AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH
   a. July 2017 Employee of the Month, Natasha Dinis, Administrative Assistant III, Student Services Division

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

5. APPROVAL OF MINUTES OF JUNE 21, 2017, REGULAR MEETING

6. CONSENT AGENDA

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

   a. Receive Staffing Reports
   b. Adopt Joint Resolution No. 17-31 Honoring Grace Nicanor on Her Retirement
   c. Adopt Joint Resolution No. 17-32 Honoring Maryanne Patterson on Her Retirement
   d. Receive Quarterly Report on Williams Uniform Complaints, as required by the Williams Settlement
   e. Authorization of Duties and Responsibilities for One (1) New Classified Position
7. **CLOSED SESSION**

   a. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-2a) filed on behalf of a student (sibling of ITA-17-2b) currently residing in the Ravenswood City School District, but requesting to attend school in the Portola Valley School District.

   b. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-2b) filed on behalf of a student (sibling of ITA-17-2a) currently residing in the Ravenswood City School District, but requesting to attend school in the Portola Valley School District.

8. **OPEN SESSION: REPORT ON CLOSED SESSION**


9. **CLOSED SESSION**

   The Board will move to closed session to hear an Expulsion Appeal (E-17-1) Filed on Behalf of a Student from the Sequoia Union High School District.

10. **OPEN SESSION: ACTION ON EXPULSION APPEAL (E-17-1)**

    a. Act on Expulsion Appeal (E-17-1).

11. **OFFICE OF THE SUPERINTENDENT**

    a. Superintendent’s Comments.

12. **BOARD MEMBERS**

    a. Discuss/Act on Legislation.

    b. Board Policy Review

        1. New and Revised Board Policies – First Reading

        1. Revised Board Policy: BP 9322 (Conduct of Board Meetings) (Rename BP 9323)

        2. New Board Policy: BP 9323.2 (Actions by the Board)

        3. Revised Board Policy BP 9324 (Minutes and Recordings)

---

• 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).
BOARD MEMBERS (continued)

c. Discuss/Act on Board Visits to Districts
d. Discuss/Act on Nominations for California County Boards of Education (CCBE) 2017 Outstanding Legislator Award
e. Board Member Comments

13. ADJOURNMENT

NEXT REGULAR MEETING: AUGUST 16, 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 July 19, 2017, meeting of the San Mateo County Board of Education will come to order. As is our practice, this meeting will be recorded.

2. APPROVAL OF AGENDA

Is there a motion to approve the agenda?

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. July 2017 Employee of the Month, Natasha Dinis, Administrative Assistant III, Student Services Division

We will now recognize the July 2017 Employee of the Month. Will Natasha Dinis please join me in the front of the room?

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

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

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

5. APPROVAL OF MINUTES OF JUNE 21, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the June 21, 2017, regular meeting as presented?
6. CONSENT AGENDA

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

a. Receive Staffing Reports
b. Adopt Joint Resolution No. 17-31 Honoring Grace Nicanor on Her Retirement
c. Adopt Joint Resolution No. 17-32 Honoring Maryanne Patterson on Her Retirement
d. Receive Quarterly Report on Williams Uniform Complaints, as required by the Williams Settlement
e. Authorization of Duties and Responsibilities for One (1) New Classified Position

7. CLOSED SESSION

a. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-2a) filed on behalf of a student (sibling of ITA-17-2b) currently residing in the Ravenswood City School District, but requesting to attend school in the Portola Valley School District
b. The Board will move to closed session to hear an Interdistrict Attendance Appeal (ITA-17-2b) filed on behalf of a student (sibling of ITA-17-2a) currently residing in the Ravenswood City School District, but requesting to attend school in the Portola Valley School District

8. OPEN SESSION: REPORT ON CLOSED SESSION

a. Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-17-2a)
b. Report on Action Taken in Closed Session on Interdistrict Attendance Appeal (ITA-17-2b)

9. CLOSED SESSION

a. The Board will move to closed session to hear an Expulsion Appeal (E-17-1) Filed on Behalf of a Student from the Sequoia Union High School District

10. OPEN SESSION: ACTION ON EXPULSION APPEAL (E-17-1)

a. Act on Expulsion Appeal (E-17-1)

- 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. Board Policy Review

1. New and Revised Board Policies – First Reading

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

1. Revised Board Policy: BP 9322 (Conduct of Board Meetings) (Rename BP 9323)
2. New Board Policy: BP 9323.2 (Actions by the Board)
3. Revised Board Policy BP 9324 (Minutes and Recordings)

c. Discuss/Act on Board Visits to Districts

Superintendent Campbell will discuss visits to local Boards.

d. Discuss/Act on Nominations for California County Boards of Education (CCBE) 2017 Outstanding Legislator Award

The Board may discuss and/or act on the nominations for the California County Board of Education (CCBE) 2017 Legislator Award. The forms and criteria for these items are included in your Board packet.

[AFTER ANY DISCUSSION] Are there any nominations? Is there a motion to approve?

e. Board Member Comments

Board members will comment.
13. **ADJOURNMENT**

   *The next Regular Meeting will take place on August 16, 2017.*

   **NEXT REGULAR MEETING: AUGUST 16, 2017**

- 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.smcoc.org/agendas or in the Superintendent's Office (802-5552).
UNAPPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: June 21, 2017

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

Board Members Present: Susan Alvaro, Hector Camacho, Jr.,
Beverly Gerard (Arrived 7:14 p.m.),
Rod Hsiao, Ted Lempert,
Joe Ross (Arrived 7:02 p.m.)

Board Member Absent: Jim Cannon

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

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

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of four
in favor (Alvaro, Camacho, Hsiao and Lempert) none opposed and three absent (Cannon, Gerard,
Ross) the agenda as presented.

3. EMPLOYEE OF THE MONTH

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

Board President Ross recognized the June 2017 Employee of the Month, Sonia Aguilar,
Paraeducator, Special Education Early Childhood Education, Student Services Division. Mr.
Ross congratulated Ms. Aguilar on behalf of the Board and presented her with a clock and a
check.
4. **CHARTER SCHOOL AUTHORIZATION UPDATE**


   Educational Support Services Administrator Mefula Fairley said she was pleased to introduce Dr. Mallory Dwinal, Co-founder and Chief Operating Officer of the Oxford Day Academy Charter School. Ms. Fairley reported, since the Board approved the Oxford Day Academy Charter Petition, Dr. Dwinal has worked to put in place the required academic, fiscal and organizational components necessary to start a new school. She said Dr. Dwinal would report to the Board on the accomplishments regarding preparing the curriculum, identifying staff, enrolling students and securing a facility for the school, which will open in August 2017. Ms. Fairley then invited Dr. Dwinal to provide more information to the Board.

   Dr. Dwinal said it had been 10 months since the Board approved the Oxford Day Academy (ODA) Charter School and thanked the Board for approving the charter petition. She thanked Ms. Fairley for being an incredible liaison with the San Mateo County Office of Education (SMCOE). Dr. Dwinal also acknowledged and thanked Special Education Local Plan Area (SELPA) Senior Administrator Anjanette Pelletier, Deputy Superintendent Denise Porterfield, Compliance and Categorical Programs Coordinator Jesus Contreras, Licensed Children’s Institutions (LCI) Placement Specialist Dr. Ben Loewy, Lead Deputy County Counsel Claire Cunningham and many other SMCOE staff.

   Dr. Dwinal reported on June 21, 2017, ODA completed its third day of a summer school academy and commented it has been a gratifying experience. She said the pilot programs over the past year have shown the ideas they focused on worked in small clips, rolled together and put in the context of the local community. Dr. Dwinal explained a semester-long pilot program began in September 2016 at a school in Oakland where the staff was hired and began working in the program. She said at the semester mark the full curriculum was complete for year one of operations. The program then returned to East Palo Alto where three Saturday sessions were held in March, April and May with ODA’s enrolled students. Dr. Dwinal noted each session rolled out one piece of the model:
   - March rolled out the English Language Arts (ELA) instructional model
   - April allowed students to explore the STEM model
   - May allowed students to explore the field work model

   Dr. Dwinal explained the two-week summer academy gives students a chance to experience what will be expected in the fall. She said high school is a choice and ODA is a new school. This session also allows the school to have a dry run to ensure all of the logistical pieces work. Dr. Dwinal then explained the students’ day during the summer session:
   - The day begins with Harambee – a community circle time – during the school year this will take place two days each week and electives will take place the other three days of the week
   - Core Studio – Independent Learning
   - Harkness Table – group of students meeting with their subject teachers
   - Academic Leadership Sessions – a chance for teachers to meet with one to four students in order to get to know them better relating to the subject they teach
CHARTER SCHOOL AUTHORIZATION UPDATE (continued)

- Field Work - around a specific topic (such as building a community garden to offer the community healthy food). This work includes three different groups:
  - Business and Science
  - Marketing and Media
  - Applied Art

Dr. Dwinal said the summer academy has allowed the staff to plan their ninth-grade curriculum, build out their community field work partners as well as arrange for all transportation and logistics. She said every Friday ODA students will be at Cañada College beginning in the fall, receiving college credit and beginning their experience of learning through lectures.

Dr. Dwinal said all staff positions have been filled, noting seven of the eleven have been teaching with the ODA Program since September 2016 and the other four will join August 1, 2017. Dr. Dwinal said the counselor position will be more involved than what was originally planned for in the charter and will now be a dedicated counselor. This counselor will provide individual and group therapy outside of the learning studio.

Dr. Dwinal reviewed the demographics of the school that includes:

- Fully enrolled at 75 students
  - 50% Male - 50% Female
  - 60% Hispanic/Latino, 25% African American, 15% Pacific Islander
  - 90% East Palo Alto residents
  - 98% Unduplicated

Dr. Dwinal reported ODA has secured a facility and is now able to occupy the building. She said the building is in the heart of the community and was built and designed for children to use.

Dr. Dwinal then answered questions from the Board.

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

Lead Deputy County Counsel Claire Cunningham drew the Board’s attention to the First Amended Memorandum of Understanding (MOU) and said the primary reason revisions were made to the MOU was due to the need for different language relating to service to students with disabilities. She reminded the Board when the charter petition was originally granted it was done with the understanding that Sequoia Union High School District would provide special education services. Counsel Cunningham said additional language needed to be added now that Oxford Day Academy has become a member of the El Dorado SELPA. Counsel Cunningham reported Deputy Superintendent Porterfield invited the Fiscal Crisis and Management Assistance Team (FCMAT) to provide an in-depth training to SMCOE staff regarding different issues that might come up, and to enhance SMCOE’s ability to provide
CHARTER SCHOOL AUTHORIZATION UPDATE (continued)

appropriate oversight of a charter school. Additional revisions were made to the MOU in light of information received from FCMAT. Counsel Cunningham noted other than these two changes, a couple of minor clerical edits were made to the MOU.

Counsel Cunningham and Dr. Dwinal then answered questions from the Board.

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

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

There were no persons wishing to address the Board.

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

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross) none opposed and one absent (Cannon), the Minutes of the June 7, 2017, Regular Meeting as presented.

7. CONSENT AGENDA

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

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

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)

Associate Superintendent Nancy Magee said the Board received a revised Local Control Accountability Plan (LCAP) with one major change regarding Goal One metrics on page 55 of the LCAP document. She said an internal LCAP review showed the California Dashboard
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

metrics were not listed, noting most of the county office programs metrics reflect zero in the California Dashboard. Ms. Magee said on page 55 for Goal One, metrics have now been added for percentage of pupils who have completed A-G Requirements in the SMCOE program as well as middle school and high school dropout rates, the high school graduation rate and the expulsion rate. This addition to the SMCOE Proposed LCAP should now meet requirements for the State.

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), the 2017-2018 San Mateo County Office of Education’s 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 said there were no changes to the proposed budget presented to the Board at the June 7, 2017, meeting. Ms. Porterfield then requested the Board adopt the 2017-2018 Proposed Budget as presented.

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), the 2017-2018 San Mateo County Office of Education’s Proposed Budget.

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

Deputy Superintendent Porterfield said she requested this item to be placed on the agenda in anticipation of the Governor signing the Compromise Budget Bill. She said since that had not yet taken place the update would be short.

Deputy Superintendent Porterfield reviewed details of the proposed 2017-2018 Final State Budget include:

• Compromise Budget Bill total $125.9 billion
• K-14 Proposition 98 is for $74.5 billion, which is the same as May Revise
• Local Control Funding Formula (LCFF) Gap Funding is $25 million below the May Revision
• One-Time Funding has been reduced from $1.1 billion to $876.5 million, so instead of $170 per Average Daily Attendance (ADA) and delayed until 2019, the payment will be distributed in 2017-2018 at approximately $147 per ADA
• Preschool and Child Care remain the same as listed in the May Revise
• Programs added based on Legislative Priorities
• Career Technical Education Pathways $15.36 million (ongoing funding)
• $25 million for Teacher Credentialing (one-time funding)
BUSINESS SERVICES (continued)

- $7 million for LCAP oversight for the 24 County Offices of Education (COEs) at target (ongoing funding)
- Bilingual Teacher Professional Development $5 million (one-time funding)
- Refugee student support $10 million (one-time funding)

Ms. Porterfield commented Trailer Bill language has been released and is being reviewed for program changes and requirements. She said the District of Choice Program, which allows students attending under-performing schools to choose a different district of their choice, has been in effect for a while and has been reauthorized prior to the sunset date in statute. Ms. Porterfield said this program was dated to sunset on July 1, 2017, which authorized the funds for 2017-2018 at the current level. The language being proposed would reauthorize this program until July 1, 2023. Deputy Superintendent Porterfield said San Mateo County does not have any District of Choice districts, however this bill has a provision that will impact Basic Aid districts that are District of Choice. Historically the Basic Aid districts participating in the District of Choice Program would receive 70% of the funding from the student’s district of residence to ensure Basic Aid districts were not financially impacted by taking additional students. She said the new language has the apportionment reduced to 25%. Ms. Porterfield said this is another reduction experienced by Basic Aid districts if they continue to participate in the program and essentially these changes will reduce opportunities for students to choose an educational alternative.

Deputy Superintendent Porterfield said she understands the Governor is in support of reauthorizing the program at the 70% funding level and that the change is coming from legislators. She is concerned the continued reduction to Basic Aid district funding is a means of equalizing the funding for all, rather than increasing funding for education to an adequate level. Ms. Porterfield said she will continue to monitor changes like this, as the next change may affect San Mateo County districts.

Deputy Superintendent Porterfield then answered questions from the Board.

10. STUDENT SERVICES

   a. Approve Consolidated Application for Funding (ConApp)

Associate Superintendent Nancy Magee said 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. She said each year in May, Local Education Agencies (LEAs) receive data from the State, which identifies the categories for which each LEA receives funding. Ms. Magee said the Board is required to approve the Con App.
STUDENT SERVICES (continued)

Associate Superintendent Magee said two items for the Board’s information include:

- Title I Part D Outcomes – SMCOE Court and Community Programs are unable to provide information for students, 90-days after exit, regarding:
  - The number of students who earned high school course credits
  - Enrollment in a General Educational Development (GED) or a HiSET Program in their local school district, earned a GED or obtained a high school diploma, accepted or enrolled in a post-secondary education, enrolled in job training or obtained employment
- Part A Planned School Allocation – next year’s plans
  - Oxford Day Academy data is now listed in the ConApp for SMCOE since they are now under SMCOE’s auspices, and their data will be included in this report

Associate Superintendent Magee then answered questions from the Board.

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

11. OFFICE OF THE SUPERINTENDENT

a. Superintendent’s Comments

Superintendent Campbell said SMCOE is in the middle of LCAP season and reported about one-third of San Mateo County’s districts have already approved their LCAPs and Budgets, which will be submitted by the end of the month. She said the remaining two-thirds are rapidly working through theirs. Ms. Campbell said this has been an interesting year for the LCAP with the change in the template that has caused challenges as far as the use of the template as well as gathering all of the required data. She said if the template doesn’t change, next year’s process should be much easier. Ms. Campbell acknowledged and thanked the SMCOE LCAP Support Team, which includes Deputy Superintendent Porterfield’s staff and Deputy Superintendent Waddell’s staff. She said these groups have put in an incredible amount of time getting feedback to the districts so district staff are able to provide information to their district boards.

Ms. Campbell said Accountability and District Support Director Liz Wolfe, has led the LCAP Support Team and has done a phenomenal job of keeping track of so many data points in so many different LCAPs.

Superintendent Campbell reported SMCOE has been most involved with San Bruno Park School District’s LCAP. She said San Bruno Park is currently one of two districts in the state that is in negative budget status. Ms. Campbell attended the public hearing for their LCAP and Budget, along with District Business Services Administrator Priscilla Aquino-Dichoso. She said the meeting was bitter sweet because they also said farewell to San Bruno Park District Superintendent Cheryl Olson.
Superintendent Campbell reported the San Bruno Park District Board had a robust conversation about its LCAP, with one board member requesting more clarity about unduplicated students. Ms. Campbell reported Ms. Fairley is working with San Bruno Park’s Director of Curriculum and Instruction Cheryl Garrett, providing writing assistance for their LCAP to ensure clarity on how the funds are being spent.

Superintendent Campbell reported Wendy Richard, SMCOE Manager District Business Services, is working in San Bruno Park School District as its Acting Chief Business Official, and provided the San Bruno Park Board with an excellent Budget report that was clear and identified where the weaknesses are. Ms. Richard reminded the Board of the necessity to continue to stand firm in making the tough budget choices that will get them back into a positive status.

Superintendent Campbell said San Bruno Park School District’s search for a new Superintendent is in process now and the district hopes to interview candidates in July. Deputy Superintendent Porterfield will participate in the interviews to ensure the candidates understand school budgeting.

Superintendent Campbell said she has been able to attend End-of-Year Retirement Celebrations:
- Roast and Toast for Dr. Maurice Ghysels – very nice event to fete Dr. Ghysels’ time in Menlo Park Elementary School District. Dr. Ghysels will now work in the Ravenswood City School District as its Chief Innovation Officer
- Retirement Celebration for Dr. James Lianides – held at the Sequoia Union High School District Japanese Tea Garden. At the next Sequoia Union High School District Board Meeting Ms. Campbell will present the San Mateo County Board’s Resolution to Dr. Lianides

Superintendent Campbell reported she chaired the California County Superintendents Educational Services Association (CCSESA) Research Committee and shared the Committee just finished a project on attracting and retaining teachers. She said the Committee just launched a new project regarding Early Childhood Education (ECE). Merced and Stanislaus County Offices of Education have a great deal of expertise in ECE and have been selected to work on this project. They will research the types of ECE programs county offices are offering, compile examples of best practices, find out which county offices are longitudinally tracking students who are enrolled in a quality preschool program, as well as the impact on students with IEPs and whether earlier intervention pays off later.

Superintendent Campbell announced both she and Deputy Superintendent Porterfield will attend the CCSESA General Membership Meeting June 24-27, 2017. She said this will be an interesting meeting because thinking about the LCAP moving forward County Offices will provide Technical Assistance to school districts who aren’t meeting their LCAP targets. Ms. Campbell wonders what the relationship will be with the California Collaborative for Educational Excellence (CCEE), which is the organization commissioned to provide in-depth technical assistance.
12. **BOARD MEMBERS**

   a. **Discuss/Act on Legislation**

   There was no legislation to report.

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

   Superintendent Campbell said the Board had scheduled a third meeting in June in case it needed additional time to approve the LCAP and Budget. Since the LCAP and Budget were both approved at this meeting there wasn’t a need for the June 28, 2017, Board Meeting.

   After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), to revise the 2016-2017 Board Meeting Calendar and cancel the June 28, 2017, Regular Board Meeting.

   c. **Board Policy Review**

   Board President Ross said the following new and revised Board policies were brought forward for a first reading at the June 7, 2017, Board Meeting and are now brought forward for a second reading and action.

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

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

   After a motion by Ms. Alvaro, and a second by Ms. Gerard, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), Revised Board Policy: BP 9321 (Meetings Agendas and Materials) and Renamed this policy to BP 9322.

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

   After a motion by Ms. Gerard, and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), Revised Board Policy: BP 5030 (Student Wellness).

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

   After a motion by Ms. Gerard, and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), New Board Policy: BP 5141.52 (Suicide Prevention).
BOARD MEMBERS (continued)

d. Board Member Comments

Mr. Camacho

Mr. Camacho thanked Associate Superintendent Magee and Deputy Superintendent Porterfield and their staffs for their tremendous work on this year’s LCAP and Budget.

Mr. Camacho thanked the Ad Hoc Board Policy Subcommittee for their work and asked that the following policies be added to the July 19, 2017, agenda:

- New Board Policy: BP 9323.2 (Actions by the Board)
- Revised Board Policy: BP 9322 (Conduct of Board Meetings) (Rename BP 9323)
- Revised Board Policy BP 9324 (Minutes and Recordings)

Mr. Camacho said the committee wants to bring some outstanding Board Policy issues for discussion before the whole Board including:

- New Board Policy BP 9400 (Board Self-Evaluation)
- BP 5110 (Interdistrict Attendance Appeals)

Mr. Camacho said he received notice from Superintendent Campbell regarding a superintendent vacancy at Jefferson Union High School District and he began thinking about how so many of the San Mateo County superintendents used to be local residents and now wonders if they are still natives of San Mateo County. Mr. Camacho would like to support rising leaders to leadership roles within San Mateo County.

Mr. Camacho announced on Saturday, June 24, 2017, the San Mateo County School Boards Association (SMCSBA) would hold its retreat. He said Board Member Hsiao provided information that will be taken to the retreat for discussion. Mr. Camacho said SMCSBA will also discuss having another retreat in the fall to discuss a common definition of equity in San Mateo County. He noted SMCOE has worked to define “Equity and Excellence” and wants to understand if all equity conversations are discussing the same thing.

Ms. Alvaro

Ms. Alvaro asked when changes are made to the LCAP and Budget documents if it is possible to just get the pages with revisions rather than the entire document reprinted.

Superintendent Campbell responded that it must be published for the public, exactly as it appears with the new revisions.

Ms. Alvaro reported she attended the Early Childhood Education (ECE) Graduation on Friday, June 9, 2017, and enjoyed the children’s singing and enthusiasm. She acknowledged and thanked the staff for the amazing work they do with these young students.
Ms. Gerard

Ms. Gerard provided the Board with an update on the California County Boards of Education (CCBE) Conference in September:
- Workshops have all been decided
- Looking for liaisons to assist conference presenters

Ms. Gerard commented the request for nominations for CCBE Officers was recently sent to County Board Members and said she looks forward to getting many great candidates.

Mr. Lempert

Mr. Lempert said it was bittersweet to see the public announcement in the newspaper about Superintendent Campbell’s upcoming retirement.

Mr. Hsiao

Mr. Hsiao echoed Mr. Lempert’s comments regarding Superintendent Campbell’s retirement.

Mr. Hsiao explained Mr. Camacho was referring to an email he sent to Marc Freidman, Board Member, San Mateo Union High School District, regarding the work SMCOE has done over the past two years such as: Personalized Learning in the Court and Community Schools; and Robert Pronovost, SMCOE’s Maker Education Coordinator, and Bruce Duncan, SMCOE’s Instructional Technology Coordinator, who are working on Maker Spaces around the County. He said while great charter schools are being approved he wondered if there is a way to promote new innovative teaching models and best practices into comprehensive schools by discussing this and profiling examples at a future San Mateo County Boards of Education Dinner Meeting.

Mr. Hsiao said he appreciates all of the staff who pulled together data for the important work of the LCAP, Budget and the ConApp.

Mr. Hsiao reminded the Board at its last meeting he shared his concern regarding pension contributions that is beginning to affect district budgets. He believes pensions will make budgets harder to balance for districts and county offices in the future and requested the Board hold a study session around future pension contributions for the California State Teachers Retirement System (CalSTRS) and the California Public Employees Retirement System (CalPERS).

Superintendent Campbell asked for clarification of what Mr. Hsiao would like to discuss at the study session such as: how can funds be invested and what would options and restrictions look like, or is he wanting to understand the implications of CalSTRS and CalPERS rate increases?

Mr. Hsiao responded it would be nice to have the big picture regarding how the contributions ratchet up, when it hits 28%, how will that impact SMCOE’s operations and are there creative ways to manage this without handicapping the ability of delivering quality services.
Mr. Camacho requested checking into what some of the local districts are doing to mitigate this at their level.

Mr. Hsiao requested an Ad Hoc Outdoor Education Subcommittee Meeting be scheduled and requested that Ms. Serpa-Garcia coordinate that meeting.

Mr. Ross

Mr. Ross thanked his colleagues and the SMCOE staff for a successful fiscal school year and said he looks forward to a successful year in 2017-2018.

Mr. Ross asked his colleagues to let him know if there were other topics they would like to have agendized for discussion at future meetings.

Mr. Ross said he was excited to hear mention of the Reach Institute for School Leadership when Dr. Dwinal presented about her job and teacher training program. He acknowledged the amazing job SMCOE does in teacher pathways, but said now that this cost-effective program is in San Mateo County with Oxford Day Academy he thinks this is an opportunity to learn about this program and consider inviting them in to learn more about their program.

13. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF HIRE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andra Yegoian</td>
<td>Coordinator, Environmental Education</td>
<td>CIS/STEM</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Breena Hohe</td>
<td>Teacher, Autism</td>
<td>SSD/K12</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Susan Carroll</td>
<td>Speech Language Pathologist</td>
<td>SSD/Related Services</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Robert Goodwin</td>
<td>Teacher, Autism</td>
<td>SSD/K12</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Ramsay Poindexter</td>
<td>Audiologist</td>
<td>SSD/Related Services</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Tammy Zigler</td>
<td>Principal</td>
<td>SSD/ECE/Related Services</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Amanda McEvoy</td>
<td>Teacher, DHH</td>
<td>SSD/Early Start/Related Services</td>
<td>7/1/2017</td>
<td></td>
</tr>
<tr>
<td>Melissa Morris</td>
<td>Teacher, Eng/Social Studies/PE</td>
<td>SSD/Court</td>
<td>7/1/2017</td>
<td></td>
</tr>
</tbody>
</table>

### PROMOTIONS/REASSIGNMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF HIRE</th>
<th>PREVIOUS POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Browning</td>
<td>Principal on Special Assignment Inclusive Services</td>
<td>SSD/SSD</td>
<td>7/1/2017</td>
<td>Principal, ECE/RS</td>
</tr>
</tbody>
</table>

### SEPARATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF SEPARATION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Sola</td>
<td>Project Specialist</td>
<td>HR/SVMI</td>
<td>6/30/2017</td>
<td>Separated</td>
</tr>
<tr>
<td>Suzanne Burrows</td>
<td>Coordinator</td>
<td>ISD/CIS</td>
<td>6/30/2017</td>
<td>Separated</td>
</tr>
<tr>
<td>Ching-Pei Hu</td>
<td>Coordinator</td>
<td>ISD/ISD</td>
<td>6/30/2017</td>
<td>Resigned</td>
</tr>
</tbody>
</table>
## CERTIFICATED STAFFING REPORT
June 14, 2017 – July 11, 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Sevillia</td>
<td>Coordinator</td>
<td>ISD/ISD</td>
<td>6/30/2017</td>
<td>Resigned</td>
</tr>
<tr>
<td>LaRita Williams</td>
<td>Coordinator</td>
<td>SSD/SSD</td>
<td>6/30/2017</td>
<td>Resigned</td>
</tr>
<tr>
<td>Julie Eastburn</td>
<td>Manager</td>
<td>Supt/HR</td>
<td>6/30/2017</td>
<td>Resigned</td>
</tr>
</tbody>
</table>

Forward to the Board:

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>REPLACING</th>
<th>DATE OPENED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille Transcriber</td>
<td>SSD/ECE</td>
<td>Gay Baldwin</td>
<td>04/01/2016</td>
</tr>
<tr>
<td>Administrator, Strategy and Communications</td>
<td>OFFICE OF SUPT</td>
<td>New Position</td>
<td>04/28/2017</td>
</tr>
<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Toby Lee</td>
<td>05/08/2017</td>
</tr>
<tr>
<td>Manager, District Business Services</td>
<td>BSD/DBS</td>
<td>New Position</td>
<td>05/11/2017</td>
</tr>
<tr>
<td>Manager, Facilities Services</td>
<td>BSD/FAC</td>
<td>Ken Tanase</td>
<td>05/12/2017</td>
</tr>
<tr>
<td>Administrative Assistant I, Bilingual</td>
<td>ISD/ESS</td>
<td>Gabriela Palmerin</td>
<td>05/31/2017</td>
</tr>
<tr>
<td>Manager, State Preschool Program</td>
<td>ISD/ESS</td>
<td>Maryanne Patterson</td>
<td>06/09/2017</td>
</tr>
<tr>
<td>Manager, Payroll-Districts</td>
<td>BSD/DBS</td>
<td>Suzette Burns</td>
<td>06/26/2017</td>
</tr>
</tbody>
</table>

### PROMOTIONS

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>REPLACING</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRANSFERS

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>FILLED BY</th>
<th>Fr DIV. / DEPT.</th>
<th>To DIV. / DEPT.</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NEW EMPLOYEES – REGULAR

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NEW EMPLOYEES - SUBSTITUTE

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Dayna Gaitan</td>
<td>06/06/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Emily Aguilar</td>
<td>06/06/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Trinidad Avalos Espinoza</td>
<td>06/06/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Kaori Denoia</td>
<td>06/09/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Jeffrey Lei</td>
<td>06/09/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Evita Adriano</td>
<td>06/13/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Eden Bacay</td>
<td>06/16/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Leticia Valera-Rickerd</td>
<td>06/19/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Mattie Briggs</td>
<td>06/19/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Lauren Harber</td>
<td>06/19/2017</td>
</tr>
<tr>
<td>Extended School Year Lunch Delivery Driver</td>
<td>SSD/SPED</td>
<td>Declan Lighthouse</td>
<td>06/20/2017</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Editha Garcia</td>
<td>06/26/2017</td>
</tr>
</tbody>
</table>

### SEPARATIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ESS</td>
<td>Gabriela Palmerin</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Grace Nicanor</td>
<td>Retirement</td>
</tr>
<tr>
<td>School Administrative Assistant II</td>
<td>SSD/SPED</td>
<td>Deborah Fernandez</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Jason Goodwin</td>
<td>Lay-off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Alma Jover</td>
<td>Lay-off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Nessie Sta Maria</td>
<td>Lay-off</td>
</tr>
</tbody>
</table>
STAFFING REPORT – CLASSIFIED
June 07, 2017 – July 11, 2017

Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
Joint Resolution No. 17-31
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honing Grace Nicanor on Her Retirement

Whereas, Grace Nicanor joined the San Mateo County Office of Education on March 24, 2000, as a paraeducator supporting the K–12 special education program; and

Whereas, Ms. Nicanor worked closely with high school students, supporting them in their general education classes at Mills High School and working with individuals in the Special Education K–12 program; and

Whereas, Ms. Nicanor was committed to continuing her education and trained extensively in seizure awareness, CPR, non-violent crisis prevention and intervention, epinephrine injector usage, and lifting and positioning; and

Whereas, Ms. Nicanor truly cared about the students she works with and was thrilled to see a number of them graduate with diplomas this year; and

Whereas, Ms. Nicanor's warm demeanor and personality made her a well-loved and valued member of the special education community; and

Whereas, Ms. Nicanor retired from her position effective July 1, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Grace Nicanor for her more than 17 years of service to the San Mateo County Office of Education and wish her the best in her retirement.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this Nineteenth day of July 2017

President
Joint Resolution No. 17-32
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Honoring Maryanne Patterson on Her Retirement

Whereas, Maryanne Patterson has dedicated the past 42 years to the early childhood profession in the states of Washington and California; and

Whereas, in Washington State, Ms. Patterson managed Early Childhood Education and Assistance Programs for one of the governor's cabinet agencies, was appointed to the governor's commission on early interventions for infants and toddlers, and was named Employee of the Year in 1999 by Governor Gary Locke; and

Whereas, Ms. Patterson came to the San Mateo County Office of Education in 2006 to manage State Preschool Programs, where she has been able to expand the program, raise the quality of program services overall, and positively impact the lives of thousands of children in San Mateo County; and

Whereas, at SMCOE, Ms. Patterson started the annual San Mateo County Intentional Teacher Fair, which showcases exemplary work from preschool teachers across the county, and for which she was honored by the California Kindergarten Association; and

Whereas, Ms. Patterson also shared her passion for quality early learning programs by holding adjunct positions in Early Childhood Education at local community colleges; and

Whereas, Ms. Patterson will be retiring from her position effective September 7, 2017;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools congratulate Maryanne Patterson for her more than 10 years of service to the San Mateo County Office of Education and wish her the best in her retirement.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

SAN MATEO COUNTY BOARD OF EDUCATION

Passed and Adopted on this Nineteenth day of July 2017

President
July 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
Student Services Division

Subject: Quarterly Report of Williams Uniform Complaints

Per Education Code §35186 relating to the Williams lawsuit, a Uniform Complaint Procedure must be posted in every classroom. Each LEA must then provide a quarterly report to the Governing Board regarding the number of complaints received and the number of complaints resolved or unresolved. The Quarterly Report for the period covering April 1, 2017 – June 30, 2017, indicates that no complaints were filed.

I have attached the report for your review and signature.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
District: SAN MATEO COUNTY OFFICE OF EDUCATION

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

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

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

Please check the box that applies:
- ✓ No complaints were filed with any school in the district during the quarter indicated above.
- □ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. Copies of the complaint and the District's written response will be sent to SMCOE.

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

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

ANNE E. CAMPBELL
County Superintendent of Schools

Signature of County Superintendent  

Date  

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

September 16, 2015  
KG
Date: July 12, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Dr. Gary Waddell, Deputy Superintendent
Instructional Services Division

Subject: Authorization of Duties and Responsibilities for One New Classified Position

The Board is requested to authorize the duties of one full-time (1.0 FTE) Naturalist position to work at the Outdoor Education program within the Instructional Services Division. The position will be funded by income generated through student fees. The additional Naturalist will primarily serve as an instructor for 5th and 6th grade students and support staff for the 11 Naturalist Interns.

The representative duties and responsibilities for this position are shown below:

- Provide supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assist in the development and implementation of age-appropriate activities involving science and nature-immersion; assist with the reinforcement of classroom instruction related to the Next Generation Science Standards (NGSS) including: earth and life science, ecology and natural history
- Assist in the implementation of the Residential Outdoor Education instructional program; schedule, monitor and lead students in field trips, recreational functions, groups, nature walks and various other learning activities; monitor, assess and adjust activities in response to instructional goals, weather conditions and the individual and group needs of students
- Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance
- Train and provide work direction and guidance to designated interns and high school volunteers; assign duties and review work for compliance with established guidelines and procedures; provide feedback concerning job performance
- Lead groups during evening activities such as dances, night hikes and campfire skits; oversee the preparation and serving of meals for Residential Outdoor Education participants; lead staff training weeks and explain instructional activities and Program goals and objectives
- Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner

Approved and recommended to the Board:

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

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

Attached for the Board’s review are drafts of revised Board Policies:

1. Revised Board Policy: BP 9322 (Conduct of Board Meetings) (Rename BP 9323)
2. New Board Policy: BP 9323.2 (Actions by the Board)
3. Revised Board Policy BP 9324 (Minutes and Recordings)

These proposed policies will be brought forward for Board consideration and approval at the August 16, 2017, Board Meeting.

Attachments

Forward to the Board:

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

The County Board of Education endeavors to conduct its business efficiently and in a manner that promotes a full and fair consideration of the issues before it and allows for meaningful participation of members of the public.

All Board meetings shall be guided by an agenda prepared, posted and distributed in accordance with Board Policies and Regulations, and shall be conducted in accordance with Board Policies and Regulations. In addition, the Board shall use Robert’s Rules of Order as its procedural guide.

Quorum and Abstentions

The County Board may convene when a quorum exists. When there are no vacancies on the County Board, or when there is only one vacancy, a quorum consists of four members. When there are two or three vacancies, a quorum consists of three members.

Abstentions and absences do not count as positive votes. Whenever any provision of the Education Code requires unanimous action, the motion or resolution shall pass only if each member casts a positive vote. Any vacant positions shall be excluded in determining the membership of the County Board.

On a call by any County Board member, a voice vote shall be taken upon any proposition and the vote shall be recorded in the minutes. (Education Code 1015)

The County Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted as an affirmative vote for purposes of determining whether a majority of the membership of the County Board has taken action.

Meeting Procedures

All County Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with board policies and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The County Board president shall conduct meetings in accordance with County Board Policies and approved meeting procedures.

Board Actions

The Board shall act by majority vote of all of the membership constituting the Board. Unless otherwise required by law, the number of positive votes required to pass any motion or resolution shall be equal to the quorum. Abstentions and absences do not count as positive votes. Whenever any provision of the Education Code requires unanimous action, the motion or resolution shall
Conduct of Board Meetings

pass only if each member casts a positive vote. Any vacant positions shall be excluded in determining the membership of the Board.

Unless otherwise provided by law, affirmative votes by a majority of all the membership of the County Board are required to approve any action under consideration, regardless of the number of members present.

No action shall be taken on any item not appearing on the agenda except in one of the following circumstances:

1. The County Board, by majority vote, determines that the action responds to an emergency situation. (Government Code defines an emergency situation as a work stoppage, crippling disaster or other activity which severely impairs public health or safety.)

2. The County Board determines, either by a two-thirds vote of the members present or, if less than two-thirds of the members are present, by a unanimous vote of all members present, that the need to take immediate action came to the County Board's attention after the agenda had been posted.

3. The matter was properly posted for a previous meeting occurring not more that five days earlier and was continued to the meeting at which action is being taken. Any item continued from a meeting more than five days earlier shall appear on the agenda for action to be taken.

Public Participation

Members of the public are encouraged to attend County Board meetings and to address the County Board concerning any item on the agenda or within the County Board's jurisdiction. So as not to inhibit public participation, persons attending County Board meetings shall not be required to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct business in an orderly and efficient manner, the County Board requires that public presentations to the County Board comply with the following procedures:

1. The County Board shall give members of the public an opportunity to address the County Board on any item of interest to the public that is within the subject matter jurisdiction of the County Board, either before, during, or after the County Board's consideration of the item. (Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the County Board matters that are not listed on the agenda. The County
Conduct of Board Meetings

Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Government Code 54954.2)

3. Without taking action, County Board members or county office of education (COE) staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a County Board or COE staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

4. A person wishing to be heard by the County Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

5. The County Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)

6. Whenever a member of the public initiates specific complaints or charges against a COE employee, the County Board president shall inform the complainant that employment matters are the jurisdiction of the County Superintendent and shall advise the complainant to address his/her complaint to the County Superintendent using the appropriate complaint procedure.

7. The County Board president shall not permit any disruption or willful interruption of County Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the County Board.

The County Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the County Board. When the room is ordered cleared due to a disturbance, further proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Recording by the Public

The County Board shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the County Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the County Board. (Government Code 54953.5, 54953.6)
Conduct of Board Meetings

Legal References:
Education Code 35145.5 Agenda; public participation; regulations
Education Code 35163 Official actions, minutes and journal
Education Code 35164 Vote requirements
Education Code 35165 Effect of vacancies upon majority and unanimous votes
Government Code 54954.2 Agenda; posting; action on other matters
Government Code 54954.3 Opportunity for public to address legislative body
Government Code 54596.5 Emergency situations
Government Code 54957 Closed sessions
Government Code 54957.9 Disorderly conduct of general public during meeting
Government Code 54952.2 Meetings defined
Government Code 54953 Teleconferencing
Government Code 54953.5 Audio or video tape recording of proceedings
Government Code 54953.6 Broadcasting of proceedings
Government Code 54954 Time and place of regular meetings
Government Code 54956 Special meetings
Government Code 54956.5 Emergency meetings
Education Code 1013 Quorum
Education Code 1015 Voting
Education Code 1040 Duties and responsibilities; county boards of education
Education Code 1042 County boards; authority
Education Code 1090 County board member compensation
Education Code 32210 Willful disturbance of public school or meeting a misdemeanor

Adopted SMCBE 11/05/08
(Replaces BP 9355.1 and BP 9356.3)
Board of Education

Actions by the Board

The County Board of Education shall act by a majority vote of all of the membership constituting the County Board, unless otherwise required by law.

An "action" by the County Board means: (Government Code 54952.6)

1. A collective decision by a majority of the County Board members
2. A collective commitment or promise by a majority of the County Board members to make a positive or negative decision
3. A vote by a majority of the County Board members when sitting as the County Board upon a motion, proposal, resolution, order, or ordinance

The County Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the County Board in open session shall be recorded in the County Board minutes. (Education Code 1015)

Action on Non-Agenda Items

After publicly identifying the item, the County Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the County Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the County Board's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

Actions requiring a Two-Thirds, Four-Fifths, or Unanimous Vote

For actions requiring more than a majority vote, the County Board shall follow the requirements set forth in applicable law.
Actions by the Board

Actions Requiring a Two-Thirds Vote of the Entire County Board

A two-thirds vote of the County Board membership shall be required for the following actions:

1. Request for temporary borrowing pursuant to Government Code 53820-53833, to pay obligations incurred before the receipt of income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)

2. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the county office of education (COE) (Government Code 53094)

3. Resolution of necessity to proceed with an eminent domain action and, if the County Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting

A two-thirds vote of the County Board members present at the meeting shall be required for the following actions:

1. Determination that there is a need to take immediate action and that the need for action came to the County Board's attention after the posting of the agenda (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting (Government Code 54956.5)

If less than two-thirds of the County Board members are present at the meeting, a unanimous vote of all members present shall be required for the above actions.

Action Requiring a Four-Fifths Vote of the Entire County Board

A four-fifths vote of the County Board membership shall be required for any resolution for borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the COE's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
Actions by the Board

Action Requiring a Four-Fifths Vote of the Board Members Present at the Meeting

A two-thirds vote of the County Board members present at the meeting shall be required to approve the expenditure and transfer of necessary funds and use of property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

3. Resolution for borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the COE during that fiscal year from apportionments based on the average daily attendance (ADA), for the preceding school year, of schools operated by the County Board (Government Code 53823-53824)

Action Requiring a Unanimous Vote of the Entire County Board

A unanimous vote of the County Board membership shall be required for any resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

Actions Requiring a Unanimous Vote of the Board Members Present at the Meeting

A unanimous vote of the County Board members present at the meeting shall be required for the following actions:

1. Determination that surplus property is not worth more than $2,500, and the subsequent authorization of a private sale of such property without advertisement (Education Code 17546)

2. Determination that the value of surplus property would not defray the cost of arranging its sale, and the subsequent authorization to dispose of such property in the local dump or donate it to a charitable organization (Education Code 17546)

3. If less than two-thirds of the County Board members are present at the meeting, determination that there is a need to take immediate action and that the need for action came to the County Board's attention after the posting of the agenda (Government Code 54954.2)

4. If less than two-thirds of the County Board members are present at the meeting, determination that a closed session is necessary during an emergency meeting (Government Code 54956.5)
Actions by the Board

Challenging Board Actions

The district attorney's office or any interested person may file an action in court to stop or prevent the County Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened County Board actions, to determine the validity, under California or federal law, of any County Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the County Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

The district attorney or any interested person may present a demand that the County Board cure and correct a County Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the County Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the County Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
Actions by the Board

If the County Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past County Board action not specified in Government Code 54960.1, if the following conditions are met:

(Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the County Board, clearly describing the past action and the nature of the alleged violation.
2. The time for the County Board to respond has expired and the County Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

Legal Reference:
EDUCATION CODE
1015 Recording votes
1042 Power to hold and convey real property
1047 Eminent domain
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17511 Resolution requiring unanimous vote of all members constituting board.
17546 Private sale of personal property
17556-17561 Dedication of real property
35164 Vote requirements

CODE OF CIVIL PROCEDURE
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE
53090-53097.5 Regulation of local agencies by counties and cities
53724 Parcel tax resolution requirements
53790-53792 Exceeding the budget
53820-53833 Temporary borrowing
53850-53858 Temporary borrowing
54950-54963 The Ralph M. Brown Act, especially:
54952.6 Action taken, definition
54953 Meetings to be open and public; attendance; secret ballots
54960-54960.5 Actions to prevent violations
65352.2 Coordination with planning agency
Actions by the Board

Adopted SMCBE:
Minutes and Recordings

The County Superintendent, in his/her role as Secretary to the Board, shall keep minutes and record all official Board actions. The Board’s minutes shall be public records and shall be made available to the public upon request.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments. All copies of minutes that have not been approved by the Board shall be clearly labeled “UNAPPROVED.”

The minutes shall include which members are present.

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the vote tally indicating how each member voted. When a roll-call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed.

The minutes shall include the names and topics of commentary of all individuals who address the Board, including Board members themselves, staff, and those individuals who comment during the meeting’s public comment period.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Recording of Meetings

The Board shall audiorecord all open meetings. Such recordings are public records and, upon request, shall be made available for inspection by members of the public.

Closed Sessions

Minutes shall not be taken for closed sessions of the Board.

The County Board of Education recognizes that maintaining accurate minutes of County Board meetings provides a record of official actions for use by county office of education (COE) staff and the public and helps foster public trust in County Board governance.

The County Board shall keep a record of its proceedings and shall record the votes of County Board members in the meeting minutes. (Education Code 1015, 1040)
Minutes and Recordings

The County Board's minutes shall be public records and shall be made available to the public upon request.

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

In order to ensure that the minutes are focused on County Board action, the minutes shall include only a brief summary of the County Board's discussion, but shall not include a verbatim record of the discussion on each agenda topic or the names of County Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of the County Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each County Board member present. (Government Code 54953)

The minutes shall reflect the names given by those individuals who comment during the meeting’s public comment period as well as the topics they address.

The secretary of the County Board or his/her designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The County Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the County Board, the minutes shall be signed by the Secretary of the County Board or designee.

Official County Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for County Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Recording or Broadcasting of Meetings

The County Board may tape, film, or broadcast any open County Board meeting. The County Board president shall announce at the beginning of the meeting that a recording or broadcasting is being made at the direction of the County Board. As practicable, the recorder or camera shall be placed in plain view of meeting participants.
Minutes and Recordings

Any County Board recording may be erased or destroyed 30 days after the meeting once the minutes of that meeting have been approved. Recordings made at the direction of the County Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on COE equipment without charge. (Government Code 54953.5)

Legal Reference:
EDUCATION CODE
1011 County board meetings
1040 Duties of the County Board
GOVERNMENT CODE
6250-6270 Public Records Act
54952.2 Meeting defined
54953 Meetings
54953.5 Audio or video recording of proceedings
54953.6 Broadcasting of proceedings
54957.2 Closed sessions; clerk; minute book
54960 Violations and remedies
PENAL CODE
632 Unlawful to intentionally record a confidential communication without consent
CODE OF REGULATIONS, TITLE 5
16020-16027 Classification and retention of records

Legal References:
Education Code 1015 Recording of vote
Education Code 35145 Public meetings
Education Code 35163 Official actions, minutes and journals
Government Code 54957.2 Closed sessions; clerk; minute book
Code of Regulations, Title 5, 16020-16027 Classification and retention of records

Adopted SMCBE 11/05/08
(Replaces BP 9356.2, BP 9357.1 and BP 9357.2)
2017 Outstanding Legislator Award
Official Call for Nominations Form

For the past several years, CCBE has honored current members of the California Senate and Assembly who actively work to improve our public schools, support local county and school board governance and exercise leadership in the legislative arena. This year the program has been broadened to recognize other federal and state government leaders as well.

CCBE encourages county boards to participate in nominating a member of the California State Legislature, the California Congressional delegation, or other federal/state elective or appointed office holder for CCBE's 2017 Outstanding Legislator Awards program. The award is bestowed upon one or more individuals who have been actively involved in legislation or other activities supporting the work of county offices of education and their programs. Individuals must represent all or a portion of the county from which the board of education submits the nomination.

Nominations for the 2017 Outstanding Legislator Awards program must be received by CCBE no later than Friday, August 25, 2017, to be considered. Include a resolution or written explanation of why the nominated individual should be honored. It is important that your nominations include as much specific information as possible, and highlight activities with a direct, beneficial effect on COE's and their students. Please complete the nomination form and send the documents to Charlyn Tuter at CCBE via email at ctuter@csba.org, by fax at (916) 371-3407, or by mail at 3251 Beacon Blvd., West Sacramento, CA, 95691. Nominations must be received by Charlyn no later than 5:00 p.m. on Friday, August 25, 2017; nominations received after the deadline will not be considered.

Nominated Individual ____________________________
County ____________________________
Description of legislation or legislative activities ____________________________

A resolution adopted by the board or board minutes showing the vote must be included. A separate letter must be enclosed to explain why this person should be honored. The letter should address the key evaluation criteria and should summarize the legislator's involvement in public education at both state and local levels.

Nominating County Board ____________________________
Contact Name ____________________________
Telephone ____________________________ E-mail ____________________________
Address ____________________________
City ____________________________ State ________ Zip Code ________