN GORDAN 2017 STEM FAIR AWARD WINNER (continued)

Superintendent Campbell mentioned as a student athlete, Miss Gordan became interested in concussion research after experiencing several concussions playing soccer. Testing on the sidelines was difficult and subjective, and there wasn't a clear way to identify the symptoms, which are varied and can correlate to a number of other conditions. She said to address this problem, Helen created an electrooculogram—a device for measuring eye movements—from scratch. Ms. Campbell said Miss Gordan then used the device to try to detect the particular eye movements that often occur after a concussion and found it to be a potentially effective diagnostic tool.

Superintendent Campbell noted this was Miss Gordan’s first time entering the STEM Fair—a fact that surprised the judges, given the complexity of her project—and although she didn't come away with a win in Los Angeles, Ms. Campbell said the San Mateo Community and everyone involved in the STEM Fair are extremely proud of Miss Gordan and her work. Superintendent Campbell then invited Miss Gordan to say a few words about her project and her plans for the future.

Miss Gordan said this was the first science fair she had ever participated in and she had an incredible experience. Miss Gordan said she was catapulted into the Intel International Science and Engineer Fair (Intel ISEF) in Los Angeles, but feels it was an excellent experience, commenting she was able to talk with Nobel Laureates and became friends with people from around the world. She said this experience has inspired her to continue with research in college and with her science career beyond college. Miss Gordan announced she would attend Stanford next year and hopes to continue her research and see where that takes her. Miss Gordan thanked the Board and staff of the San Mateo County Office of Education who she believes made this experience possible with their support.

Superintendent Campbell then presented Miss Gordan with a certificate of recognition and said she represents the future and wished her well as she begins her college career. Ms. Campbell the San Mateo County Office of Education looks forward to the research Miss Gordan will be conducting at the university level.

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

Superintendent Campbell said she and Board President Ross were pleased to honor those schools that received 2017 Gold Ribbon Schools Awards from the California Department of Education. She said this program was created to recognize schools while California transitions to new assessment and accountability systems, noting the recipients were chosen because of their work on a model program that benefits unique student populations.

Superintendent Campbell said on a personal note, she also wanted to express her gratitude to all the educators in the room. She said because of their hard work and dedication, students in their schools, and eventually students all over the state, would be able to benefit from the enriching learning experiences they have created.
SPECIAL RECOGNITION OF 2017 GOLD RIBBON SCHOOLS, AND CIVIC LEARNING AWARD OF MERIT (continued)

Superintendent Campbell then invited Board President Ross to introduce the award-winning schools and talk about the outstanding programs these schools are implementing.

a. Recognition of Alta Loma Middle School in the South San Francisco Unified School District as a 2017 Gold Ribbon School

Board President Ross said the first school he wanted to recognize was Alta Loma Middle School, in the South San Francisco Unified School District, where administrators and staff are collaborating to implement best practices in social equity and academic growth for students. He said high-quality professional development is at the core of Alta Loma's program, and staff are constantly working together to figure out how they can make their school better. Mr. Ross acknowledged Principal Lou Deloria, Assistant Principal Nina Mendez, and teachers Kelly Duncan and Rachel Weber, who were at the meeting to accept SMCOE’s congratulations on behalf of the Alta Loma school community.


Burlingame Intermediate School, in the Burlingame School District, has been working to develop a comprehensive system of support that can address all students' academic and social-emotional needs. Staff have spent the past five years implementing multi-tiered responses, and the school is excited to be seeing academic growth in all areas. They attribute their success to data-driven instruction and creating the conditions and supports necessary for students to feel safe. Burlingame Superintendent Maggie MacIsaac and Principal Pam Scott were at the meeting to accept congratulations from the Board on behalf of Burlingame Intermediate School.

b. Recognition of Borel Middle School in the San Mateo-Foster City School District as a 2017 Gold Ribbon School

Mr. Ross announced two other schools were also being honored with Gold Ribbon Awards but were unable to attend the meeting. Borel Middle School, in the San Mateo-Foster City School District, is being recognized for the changes they made in their teaching program and school-wide practices to meet the needs of an increasingly diverse student population.

d. Recognition of La Entrada Middle School in the Las Lomitas Elementary School District as a 2017 Gold Ribbon School

Board President Ross said La Entrada Middle School, in the Las Lomitas Elementary School District, is being honored for the network of opportunities they have put in place to support and promote a positive school climate for all students.

Board President Ross congratulated both schools and their dedicated staff for such tremendous achievements.
SPECIAL RECOGNITION OF 2017 GOLD RIBBON SCHOOLS, AND CIVIC LEARNING AWARD OF MERIT (continued)

e. Recognition of 2017 Civic Learning Award of Merit in the Westlake Elementary School in the Jefferson Elementary School District

Board President Ross said last, but certainly not least, SMCOE also wanted to recognize Westlake Elementary, in the Jefferson Elementary School District, which recently won a 2017 Civic Learning Award of Merit from the California Department of Education. He said the award celebrates public schools working to engage K–12 students in civic learning in the hopes that the models can be replicated in other schools. Mr. Ross commented according to the Chief Justice of California, the schools receiving these awards are helping their students become the future leaders and protectors of our democracy. He said SMCOE is proud to have a Civic Learning Award-winning school right here in San Mateo County and welcomed Annabelle Kloezeman, the principal of Westlake, to accept the certificate of recognition.

Board President Ross commented that it's impossible to express the Board's gratitude for the hard work all of our educators put in every day to ensure students in San Mateo County have the tools necessary to succeed. Board President Ross noted that the Board is immensely grateful to the schools honored during the meeting for going above and beyond to work on innovative practices that can have a big impact—not just on local students, but on students around the state and across the county.

5. RECEIPTION

At 7:16 p.m. Mr. Ross declared a short recess to acknowledge Helen Gordan, the Gold Ribbon Schools and the 2017 Civic Learning Award of Merit School.

The meeting resumed at 7:35 p.m.

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

There were no persons wishing to address the Board.

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

After a motion by Ms. Alvaro and a second by Mr. Lempert, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, the Minutes of the May 17, 2017, Regular Meeting as presented.
8. **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

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved the Consent Agenda.

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 said she, along with Court Schools Principal Sibané Parcels and Administrator, Safe and Supportive Schools Jeneé Littrell would present the 2017-2018 Local Control Accountability Plan (LCAP).

Associate Superintendent Magee said the LCAP process takes a village to put together and acknowledged and thanked Liz Wolfe, Director, Accountability and District Support, Instructional Services Division, Dhanya Unni, Information Systems Coordinator, and Brian Baterina, Financial Analyst, Business Services, for their tremendous team work and support of this year’s LCAP planning process.

Associate Superintendent Magee said the Stakeholder Engagement Process involved talking with many groups of people:

- LCAP Advisory Committee – Site Council (students, parents, teachers, administrators)
- Court and Community Schools Advisory Committee (district partners)
- Juvenile Justice and Delinquency Prevention Commission
- Parent Focus Groups (Camp Glenwood, Margaret J. Kemp Camp, and Gateway)
- Students Focus Groups
- Probation
- SMCOE Internal Partners

Associate Superintendent Magee reported this year a student survey was used for 11th grade students in the Court and Community Schools programs and out of 21 students who completed the survey about 60% agree or strongly agree that:

- They have sufficient time to learn at their own pace
- They are provided with opportunities to contribute to solving the problems in their community and the world at large
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

Ms. Magee reported her team is trying to develop meaningful metrics using the Measures of Academic Progress (MAP). During the 2016-2017 school year the staff tested as many students as often as they were able to in order to get markers to compare growth. She said they were able to test most students two to three times with results showing about 50% improvement. Ms. Magee said they realized from this data that testing needs to be part of the learning routine in the classroom rather than random testing now and then. She said the results can be used to determine individual strengths and gaps in learning, which will drive instruction.

Associate Superintendent Magee announced consistent Standard Data Sets the Board will see in the LCAP, beginning in the 2017-2018 school year, will include:

- Completer Data (Local Indicator) – taken by 12th grade students on Census Day (first Wednesday in October). This data will show the number of students who:
  - Were tested
  - Completed their high school education
  - Completed with a diploma
  - Completed with a HiSet
  - Returned to their district of residence
  - Dropped out

- Adequate Progress – starting with students who had been in the Court and Community Schools Program for 90 days or more:
  - Number of credits accrued
  - Number of students on track to graduate
  - Number of students returned to their district of residence
  - Follow up with district after 90 days to see how the student(s) are doing
  - Determination if the transition was successful for the students who returned to the district of residence

Associate Superintendent Magee noted the greatest needs based on data and the outcome from the current year include:

- Meaningful metrics
- Improved achievement in mathematics
- Cohesive Instructional Practices between Court and Community Schools facilities
- Parent engagement
- Attendance reporting and student attendance

Associate Superintendent Magee then asked Ms. Parcels to talk about progress made in the Court and Community Schools Programs during the 2016-2017 school year.
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

Principal Parcels said the progress made during the current school year included:

- The Project Change Program – partnership between SMCOE and the College of San Mateo that brings college opportunities to students at the Juvenile Hall facility, Camp Glenwood and Margaret J. Kemp Camp as well as Gateway Community School
  - 122 students participated
    - At Juvenile Hall college staff teach students at the facility
    - Gateway Community School students attend school at the college
- Personalized Learning – this program was piloted during the 2016-2017 school year. Students have more control over their individual learning, form good habits, and self-reflect
  - Five teachers piloted during the 2016-2017 school year – one teacher at each SMCOE program
  - Four teachers will train in the 2017-2018
- English Learners – more than 30% of the Court and Community Schools Program students are English Language Learners
  - 14 students were reclassified as proficient in the English Language during the current year
  - Reclassified students continue to be supported, but are given the freedom to work independently when appropriate

Ms. Parcels said in order to increase and improve services as well as build capacity for improvement the Court and Community Schools hope to hire an Assistant Principal to support the Principal at the three Court School sites. The Assistant Principal will:

- Implement new discipline plan at Hillcrest
- Strengthen classroom climate
- Ensure high quality instruction

Administrator Littrell explained in addition to supporting Expelled and Foster Youth in SMCOE programs, an additional responsibility for SMCOE is to support districts in preventing students from being expelled or in serving their Foster Youth. Ms. Littrell said under LCAP Priority 9 and Priority 10 SMCOE coordinates and supports:

- School-Based Mental Health Collaboratives throughout the County
- Cultural Humility Training
- Trauma Informed and Restorative Practices
- Student Services Administrators – Job Alike Meetings
- Coalition for Safe Schools and Communities

Administrator Littrell explained for Foster Youth SMCOE has three Liaisons that serve the approximately 500 Foster Youth in San Mateo County. She said historically the Education Liaisons have provided direct services for the students. She added, recently the State of California has passed Assembly Bill (AB) 854, which now requires the County Office to support school districts with the mandates to support their Foster Youth as stated in their LCAPs.
Ms. Littrell said SMCOE will help districts build capacity to support Foster Youth in their district schools. She said SMCOE will:

- Continue to partner with Human Services Agency
- Bring in Foster Focus/Foster Vision, which brings in data from the California Longitudinal Pupil Achievement Data System (CALPADS)
- Encourage updated board policies in districts
- Provide support and training for work with youth involved in Commercial Sexual Exploitations (CSEC)

Associate Superintendent Magee drew the Board’s attention to a flyer that was created to summarize the 2017-2018 San Mateo County Office of Education’s LCAP.

Associate Superintendent Magee, Ms. Parcels and Ms. Littrell then answered questions from the Board.

Board President Ross requested copies of the SMCOE LCAP two-page summary be given to the Board for their use when talking to constituents.

Board President Ross said he would appreciate hearing about the Summit Basecamp Personalized Learning Pilot and requested that a report be given to the Board about what has worked and what has not worked.

b. Public Hearing on 2016-2017 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP)

Board President Ross opened the public hearing on the 2017-2018 San Mateo County Office of Education’s Proposed Local Control Accountability Plan (LCAP). Hearing no public comment, Mr. Ross declared the hearing closed.

10. BUSINESS SERVICES

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

Deputy Superintendent Denise Porterfield reported the Board received the 2017-2018 version of the report in their packets. She said this document includes the proposed LCAP as well as the 2017-2018 proposed Budget for the San Mateo County Office of Education.

Deputy Superintendent Porterfield recalled it had been seven years since she joined the San Mateo County Office of Education, and said since then there have been many changes in education finance. She said the Revenue Limit formula was in place for approximately 45 years and though it feels like yesterday we are about to enter our fifth year of the Local Control Funding Formula (LCFF).
Deputy Superintendent Porterfield explained with the implementation of the LCFF SMCOE became a Hold Harmless County Office. She said SMCOE shifted from a funding model that increased annually with COLA, or decreased with a deficit, to one that holds SMCOE to the same levels it was receiving in 2012-2013. Ms. Porterfield said the adjustments SMCOE receives now are based on the actual Average Daily Attendance (ADA) received for its Court Schools and some Community School students.

Deputy Superintendent Porterfield said the county office LCFF is a combination of:

- Student driven ADA in the Court and Community Schools
- Operational Oversight funding based on the number of districts SMCOE serves
- Total ADA for San Mateo County
- Hold harmless amounts from the 41 categorical programs
- State minimum guarantee amounts, which equal the amount the state was funding SMCOE in 2012-2013 and continues to provide as part of the hold harmless provision

Ms. Porterfield said the total general fund income is estimated at $92 million with $10 million calculated as excess. She said the revenue is a combination of: LCFF sources, which are completely funded from property taxes; federal and other state revenues, which are primarily restricted; and local, which includes grants and fees paid by districts under SMCOE’s fee for service programs.

Deputy Superintendent Porterfield commented County Office LCFFs are different than a school district’s formula. SMCOE’s LCFF includes an operational grant for the purposes of oversight for its districts. County Offices receive a base grant, an amount based on the number of districts in the county and an amount based the Average Daily Attendance of the entire county. She said SMCOE also receives funds for the Average Daily Attendance and supplemental/concentration grant for the Court School students and the Community School students who were expelled, and those students on probation or referred by probation. Ms. Porterfield commented the Community School students placed by districts because the program is a good match for them is completely paid for by the district of residence. Ms. Porterfield said property taxes received by the County Office and used for funding purposes are identified as LCFF sources, which is a confusing accounting hold over from the Revenue Limit days.

Deputy Superintendent Porterfield then drew the Board’s attention to the LCAP/Budget book that begins with the General Fund Narrative. She said expenditures are estimated at $90 million, including transfers out to other funds in the amount of $10 million. She said these transfers include the Other Post Retirement Benefits (OPEB), SMCOE’s Sinking Fund to pay off the Twin Dolphin and Rollins Road properties in 2019 as well as saving for future obligations as a flat funded county office.

Ms. Porterfield reported on the components of the Ending Fund Balance in the General Fund. She said SMCOE also has reserves for the excess taxes, Lottery and the small district bridge loan. Ms. Porterfield commented SMCOE has also increased its reserve for uncertainty to 7% as approved by the board.
Deputy Superintendent Porterfield said the budget document shows the amounts for the unrestricted and restricted categories in addition to the breakdown of the budget by funding source. SMCOE is making $1.8 million in contributions to programs deemed important to continue at the current level. Ms. Porterfield said Court Schools are receiving $1.2 million in contributions over and above the Average Daily Attendance. She explained this program is challenging to estimate since the number of students fluctuate and are not conditional on birth or enrollment trends, like in a traditional school, but rather on the incarceration rate from the judges. Ms. Porterfield said all expenditures listed in the LCAP are included in the budget and in the multi-year projection.

Deputy Superintendent Porterfield drew the Board’s attention to the actual Standardized Account Code Structure (SACS) forms required by the state and said California Education Code requires these forms be provided as the official budget document.

Ms. Porterfield provided additional information:

- Certificated Salaries are reduced by 7.7% between the 2016-2017 estimated actuals and the 2017-2018 budgets as a result in a reduction of staffing in Special Education classrooms, and restricted programs.
- Capital Outlay has a 200% increase for the anticipated construction costs for remodeling the restrooms and bringing our building to full accessibility requirements.
- On the LCAP document, the $90 million is the total General Fund Budget for all the work and programs SMCOE does. She said the LCAP template is written for 1000+ districts and 1000+ charter schools, but has not been amended for the 58 county offices.
- Funds totaling $3.5 million have been allocated to meet the LCAP goals.
- $13.4 million is the target amount our calculator identifies as LCFF revenues, including the operations grant, but does not include the hold harmless dollars SMCOE received which are recorded in the LCFF account code. Ms. Porterfield commented this is the section that does not work (make sense) for County Offices of Education.

Deputy Superintendent Porterfield reported the Multi-Year Projection (MYP) is required to show fiscal solvency in the current and two subsequent years based on everything known at the time of the report. Ms. Porterfield explained flat funding assumptions used are in both unrestricted and restricted funding, noting that SMCOE is not experiencing any significant swings in its funding. She said she is also assuming all current expenditures such as: step and column increases; State Teachers Retirement System (STRS) and the Public Employees Retirement System (PERS) funding increases; as well as cost of goods and services increasing by the California Price Index (CPI). Ms. Porterfield said making the assumption of continuing without changes, including upgrading SMCOE facilities, making contributions to programs unable to sustain them, and setting aside funds for the future, we begin to see deficit spending in 2019-2020. Ms. Porterfield commented it’s not time to panic, but it does show that we need to continue making decisions that will help sustain the county office under this flat funded model.
BUSINESS SERVICES (continued)

Deputy Superintendent Porterfield reported aside from one district in San Mateo County, as SMCOE observes the LCFF funded districts, we begin to see issues emerging for them in 2019-2020 as well on the financial side and beginning next year for some on the LCAP side. Districts are beginning to show the need for reductions in spending to remain in a positive certification. Our county office may be called upon to do more intervention for our districts and differently than we do now.

Ms. Porterfield said all other funds are positive, SMCOE has a strong financial standing and planning is taking place for the future in ways that will keep it solvent and provide quality programs, and able to support districts in their work. She said we must remain mindful of our flat funding and the changes that are imposed on us, and consider the impact of the investment in programs.

Ms. Porterfield then respectfully submitted the 2017-2018 Proposed Budget for review and said she would ask for board approval at the June 21, 2017, Board Meeting.

Deputy Superintendent then answered questions from the Board.


Board President Ross opened the Public Hearing concerning the San Mateo County Office of Education’s 2017-2018 Proposed Budget. Hearing no public comment, Mr. Ross declared the hearing closed.

11. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

Superintendent Campbell acknowledged and thanked Deputy Superintendent Porterfield and Associate Superintendent Magee for their hard work on the 2017-2018 Budget and LCAP. She said this is a monumental task and they have both persevered and produced impressive products.

Superintendent Campbell said as we move forward if the Board would like a study session on the budget as well as investment options, arrangements could be made to provide that for the Board. She said the Board needs to be especially tuned into SMCOE’s funding challenges moving forward.

Superintendent Campbell thanked the Board Members who were able to participate recently in the various graduation ceremonies. She acknowledged and thanked Board Vice President Alvaro who gave wonderful remarks at the Court Schools and the Community School Graduation.
Superintendent Campbell drew the Board’s attention to a document at their places regarding The
Big Lift. She said she wanted to share with the Board visits she, along with Erica Wood, Chief
Community Impact Officer, Silicon Valley Community Foundation (SVCF), and Board President
Ross had made with San Mateo County Supervisors Don Horsley, Dave Pine and David Canepa,
to make sure they have an understanding of the status of The Big Lift. She said they will also
meet with Supervisor Slocum next week. Superintendent Campbell explained when the Big Lift
began they wanted to demonstrate Proof of Concept by putting together a Quality Preschool
Program for three and four year olds, following up with Inspiring Summers, family engagement
and school attendance. Ms. Campbell said if you put those four pillars together by the time the
first Big Lift cohort leaves the third grade, they should be reading proficiently.

Superintendent Campbell said when the project began there were commitments from:

- San Mateo County Board of Supervisors - $15 million (Measure A) to be matched by The
  Big Lift
- San Mateo County Board of Supervisors - $5 million (Measure K - $2.5 million over the
  next two years)
- SVCF
  - Social Innovation Fund $7.5 million received – expecting an additional $9 million
    that has now been cancelled by the federal government
  - Google Impact - $250K
  - Packard Foundation - $500K (Includes $50,000 grant to hire a fundraising
    consultant to help solicit funds from the private sector and foundations)
  - Silicon Valley 2 (SV2) - $130K
  - Discretionary Fund - $67K
  - Individual Donors - $100K

Superintendent Campbell reported since the Social Innovation Fund has cancelled the $9 million,
The Big Lift now needs to collect that amount plus another $5 million to be able to complete the
proof of concept by 2020. She said The Big Lift is now in the final stages of retaining a Fund-
Raising Consultant team who will work on crafting a fund-raising strategy and help develop a
message to talk with various organizations in San Mateo County for support of The Big Lift. Ms.
Campbell said these funds need to be raised by next spring, since funds will run out after the 2018
Inspiring Summers. She shared kindergarten students would not be able to attend Inspiring
Summers in 2018. Ms. Campbell said if The Big Lift gets to August 2018 without fundraising
success, there will be difficult choices to make since the only funds remaining will be the $2.5
million from Measure K. She said the team is committed to raising the $14 million to continue
this program. She noted she, along with Marco Chávez, Administrator for Board/Superintendent
Support and Community Relations, met with The Big Lift district superintendents on Friday, June
2, 2017, and shared this information with them and enlisted their assistance and support in their
various communities.

Superintendent Campbell said the opposite side of the document has information specific to each
supervisory district so each supervisor could understand how The Big Lift relates to each of their
supervisory districts and how many children are being served. The Big Lift wanted each of them
to understand what would go away and how it would affect their particular districts. Ms. Campbell said they also thought it important to put together a countywide progress report for all the communities that are participating. Superintendent Campbell said the RAND Corporation is now in the process of evaluating information on The Big Lift and their analysis is expected later this summer.

Superintendent Campbell acknowledged and thanked Board President Ross for participating in the conversations with the Board of Supervisors. She said the Board of Supervisors said if The Big Lift is able to raise the $14 million and can get to Proof of Concept, it should then place a measure on the ballot in San Mateo County to ask the constituents to support this program for the children in the County.

Superintendent Campbell reported she attended the Healthier Earlier event hosted by Healthier Kids Foundation of Santa Clara County on May 23, 2017. She said this event focused on children’s issues and the progress that Santa Clara County is making towards different health metrics, noting the program is now being brought to San Mateo County children. Ms. Campbell said Board Member Lempert kicked off the morning with excellent remarks about the importance of making sure the community focuses on the metrics of children and their health.

Superintendent Campbell reminded the Board of upcoming events:
- SMCOE Graduation
  - June 9th – Early Childhood Education Graduation – 12:30 pm Infant/Toddler Playground
- CSBA Conference – November 30-December 2, 2017 in San Diego. Registration for the conference and hotels is now open. Please let Ms. Serpa-Garcia know as soon as possible if you wish to attend

Superintendent Campbell wished a happy birthday to:
- Board Member Lempert who will celebrate his birthday on June 14th
- Ms. Serpa-Garcia who will celebrate her birthday on June 16th
- Board Member Cannon who will celebrate his birthday on June 18th
- Board Member Camacho who will celebrate his birthday on June 19th

12. BOARD MEMBERS
   a. Discuss/Act on Legislation

There was no legislation to report.
BOARD MEMBERS (continued)

Board President Ross said the following new and revised Board policies were reviewed at the May 3, 2017, Board Meeting. They were brought forward at the May 17, 2017, Board Meeting for a second reading and action. There were questions that the Board wished to discuss with Lead Deputy County Counsel Claire Cunningham and tabled those items until the June 7, 2017, Board Meeting. Mr. Ross listed the tabled Board Policies as: BP 9320 (County Board Meetings); BP 9321 (Closed Session); BP 9250 (Formerly BP 9214) (Compensation and Benefits); and BP 9321 (Meeting Agendas and Materials) (Rename BP 9322).

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

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. Questions from Mr. Hsiao included:

- BP 9320 (County Board Meetings) – Page 2 regarding Special Meetings states “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 Board or by being present at the meeting at the time it convenes.” He said it seems as though if a Board Member were present at a meeting he or she automatically waived the 24-hour notice.

  Counsel Cunningham said that was correct and explained you could have a situation where a Board Member doesn’t receive notice of a Special Board Meeting in the way they are supposed to, but if they show up then they are deemed to have waived the notice requirement.

- BP 9320 – Page 3 regarding Emergency Meetings. Mr. Hsiao asked if this would be a similar situation, because it seems like in the case of an emergency the 24-hour notice can be waived if the majority of the Board agrees such as in an extreme situation.

  Counsel Cunningham agreed that if it were a dire emergency those channels might not be available. She added that for a case such as this, the law has specifics about the ways to try to give notice and in particular to news media, who have requested to receive notice. She said the County Office on behalf of the Board must use its best efforts to make that notification, but if that isn’t possible then it is allowed to go forward with the meeting and then the other requirements of the Brown Act would apply including: listing who was and/or who was attempted to be notified; a copy of the roll call vote; and actions that were taken to sunshine what occurred in the extreme circumstances when the normal processes did not take place in terms of Brown Act notification. Counsel Cunningham commented she has never known of a meeting being called under circumstances like this so it is very rare.
Mr. Hsiao asked what happens if every effort was made to notify the Board Members of an emergency meeting, but the actual number of Board Members who show up is less than a quorum?

Counsel Cunningham replied the Board can’t have a meeting without a quorum. Ms. Cunningham said there was also a question about participation via telephone in which the other parts of the Brown Act would apply such that telephonic participation in Board Meetings is allowed under the Brown Act, but there has to be a majority present within the boundaries of the jurisdiction. She said if a majority of the Board was not physically present, then the Board meeting could not move forward.

Mr. Hsiao asked if the situation were a dire emergency and the Board could not convene in an emergency meeting if the superintendent would have the authority to take action in order to preserve the safety and welfare of students?

Counsel Cunningham answered yes and said that is always the case if the situation warrants it, the superintendent can enter into a contract to ensure the safety and security of the students. She said the superintendent would then bring the item back to the Board for ratification.

- BP 9321 (Closed Session) – Page 2 – He said the policy states “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 said his question was if this takes place in open session isn’t the public allowed to witness the student in Expulsion Appeals?

Counsel Cunningham replied when she was new to the school team, ten years ago and had her first student expulsion case, she was very concerned about this, because this seemed to be a contradiction. Ms. Cunningham said this is the explicit language of the Education Code §48918 (j) that states “that an action taken on an expulsion has to occur in open session.” She said that is not the hearing, it is just the Board vote on taking the action. Ms. Cunningham said this is also why processes were created to ensure student names are not used (Family Educational Rights and Privacy Act (FERPA) requirement for privacy) yet there is a contradictory provision in the Education Code that says you “shall” take the action in open session, which is why the Board must take the vote after reconvening to open session.

Board Member Alvaro said currently the Board takes its vote in closed session and then reports out in open session. This means the Board must change its process now.

Counsel Cunningham said that would be her recommendation and that process would be just for expulsions and not for interdistrict attendance appeals.
• BP 9322 (Meeting Agendas and Materials) – Mr. Hsiao said frequently parents bring documents instead of submitting them three days in advance, which then means the Board must make a decision about whether or not to accept the documents, and asked what the policy should be around this situation?

Counsel Cunningham agreed this situation has become increasingly frequent during the time she has represented the San Mateo County Board of Education. She said the standard used in the past was the parents must demonstrate good cause for the late submission and be able to explain to the Board’s satisfaction why they were unable to submit those materials by the due date. Ms. Cunningham said if the Board decides to admit the document then the Board can consider it. She said if the Board decides the parents have not shown good cause, then the document is not part of the record.

Mr. Hsiao asked if there is a special provision for “Confidential County Counsel” documents distributed less than the three-day requirement?

Counsel Cunningham said those documents are confidential documents pursuant to the “Attorney Client” communication privilege and the “Attorney Work Product Doctrine” and would never become part of the public record or be distributed to the public, unlike the other agenda materials. She said whether they are distributed to the Board a week in advance or 24-hours in advance, they remain confidential to preserve that privilege.

Ms. Cunningham said with regard to other types of documents that are presented to the Board less than three days prior to the meeting, Board Policy, which is consistent with the law, says that those documents must be made available to the public at the same time they are provided to the Board.

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

After a motion by Ms. Alvaro, and a second by Mr. Lempert, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), Revised Board Policy: BP 9320 (County Board Meetings).

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

After a motion by Ms. Alvaro, and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), New Board Policy: BP 9321 (Closed Session).
BOARD MEMBERS (continued)

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

After a motion by Mr. Camacho, and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), Revised Board Policy: BP 9250 (Formerly BP 9214) (Compensation and Benefits).

Board President Ross said three new and revised Board Policies were brought forward for a Board first reading.

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

Associate Superintendent Magee reported legislative mandates are being followed by updating and creating policies within the timeframe required.

   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

Mr. Chávez said based on the conversations from the last meeting as well as the experiences and attributes of the three-different options, staff would recommend Board Docs as a service provider and to begin with the LT (Light) version in terms of transitioning with the option to upgrade in the future if other features are wanted.

After discussion by the Board, consensus was to sign up with Board Docs as an online agenda service provider.

After a motion by Mr. Camacho, and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), to adopt Board Docs LT as the Online Agenda Service Provider for the San Mateo County Office of Education.

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

There were no nominations for the California School Boards Association (CSBA) 2017 Legislative Awards.
e. Board Member Comments

Mr. Cannon

Mr. Cannon reported he attended the San Mateo County School Boards Association (SMCSBA) Kent Awards and enjoyed the event.

Mr. Cannon reported he attended the Court and Community Schools graduations and thanked the staff for the professional job they did for the graduates. He said the ceremonies felt like normal high school graduation ceremonies. Mr. Cannon thanked Board Vice President Alvaro for making remarks on behalf of the Board.

Mr. Camacho

Mr. Camacho reported he attended the SMCSBA Kent Awards and said it was a pleasure to celebrate the winners.

Mr. Camacho reported he attended the Special Education K-12 Graduation ceremony and said this event was very special. He was pleased to see the work SMCOE educators do with this group of students and thanked them for everything they do.

Mr. Camacho thanked the staff for the reports presented during the meeting.

Mr. Camacho said after the Kent Awards several Board Members engaged in a conversation about the gross underfunding of education in the State. He said Board Member Kalimah Salahuddin, Trustee, Jefferson Union High School District, is angry about the State funding for California schools. Mr. Camacho said there was an article in the Los Angeles Times that talked about the Governor’s funding of $11.4 billion to the correctional system, which averages about $75,000 per inmate versus $9,000 to $25,000 per pupil in San Mateo County schools. Mr. Camacho would like Board Members to help educate the public about how funding in the State works and how important it is for the public to voice their opinions to the elected officials who can help make a difference in the funding gap. Mr. Camacho said he will use this information to get excited about what SMCSBA is doing to try and engage California’s Legislators.

Mr. Camacho announced CSBA will host a Roadshow joint meeting with colleagues from SMCSBA, CSBA Region V, and San Francisco Unified School District on September 18, 2017. This combination Roadshow and quarterly SMCSBA Dinner Meeting will highlight priority initiatives including grassroots advocacy, board governance development and efforts to secure more funding for education. Mr. Camacho asked the Board to hold September 18th for this event.
Ms. Alvaro

Ms. Alvaro commented money would be better spent on children for things like The Big Lift so they wouldn’t end up in corrections later on in life.

Ms. Alvaro said she is sorry to have missed the Special Education K-12 Graduation since this is a favorite event of hers.

Ms. Alvaro commented she was happy to have attended the Service Awards events and is grateful SMCOE continues with these events. She said you can see how much these events mean to staff to be recognized for what they do. Ms. Alvaro thanked Superintendent Campbell for continuing to have the service awards and continuing to bring the event up a level to make it such a big celebration.

Ms. Alvaro reported she attended the Court and Community Schools Graduations and acknowledged LaRita Williams, Instruction and Intervention Supports Coordinator, Student Services Division, for the comments she made at the Court and Community Schools Graduation ceremony. She also acknowledged San Mateo County Chief Probation Officer John Keene, who sat on the stage and talked directly with the graduates at the Court School Facility. Ms. Alvaro said it was an amazing moment he shared with the students as he encouraged them to stay strong and move forward and said she was grateful to him for taking such a personal approach.

Mr. Hsiao

Mr. Hsiao acknowledged and thanked the staff for producing the LCAP, and the Budget, which are both herculean tasks.

Mr. Hsiao thanked Superintendent Campbell for the useful information on The Big Lift.

Mr. Hsiao said he appreciates how the Board and SMCOE recognize others, whether it is the Service Awards or Graduations, and thanked staff for the efforts in celebrating people.

Mr. Lempert

Mr. Lempert echoed his colleagues’ comments and accolades about the staff and programs.

Mr. Lempert wished everyone with a birthday in June a very happy birthday.

Mr. Ross

Mr. Ross announced he would like to attend the California School Boards Association (CSBA) 2017 Annual Conference and Trade Show in San Diego from November 30-December 2, 2017.
BBBOARD MEMBERS (continued)

Mr. Ross said he appreciated hearing the details of how the LCAP and Budget comes together.

Mr. Ross reported he was invited to speak on a panel of Innovate Public Schools and said they are now organizing national training programs where they bring in parent organizers from other cities across the country. These parents come together once each month to hear what Innovate Public Schools is doing locally so they can populate the Innovate Public Schools Program in other parts of the country.

13. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:52 p.m.

Anne E. Campbell, Secretary
msg
### NEW EMPLOYEES

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### SEPARATIONS

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Forward to the Board:

Anne E. Campbell  
County Superintendent of Schools
### POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

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<td>Benjamin Nelson</td>
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<td>Alison Irwin</td>
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<td>Kaitlin Greenfield</td>
<td>04/17/2017</td>
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<td>New Position</td>
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<td>BSD/DBS</td>
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<td>Administrative Assistant I, Bilingual</td>
<td>BSD/ESS</td>
<td>Gabriela Palmerin</td>
<td>05/31/2017</td>
</tr>
<tr>
<td>Manager, District Business Services</td>
<td>BSD/DBS</td>
<td>New Position</td>
<td>05/11/2017</td>
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<tr>
<td>Manager, Facilities Services</td>
<td>BSD/FAC</td>
<td>Ken Tanase</td>
<td>05/12/2017</td>
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### PROMOTIONS

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### NEW EMPLOYEES – REGULAR

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<tr>
<td>Financial Analyst</td>
<td>BSD/IBS</td>
<td>Kanwal Dhauliwal</td>
<td>05/15/2017</td>
</tr>
<tr>
<td>Coordinator, Information Systems (Bus. Sys.)</td>
<td>BSD/DBS</td>
<td>Pinkyben Mukhi</td>
<td>05/15/2017</td>
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<tr>
<td>Accounting Technician</td>
<td>BSD/DBS</td>
<td>Diem Hoang</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPEH</td>
<td>Shalini Saini</td>
<td>05/10/2017</td>
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### SEPARATIONS

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<tr>
<td>Naturalist</td>
<td>ISD/OE</td>
<td>Benjamin Nelson</td>
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<td>Senior Naturalist</td>
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<td>Health Care Specialist</td>
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<td>Paraeducator, Special Education</td>
<td>SSD/K12</td>
<td>Katharine Liberatore</td>
<td>Retirement</td>
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Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
Date: June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent

Subject: Authorization of Duties and Responsibilities for Five (5) New Classified Positions

Board action is requested to authorize the duties and responsibilities of five (5) new classified positions that will support medically fragile students and behaviorally challenged students enrolled in the K-12 program.

Duties to be assigned to the position are as follows:

• Assist a certificated teacher in caring for the physical needs of a medically fragile student including G-Tube feeding, monitoring oxygen levels, lifting and positioning the student, and taking care of hygiene needs
• Assist student with physical therapy, motor skills, and related exercises
• Assure the health and safety of the student by following established safety practices and procedures
• Maintain classroom and other assigned areas in a safe, clean, and orderly manner
• Observe the behavior of the student in the classroom and maintain a log of observations, monitor students during outdoor activities, eating, field trips and other activities as assigned

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
        Student Services Division

Subject: 2017-2018 Local Control Accountability Plan

Board Action is requested for approval of the County Office of Education 2017-2018 Local Control Accountability Plan (LCAP). I will be present at the June 21, 2017, meeting to answer any questions the Board may have.

Attachment

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools
From: Denise Porterfield, Deputy Superintendent
Business Services
Subject: 2017-2018 Budget

Board Action is requested for approval of the County Office of Education 2017-2018 Budget. I will be present at the June 21, 2017, meeting to answer any questions the Board may have.

Attachment

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
Student Services Division

Subject: 2017-2018 School Year Consolidated Application for Funding

Board action is requested to approve the 2017-2018 Consolidated Application for Funding.

The Consolidated Application (Con App) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. The application document identifies the categories for which the San Mateo County Office of Education, as a local educational agency or LEA, receives funding.

These funding categories are:
- Title I
- Title II
- Title III

Additionally, the application document includes certification reports as required by law, specifically, Certification of Assurances and Protected Prayer Certification.

I will be present at the Board Meeting on June 21, 2017, to answer any questions the Board may have.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Cancellation of June 28, 2017, Board Meeting

The June 28, 2017, Board meeting has nothing pressing with the approval of the 2017-2018 Proposed Local Control Accountability Plan (LCAP) and the 2017-2018 Proposed Budget on June 21, 2017. I recommend the Board consider canceling the June 28, 2017, Board meeting.

Approved and recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
June 14, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

Subject: Proposed New and Revised Board Policies – Second Reading

The first reading of the following Board Policies took place on June 7, 2017. These items are now brought forward for a second reading and action:

1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP 9322)
2. Revised Board Policy: BP 5030 (Student Wellness)
3. New Board Policy: BP 5141.52 (Suicide Prevention)

Attachments

Approved and Recommended to the Board:

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

Agenda Content

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

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

Inspection of Agenda Materials

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

Notice of Accommodations

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the County Board meeting should contact the Superintendent or designee.

Agenda Preparation

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

Any San Mateo County resident or any organization operating within the County may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the County Superintendent or designee with supporting documents and information, if any, at least eight (8) days before the scheduled meeting date. Items submitted fewer than eight (8) days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
The County Superintendent, with the concurrence of the County Board president, shall decide whether or not to place an item on the agenda and if an item is placed on the agenda, whether the item should be an action item subject to County Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Consent Items

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

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

Agenda Dissemination to County Board Members

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

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

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

Agenda Dissemination to Members of the Public

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

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

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

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

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

Legal References:

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

Adopted SMCBE 1/06/60
Revised SMCBE 6/17/70, 3/02/72, 7/20/88, 11/05/08
(Replaces BP 9352.1 and BP 9352.2)
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 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 and 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 also may 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;
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:
San Mateo County Board of Education Policy

Students BP 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
Students

(cf. 6142.8 - Comprehensive Health Education)

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. 5131 - Conduct
   (cf. 5131.2 - Bullying)
   (cf. 5137 - Positive School Climate)
   (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)
   (cf. 5145.9 - Hate-Motivated Behavior)

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
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
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: