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
   b. August 2017 Employee of the Month, Edna Letran, Senior Executive Assistant, Instructional Services Division

4. INTRODUCTION OF NEW STAFF
   a. Patricia Ann Love, Administrator, Strategy and Communications, Office of the Superintendent
   b. Andrea Burnett, Project Specialist, Early Learning Quality Improvement, Early Learning Support Services, Instructional Services Division
   c. Andra Yeghoian, Coordinator, Environmental Education, STEM Center, Instructional Services Division
   d. Tammy Zigler, Principal, Early Childhood Education/Related Services (ECE/RS), Student Services Division

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

6. APPROVAL OF MINUTES OF JULY 19, 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. Adopt Joint Resolution No. 17-33 Endorsing September 2017 as Charcot-Marie-Tooth (CMT) Awareness Month
- c. Authorization of Duties and Responsibilities for One (1) New Classified Position
- d. Authorization of Duties and Responsibilities for One (1) New Classified Manager Position
- e. Declaration of Surplus Property: Equipment, Furniture, and Supplies

8. **INSTRUCTIONAL SERVICES**

- b. Receive Report on Environmental Literacy

9. **STUDENT SERVICES**

- a. Receive Report on Inclusive Services, in San Mateo County Office of Education’s Special Education

10. **OFFICE OF THE SUPERINTENDENT**

- a. Receive Report on Special Education Local Plan Area (SELPA)
- b. Adopt Joint Resolution No. 17-34 Endorsing September 2017 as Attendance Awareness Month
- c. Superintendent's Comments

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

*Anyone wishing to review materials related to Agenda items may view them on line at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).*
11. BOARD MEMBERS
   a. Discuss/Act on Legislation
   b. Board Policy Review
      1. New and Revised Board Policies – Second Reading and Action
         1. Revised Board Policy: BP 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 and/or Act on Nominations for California School Boards Association (CSBA) Directors-at-Large: Director-at-Large American Indian; Director-at-Large Black; Director-at-Large County
   d. Discuss/Act on Designation of the San Mateo County Board of the Education’s Voting Representative at California County Boards of Education (CCBE) Meetings on September 9 and December 1, 2017
   e. Discuss/Act on Dissolution of the 2017 Ad Hoc Achievement Gap Summit Committee
   f. Board Member Comments

12. ADJOURNMENT

   NEXT REGULAR MEETING: SEPTEMBER 6, 2017

msg

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a. CALL TO ORDER

The August 16, 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?

b. August 2017 Employee of the Month, Edna Letran, Senior Executive Assistant, Instructional Services Division

We will now recognize the August 2017 Employee of the Month. Will Edna Letran please join me in the front of the room?

4. INTRODUCTION OF NEW STAFF

Superintendent Campbell will introduce a new member from the Office of the Superintendent. [Presenter: Superintendent Campbell]

a. Patricia Ann Love, Administrator, Strategy and Communications, Office of the Superintendent
INTRODUCTION OF NEW STAFF (continued)

Deputy Superintendent Dr. Gary Waddell will introduce two new members from the Instructional Services Division. [Presenter: Dr. Gary Waddell]

b. Andrea Burnett, Project Specialist, Early Learning Quality Improvement, Early Learning Support Services, Instructional Services Division

c. Andra Yeghoian, Coordinator, Environmental Education, STEM Center, Instructional Services Division

Associate Superintendent Nancy Magee will introduce a new member from the Student Services Division. [Presenter: Nancy Magee]

d. Tammy Zigler, Principal, Early Childhood Education/Related Services (ECE/RS), Student Services Division

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 JULY 19, 2017, REGULAR MEETING

Is there a motion to approve the minutes of the July 19, 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. Adopt Joint Resolution No. 17-33 Endorsing September 2017 as Charcot-Marie-Tooth (CMT) Awareness Month
c. Authorization of Duties and Responsibilities for One (1) New Classified Position
d. Authorization of Duties and Responsibilities for One (1) New Classified Manager Position
e. Declaration of Surplus Property: Equipment, Furniture, and Supplies

- 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. INSTRUCTIONAL SERVICES

a. Ratify Submission of Project: Comprehensive Evaluation of The Big Lift – Partnership RAND and San Mateo County Office of Education

Deputy Superintendent Dr. Gary Waddell will provide information on a project brought forward for Board consideration. **[Presenter: Dr. Waddell]**

[After discussion and any questions] Is there a motion to ratify Submission of Project: Comprehensive Evaluation of The Big Lift – Partnership RAND and San Mateo County Office of Education?

b. Receive Report on Environmental Literacy

Deputy Superintendent Dr. Gary Waddell will introduce a report on Environmental Literacy. **[Presenters: Dr. Waddell, Andra Yeghoian]**

9. STUDENT SERVICES

a. Receive Report on Inclusive Services in San Mateo County Office of Education’s Special Education

Associate Superintendent Nancy Magee will introduce a report on the inclusive services in SMCOE’s special education programs. **[Presenters: Nancy Magee, Dr. Mary Browning]**

10. OFFICE OF THE SUPERINTENDENT

a. Receive Report on Special Education Local Plan Area (SELPA)

Superintendent Campbell will introduce a report on the Special Education Local Plan Area (SELPA). **[Presenter: Superintendent Campbell, Anjanette Pelletier]**

b. Adopt Joint Resolution No. 17-34 Endorsing September 2017 as Attendance Awareness Month

Administrator for Board/Superintendent Support and Community Relations, Marco Chávez, will provide information on a resolution brought forward for Board consideration. **[Presenter: Marco Chávez]**

[After discussion and any questions] Is there a motion to Adopt Joint Resolution No. 17-34 Endorsing September 2017 as Attendance Awareness Month?

c. Superintendent's Comments

The Superintendent will make comments.

- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information call (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them on line at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
11. 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

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

The Board will have a second reading and/or take action on the new and revised Board Policies brought forward at the July 19, 2017, Board meeting. Board Member Camacho can answer questions the Board may have. [Presenting: Board Member Camacho]

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

[After any discussion] Is there a motion to approve revised Board Policy: BP 9322 (Conduct of Board Meetings) and rename this policy BP 9323?

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

[After any discussion] Is there a motion to approve new Board Policy: BP 9323.2 (Actions by the Board)?

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

[After any discussion] Is there a motion to approve revised Board Policy: BP 9324 (Minutes and Recordings)?

c. Discuss and/or Act on Nominations for California School Boards Association (CSBA) Directors-at-Large: Director-at-Large American Indian; Director-at-Large Black; Director-at-Large County

The Board may discuss and/or act on the nominations for California School Boards Association (CSBA) Directors-at-Large: Director-at-Large American Indian; Director-at-Large Black; Director-at-Large County. 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?
d. Discuss/Act on Designation of the San Mateo County Board of the Education’s Voting Representative at California County Boards of Education (CCBE) Meetings on September 9 and December 1, 2017

California County Boards of Education (CCBE) asks county boards to identify their county voting representative who will attend the CCBE General Membership breakfast meetings on September 9, 2017 in Monterey, CA, and December 1, 2017, in San Diego, CA. Each county board shall select one of its members to be the board representative to vote at CCBE General Membership meetings. [After any discussion] Is there a motion to designate a CCBE voting representative for the San Mateo County Board of Education?

e. Discuss/Act on Dissolution of the 2017 Ad Hoc Achievement Gap Summit Committee

Now that the 2017 Ad Hoc Achievement Gap Summit Planning Committee has completed its work the Board may choose to dissolve this committee. [After any discussion] Is there a motion to approve Dissolution of the 2017 Ad Hoc Achievement Gap Summit Planning Committee?

f. Board Member Comments

Board members will comment.

12. ADJOURNMENT

The next Regular Meeting will take place on September 6, 2017.

NEXT REGULAR MEETING: SEPTEMBER 6, 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 online at www.smcoe.org/agendas or in the Superintendent’s Office (802-5552).
1. CALL TO ORDER

Board President Joe Ross called the meeting to order at 7:01 p.m.

2. APPROVAL OF AGENDA

Board President Ross said the Board was hoping to honor the July Employee of the Month, Natasha Dinis, Administrative Assistant III supporting the Student Services Division. However, Ms. Dinis was unable to attend the meeting due to illness. He said the Board looks forward to recognizing Ms. Dinis’ outstanding accomplishments at its August 16th Board meeting.

Mr. Ross requested Agenda Item 3, Employee of the Month, be removed from July 19, 2017, agenda.

After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved the July 19, 2017, agenda as amended.

3. EMPLOYEE OF THE MONTH

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

This item was removed.
4. **PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

There were no persons wishing to address the Board.

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

After a motion by Ms. Alvaro and a second by Ms. Gerard, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), approved the Minutes of the June 21, 2017, Regular Meeting as presented.

6. **CONSENT AGENDA**

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

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

7. **CLOSED SESSION**

- 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
- 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

At 7:04 p.m., Board President Ross announced the meeting would move into closed session to hear Interdistrict Attendance Appeal ITA-17-2a and Interdistrict Attendance Appeal ITA-17-2b, filed on behalf of two siblings 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**

The Board reconvened in open session at 7:44 p.m. Mr. Ross announced the following action was taken in closed session:

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

After a motion by Ms. Alvaro and a second by Mr. Hsiao, Interdistrict Attendance Appeal: ITA-17-2a was unanimously denied, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), due to a lack of sufficiently compelling evidence of any factor listed in the Interdistrict Attendance Appeal Handbook.

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

After a motion by Ms. Alvaro and a second by Mr. Hsiao, Interdistrict Attendance Appeal: ITA-17-2b was unanimously denied, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), due to a lack of sufficiently compelling evidence of any factor listed in the Interdistrict Attendance Appeal Handbook.

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

At 7:50 p.m., Board President Ross announced the meeting would move into closed session to hear Expulsion Appeal (E-17-1), filed on behalf of a student from the Sequoia Union High School District.

Ana Flores Esq., Attorney representing the student, requested a few minutes to allow for the arrival of the student and parent.

At 7:52 p.m. the Board reconvened in open session.

After a motion by Mr. Lempert and a second by Mr. Hsiao, The Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) tabled Expulsion Appeal: E-17-1 until the student and parent arrived.
11. **OFFICE OF THE SUPERINTENDENT**

a. **Superintendent’s Comments**

Superintendent Campbell advised the Board of a variety of recent personnel changes:

- Associate Superintendent Sue Wieser has accepted the Associate Superintendent of Human Resources position in the San Mateo-Foster City School District and will leave at the end of July. Ms. Campbell wished Ms. Wieser well in her new position.

Superintendent Campbell said looking at the Strategic Plan this move now provides an opportunity to align the Human Resources position with attracting and retaining teachers in the San Mateo County Office of Education (SMCOE) as well as assisting the 23 districts in San Mateo County. She said Administrator of Curriculum and Instruction Services Lori Musso had been working with Ms. Wieser on the Classified Employee Credential Program Grant and also has expertise in the realm of:
  - Credentialing
  - Supervising the Tier I and Tier II Administrative Credential Programs
  - Exploring offering a teacher credential

Superintendent Campbell said she offered the Associate Superintendent of Human Resources position to Ms. Musso with the understanding the job description would change somewhat. She said Ms. Musso accepted the position and will incorporate the Administrator and Teacher induction staff with the Human Resources department with a focus on developing a robust Teacher and Administrator Training Pipeline. Ms. Musso will begin August 1, 2017.

- Julie Eastburn, Human Resources Manager, accepted an Assistant Superintendent of Human Resources position in the Turlock Unified School District and will now be closer to her family.

- Superintendent Campbell announced the Administrator of Curriculum and Instruction Services position is now open to applicants.

- Patricia Love was recently hired as Administrator for Strategy and Communications and has a great deal of experience in public relations, communications and strategy. Ms. Love will segue out of her current work with clients during the month of August and will begin working at the County Office September 1, 2017. Ms. Love will be introduced at a future Board meeting.

- Allie Jaarsma, Public Communications Specialist, has accepted a position with MapLight, where she will be leading their voter information program for the State of California. Ms. Campbell said Ms. Jaarsma did an outstanding job as the Public Communications Specialist while at SMCOE, and has also done an excellent job organizing information to ensure Ms. Love knows the work that was done on SMCOE’s Webpage as well as communications over the past couple of years.
OFFICE OF THE SUPERINTENDENT (continued)

Ms. Campbell said these changes were not planned, but instead were situations where people moved on for their professional development, which is a good thing, but are certainly losses for SMCOE and its school districts

- Andra Yegoian, Environmental Education Coordinator, STEM @SMCOE, Instructional Services Division, will be introduced at the August 16, 2017, Board Meeting. Ms. Campbell said Ms. Yegoian previously worked at an Oakland Charter School as the school’s Director of Sustainability and has already hit the ground running

Superintendent Campbell announced a mailing was sent to all employees updating SMCOE’s progress on the Strategic Plan including a document that explains results of the various work groups in developing action-oriented goals for the next two years. Ms. Campbell said there would be a “First Ever All-Staff BBQ and Strategic Plan Activities” and invited the Board to participate if they are able to. This event will take place on August 16, 2017, at the County Office.

Superintendent Campbell reported she attended an Environmental Literacy Steering Committee quarterly meeting in Sacramento July 17th. She noted in the recently passed State Budget, funds were set aside to revive the California Regional Environmental Education Community (CREEC). She said there was a lot of discussion about Environmental Justice and climate change. Ms. Campbell said a Social Justice Consultant attended the meeting and kept asking “as you are working on Environmental Literacy in classrooms K-12 in California, how are you communicating Environmental Justice to students and what the impact really is on the people who are the least responsible for creating climate change?” Superintendent Campbell said it was an interesting day and meeting.

9. CLOSED SESSION (continued)

   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

At 8:02 p.m., Board President Ross announced the meeting would reconvene into closed session to hear 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)

   The Board reconvened in open session at 11:20 p.m.

   After a motion by Ms. Alvaro and a second by Mr. Hsiao, Expulsion Appeal (E-17-1) the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) affirmed the district governing board’s decision.
12. BOARD MEMBERS

a. Discuss/Act on Legislation

There was no legislation to report.

b. Board Policy Review

The Board had a First Reading of Revised Board Policy: BP 9322 (Conduct of Board Meetings), New Board Policy: BP 9323.2 (Actions by the Board) and Revised Board Policy BP 9324 (Minutes and Recordings).

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)

c. Discuss/Act on Board Visits to Districts

Superintendent Campbell reported she had heard from some of the Board Members regarding their preferences for visiting their local Board Meetings and said she would reach out to the remaining Board Members to help schedule dates for their visits.

Superintendent Campbell answered questions from the Board.

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

The Board took no action on this item.

e. Board Member Comments

Ms. Gerard

No items to report.

Mr. Lempert

No items to report.

Mr. Hsiao

No items to report.
BOARD MEMBERS (continued)

Ms. Alvaro

Ms. Alvaro congratulated Associate Superintendent Wieser on her new position at the San Mateo-Foster City School District and said she will be missed.

Ms. Alvaro congratulated Ms. Musso and said she is an excellent choice for the job she will now take over.

Mr. Camacho

No Items to report.

Mr. Cannon

Mr. Cannon congratulated Ms. Musso on her new role and said he is pleased she accepted the Human Resources position.

Mr. Cannon extended his congratulations to Ms. Wieser and said San Mateo-Foster City Superintendent Dr. Joan Rosas is very lucky to have Ms. Wieser on her team.

Mr. Ross

No items to report.

13. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:26 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>
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<tr>
<td>Nafeesah Mustafa</td>
<td>Assistant Principal</td>
<td>SSD/Court</td>
<td>7/17/2017</td>
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### PROMOTIONS/REASSIGNMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>DATE OF HIRE</th>
<th>PREVIOUS POSITION</th>
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<tr>
<td>Lori Musso</td>
<td>Associate Superintendent, Human Resources &amp; Teacher/Administrator Development</td>
<td>Supt/HR</td>
<td>8/1/17</td>
<td>Promoted</td>
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<tr>
<td>Liz Wolfe *</td>
<td>Administrator, Learning Analytics &amp; Continuous Improvement Services</td>
<td>ISD</td>
<td>7/1/17</td>
<td>Promoted</td>
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*Not listed on Previous Staffing Report

### SEPARATIONS

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<tr>
<td>Adria Olson</td>
<td>Teacher</td>
<td>SSD/Related Services</td>
<td>7/14/2017</td>
<td>Layoff</td>
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<tr>
<td>Sevgi Carefoot</td>
<td>Teacher</td>
<td>SSD/K12</td>
<td>7/14/2017</td>
<td>Resigned</td>
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<td>Robin Kim</td>
<td>School Psychologist</td>
<td>SSD/K12</td>
<td>7/14/2017</td>
<td>Retirement</td>
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<td>Edgar Vargas</td>
<td>Teacher</td>
<td>SSD/Related Services</td>
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<td>Sue Wieser</td>
<td>Associate Superintendent</td>
<td>SUPT/HR</td>
<td>7/31/2017</td>
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<tr>
<td>Sally Ploe</td>
<td>Teacher</td>
<td>SSD/Court Schools</td>
<td>8/4/2017</td>
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CERTIFICATED STAFFING REPORT
July 12, 2017 – Aug 8, 2017

Forward to the Board:

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

<table>
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<td>OFFICE OF SUPT</td>
<td>New Position</td>
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<td>Manager, State Preschool Program</td>
<td>ISD/ESS</td>
<td>Maryanne Paterson</td>
<td>06/09/2017</td>
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<td>Manager, Payroll-Districts</td>
<td>BSD/DBS</td>
<td>Suzette Burns</td>
<td>06/26/2017</td>
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<td>Public Communications Specialist</td>
<td>OFFICE OF SUPT</td>
<td>Alexandra Jaarsma</td>
<td>07/13/2017</td>
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<tr>
<td>Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Alexander Li</td>
<td>07/24/2017</td>
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## PROMOTIONS

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<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Alexander Li</td>
<td>Toby Lee</td>
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## TRANSFERS

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<th>TO DIV./ DEPT.</th>
<th>EFFECTIVE DATE</th>
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<td>None to report</td>
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## NEW EMPLOYEES – REGULAR

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<tr>
<td>Manager, Special Education Local Plan Area</td>
<td>SSD/SELPA</td>
<td>Natasha King-Davidow</td>
<td>07/01/2017</td>
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## NEW EMPLOYEES - SUBSTITUTE

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</thead>
<tbody>
<tr>
<td>None to report</td>
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</tr>
</tbody>
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## SEPARATIONS

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Forward to the Board:

Anne E. Campbell
County Superintendent of Schools
Joint Resolution No. 17-33

San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California

Endorsing September 2017 as Charcot-Marie-Tooth (CMT) Awareness Month

Whereas, the Hereditary Neuropathy Foundation encourages organizations to recognize September as CMT Awareness Month; and

Whereas, the County Board of Education and the County Superintendent of Schools acknowledge that CMT is one of the most common inherited nerve disorders, affecting an estimated 1 in 2,500 people in the United States; and

Whereas, CMT can strike at any age, causing clumsiness, difficulty walking, fatigue, and progressive nerve damage that may go undiagnosed for years; and

Whereas, children with CMT can often experience bullying, shaming, and injuries if school activities are not adapted to their special needs; and

Whereas, there is no cure for CMT, and ongoing research is needed to discover additional genes involved in CMT; and

Whereas, CMT Awareness Month is an effort to inform the public, medical community, educators, and legislators about this relatively common and often misdiagnosed disease;

Now, Therefore Be It Resolved that the San Mateo County Board of Education and the San Mateo County Superintendent of Schools recognize September as CMT Awareness Month to help raise awareness of Charcot-Marie-Tooth, especially within our school communities.

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS
SAN MATEO COUNTY
BOARD OF EDUCATION

Passed and Adopted on this
Sixteenth Day of August 2017

President
Date August 16, 2017

To: Anne E. Campbell, County Superintendent of Schools
From: Dr. Gary Waddell, Deputy Superintendent
Instructional Services Division (ISD)

Subject: Authorization of Duties and Responsibilities for One (1) New Classified Position

The Board is requested to authorize the duties of one classified position (.60 FTE) that will support the collection, management, and analysis of data for The Big Lift initiative within the Early Learning Support Services (ELSS) department. This position will have a special focus on The Big Lift summer and attendance interventions.

The representative duties and responsibilities of this position are shown below.

Under the direction of an assigned administrator, the position will:

• Provide a variety of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of child, family, teacher, classroom and agency data collected on early learning quality improvement programs
• Provide technical assistance and training to Big Lift and community agencies in how to use the data systems that will house Big Lift child, family and teacher participants and service data, with a focus on The Big Lift summer and attendance interventions
• Monitor data collection & data quality, provide enrollment reports, collaborate and work with funders and partners on the data related needs of Big Lift programs
• Serve as the data lead for The Big Lift preschool attendance pillar, monitor preschool attendance data and recode and format data as necessary for required periodic data pulls
• Conduct quality assurance checks on data systems on a regular basis. Identify major areas of missing data and follow-up with community programs to provide technical assistance and develop strategies to resolve missing data
• Input, extract, clean, recode and analyze a variety of data from multiple data systems, summarize findings and generate a variety of reports
• Provide data and evaluation support for The Big Lift external evaluation, including providing data extracts from multiple data systems for evaluators according to research institution specifications
• Receive and evaluate requests for data, statistical analysis and research projects and design and implement research activities to complete projects
• Provide regular summary data and ‘data dashboards’ on data systems outputs, indicators, and outcomes to Big Lift leadership, stakeholders, funders and evaluators

Approved and recommended to the Board:

Anne E. Campbell
County Superintendent of Schools
Board action is requested to authorize the duties and responsibilities of one new classified Management position that will provide technical assistance for schools in communities of concern that exist outside the boundaries of the county’s health care districts. Encourage and support community and parent volunteer engagement workshops to ensure program sustainability. Develop a toolkit to embed Safe Routes to School curriculum into existing school health, wellness, or physical education programs. Convene a Safe Routes to School task force to guide development of the project, conduct a pilot program to test the curriculum and toolkit, and evaluate the pilot project results and revise materials for use in a county-wide program.

Duties to be assigned to the position are as follows:

- Convene and coordinate a task force, hold bi-monthly meetings to guide the development of materials, monitor progress of county-wide implementation, and oversee technical assistance activities at schools serving communities of concern
- Research existing Safe Routes to School curricula, materials, and activities to develop and implement a Safe Routes to School for Health and Wellness Toolkit. Present draft curriculum for review. Incorporate recommendations and evaluations to update and revise curriculum and toolkit for use in county-wide implementation
- Assist schools to implement pre-pilot evaluation and monitor and assess implementation of curriculum and toolkit at pilot schools. Analyze data, both before and after pilot program to create analysis report
- Develop and conduct curriculum training workshops for school coordinators to implement the pilot program. Conduct technical assistance at schools and work with consultants to assist staff and volunteers on-site to implement and build the pilot program
- Meet regularly with County staff to ensure compliance with grant requirements, completion of invoicing, documentation, and record-keeping, and supervise Administrative Assistant on proper preparation of documentation
• Develop criteria for selection of schools serving communities of concern located outside of health care districts to receive hands-on technical assistance in implementation of curriculum and toolkits. Design and conduct trainings and workshops for staff and volunteers of selected schools and evaluate implementation of the final curriculum and toolkits.

• Research and prepare materials to create a Parent and Community Empowerment Toolkit and conduct engagement workshops to teach parents and the community to embrace active forms of transportation.

• Work with community volunteers and schools to develop school cultures that support safe and healthy school travel. Develop and implement a Safe Routes to School for Health and Wellness Toolkit.

• Work closely with consultants and graphic designer to prepare outreach and publicity materials to involve and educate community members. Conduct outreach at schools and community events, and implement county-wide publicity and educational messages to engage residents and drivers in creating "safe streets" culture.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools
August 9, 2017

To: Anne Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent of Business Services

Subject: Declaration of Surplus Property – Equipment, Furniture, and Supplies

In accordance with Education Code 17545, the list of equipment, furniture, and supplies designated in the attached document is declared surplus. These items are from a variety of programs.

The items on the attached list are no longer suitable for use by San Mateo County Office of Education programs.

Attachment

Forwarded to the Board:

Anne Campbell, County Superintendent of Schools
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### San Mateo County Office of Education
#### Surplus Equipment

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August 9, 2017

To: Anne E. Campbell, County Superintendent of Schools

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

Subject: Comprehensive Evaluation of The Big Lift – Partnership RAND and SMCOE

Board action is requested approving the submission of a $1,778,940 grant proposal to U.S. Department of Education, Institute for Educational Sciences (iES).

This Federal Institute of Education Sciences grant will be utilized to conduct a developmental, descriptive and impact evaluation of the four pillars of The Big Lift using quasi-experimental methods to understand how participation in The Big Lift initiative affects academic achievement such as third grade reading scores and social emotional learning, and examining how different levels of participation in the initiative's four pillars are related to outcomes.

I will be present at the August 16th Board meeting to answer any questions the Board may have.

Approved and Recommended to the Board:

Signed

Anne E. Campbell, County Superintendent of Schools
PROJECT TITLE: Comprehensive Evaluation of The Big Lift - Partnership RAND and SMCOE

Source of Funding: U.S. Dept of Education, Institute for Educational Sciences (iES)

Amount of Funding Requested: $1,778,940

Matching Funds Required: $0  Source: N/A

Pre-application Deadline: 6/22/17  Application Deadline: 8/17/17

PROPOSED BUDGET SUMMARY:

Personnel Salaries and Benefits: 5-year totals (2018/19 - 2022/23)
- .25 FTE Coordination - Early Learning Quality Improvement Initiatives 284,238
- .15 Project Specialist - Early Learning Quality 147,968
- .50 Education Data Analyst (new position) 397,869

Operating Expenses: 5-year totals (2018/19 - 2022/23)
- Materials and Supplies, Facility Rental, Printing, Photocopies, Postage 22,500
- Big Lift School District mini-grants $20,000 / year per 7 districts over 5 years 700,000
- Indirect @ 14.58% per year 226,365

Total $1,778,940

PROJECT DESCRIPTION:

The RAND Corporation intends to submit a $4,900,000, 5-year Federal Institute of Education Sciences grant application under the US Department of Education in order to conduct a developmental, descriptive and impact evaluation of the four pillars of The Big Lift using quasi-experimental methods to understand how participation in The Big Lift initiative affects academic achievement such as third grade reading scores and social emotional learning, and examining how different levels of participation in the initiative's four pillars are related to outcomes.

RAND is the primary applicant and principal research investigator working in conjunction with SMCOE as a sub-recipient and co-principal investigator. Diana Harlick will be the co-principal lead for the SMCOE on this work. Project Specialist, Hui Kim Goutam will be part-time on this work, as well an Education Data Analyst (to be hired).

The term of this grant is for five years starting in 2018/19 through fiscal year 2022/23. It will not be known until July 2018 if RAND has been awarded the grant. The SMCOE sub-grant amount is proposed at 1,778,940. The seven school districts participating in The Big Lift will each receive a $20,000 mini-grant each year of the grant period in recognition of the additional data burden beyond what is currently asked by The Big Lift. This funding would be distributed through the SMCOE via contracts with the individual districts.
1) Are any project personnel to be housed at 101 Twin Dolphin Drive?  
   Yes ☒  No ☐
   1a) If yes, note physical location: Early Learning Support Services

2) Approximate number of new personnel required to carry out project?  
   Data Analyst 0.60 FTE

3) Will County Office staff services be utilized to carry out the program?  
   Yes ☒  No ☐

4) Will County Office materials and equipment be used to carry out the program?  
   Yes ☒  No ☐
   4a) If yes, what will the department provide? computer workstation, phone, internet, copier, etc.

5) Has an administrative overhead charge been included in the program budget?  
   Yes ☒  No ☐
   5a) Explain: 14.58% (17/18 approved rate) applied to each of 5 years

APPROVALS:
Program Manager: ___________________________ Date: ______________
Division Head: ___________________________ Date: 08/04/2017
County Superintendent: ___________________________ Date: 8/4/17
County Board of Education: ___________________________ Date: ______________

PREPARED BY: Jean-Marie Houston, Director Date: 8/4/17

PROGRAM: Early Learning Support Services 
☒ New Application
☐ Continuing Application

ACTION OF FUNDING AGENCY:
☐ APPROVED (DATE): ______________ AMOUNT FUNDED: $ ______________
BEGINNING DATE: ______________ ENDING DATE: ______________
☐ DISAPPROVED (DATE): ______________
COMMENTS: __________________________________________
__________________________________________________________________
August 9, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Gary Waddell, Deputy Superintendent
       Instructional Services Division

Subject: Report on Environmental Literacy

I will be present at the August 16, 2017, Board Meeting to introduce Andra Yeghoian, Coordinator, Environmental Education, who will provide a report on Environmental Literacy, and answer any questions the Board may have.

Forward to the Board:

[Signature]

for Anne E. Campbell, County Superintendent of Schools
Environmental Literacy @SMCOE

Andra Yeghoian, *Environmental Literacy Coordinator*
August 2017

Call to Action and Development of Environmental Education Initiative
Education is the most powerful weapon which you can use to change the world.

Environmental Education in California

89% of Californians think Environmental Education should be in schools


A Conflict-informed Environmental Education Initiative

California Children's Environmental Education

Green Ribbon Schools

Schools
Definition and Call for Equity

Environmental Literacy

Present Situation: Environmental Literacy for Some

Future Goal: Environmental Literacy for All

Environmental Literacy Framework

Influence of/on Policy and Law

NATION & STATE

Government Programs and Departments

COUNTY

Building Resilient Systems

DISTRICTS & CHARTER NETWORKS

SUPPORT
- Models and Examples
- Professional Development
- Funding
- Communication Channels

CONSISTENCY
- Metrics and Benchmarking
- K-12 Scope and Sequence
- Best Practices Toolkits

CONNECTION
- Summits and Collectives
- Committees and Task Forces
- Pathways to Community Partners

Conferences and Collaborations

Mission Aligned Networks & Organizations

Funding Opportunities

www.smcoe.org
4Cs Whole School Sustainability Approach

**CAMPUS**
- Greening Facilities and Operations
  - Reduce Ecological Footprint to zero impact
  - Greenhouse Gas Emissions
  - Resource Conservation
  - Material Flows
  - Building & Grounds
  - Utilize the campus as a laboratory for learning and a model for sustainability

**CURRICULUM**
- High quality learning experiences that:
  - Address current environmental challenges and prevent new ones
  - Examine the intersection between environment, society, and economics
  - Utilize active pedagogy strategies
  - Involve solutions oriented assessments
  - Integrate Outdoor learning on site, in local parks/facilities, and destination immersions
  - Align with college and career pathways

**COMMUNITY**
- **INTERNAL**
  - Engaged action based community that walks the talk of sustainability in all events and programming
- **EXTERNAL**
  - Develop strategic and mutually beneficial partnerships w/ formal and nonformal entities that build environmental literacy and contribute to a sustainable paradigm shift locally and globally

### INSTITUTIONAL CULTURE
Mission - Values - Strategic Plan - Graduation Outcomes - Decision Making

### SITE STAKEHOLDERS:
- Dedicated Compensated Champion
- Administration Team
- Faculty & Staff
- Students
- Community: parents, alumni, local entities

### NATION & STATE
Government Programs and Departments

### COUNTY
Building Resilient Systems

### DISTRICTS & ChARTER NETWORKS
- **SUPPORT**
  - Models and Examples
  - Professional Development
  - Funding
  - Communication Channels
- **CONNECTION**
  - Summits and Collectives
  - Committees and Task Forces
  - Pathways to Community Partners
- **CONSISTENCY**
  - Metrics and Benchmarking
  - K-12 Scope and Sequence
  - Best Practices Toolkits

**4Cs Whole School Sustainability Approach**

**INSTITUTIONAL CULTURE**
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  - Metrics and Benchmarking
  - K-12 Scope and Sequence
  - Best Practices Toolkits

**Conferences and Collaborations**
**Mission Aligned Networks & Organizations**
**Funding Opportunities**
Current Actions for Environmental Literacy

www.smcoe.org

Needs & Assets: External

Thought Partners & Collaborators
- Ten Strands
- CalRecycle
- SFUSD
- CREEK
- MEEA
- Mid-Peninsula Environmental Education Alliance
- Skyline
- ChangeScale
- SDCB
- Children's Project
- Sonoma

Providers
- NatureBridge
- Project Learning Tree
- Grassroots
- Elluminate
- CuriOdyssey
- World Savvy
- Project Enterprise

Potential Funders
- Blue Sky
- Hewlett Foundation
- Silicon Valley Community Foundation
- Pegasus Foundation
- EEFC
- Oracle Education Foundation
- Sand Hill Foundation
Needs & Assets: Districts & Schools

Survey

Tour Districts and Schools

Administrative Councils

Potential Collaboration at SMCOE

Business Services
Facilities and Operations
Facilities and Operations
LCAP

Student Services
Court & Community
Safe & Supportive
Special Ed

Human Resources
Teacher Induction
Administrative
Credential and
Clearing

Instructional Services
Content Areas
Outdoor Education
Equity
Early Learning

www.smcoe.org
Environmental Learning Collaborative (SMELC)

Teachers Learning and Collaborating

Students Learning and Engaging in Community Action Projects

Environmental Lit Advisory Group

Invite Multiple Perspectives on How to Best Be...
Focused Strategic Scalable

Iterate and Refine Vision and Strategies

- Local Government
- Non-Formal Providers
- State Regulatory Bodies
- Community Organizers
- District & Site Admin
- Faculty & Staff
- Club Advisors & Students
- Parents
- Business
- Higher Education

PURPOSE

ACTIONS

ADVISORS

www.smcoe.org
Imagine a world in which Children...
Are Immersed in Nature
Develop a Kinship with Nature
See Nature as Healer
Experience the Joy of Nature
Have a Responsibility to Care for Nature

- Richard Louv

www.smcoe.org
August 9, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Nancy Magee
Associate Superintendent, Student Services Division

Subject: Inclusive Services, SMCOE Special Education

Over the past two years, SMCOE Student Services has intentionally worked to increase opportunities for our students to engage with typically developing peers across all our programs.

In the 2017-2018 school year we are excited to pilot several strategies to further strengthen our inclusive services, including the development of a vision for a fully inclusive early childhood education center at 65 Tower Road.

I will be present at the Board Meeting on August 16, 2017, to introduce a report by Dr. Mary Browning, Principal on Special Assignment, Inclusive Services. At the conclusion of the report, Dr. Browning and I will be happy to answer any questions the Board may have.

Approved and Recommended to the Board:

[Signature]

Anne E. Campbell, County Superintendent of Schools
Excellence and Equity
SMCOE Student Services

A Focus on Inclusive Services

Inclusive Services Looks Like...

- Access to local communities
- Age appropriate and engaging curriculum
- Increase independence
- Engage with typically developing peers
Early Childhood Education (ECE): A Historical View

EARLY START

- Early Intervention services provided to 40-50 children, ages birth to 3 years
- Children qualify for solely low incidence services (Deaf/Hard of Hearing; Vision Impairment; Orthopedic Impairment)
- Stable enrollment – most referrals generated through newborn hearing screening

ECE: A Historical View

PRIOR TO 2015

Prior to 2015, services were delivered primarily at 65 Tower Road, in a segregated setting.

SINCE 2015

The program has made gradual shifts towards "natural environments."
ECE: A Historical View...

SMCOE PRESCHOOL

- Provides special education services to 15-20 children annually
- Children are identified with Multiple Disabilities or as Deaf/Hard of Hearing
- Declining Enrollment - local districts are increasingly serving students in district-operated special education programs

ECE: A Historical View continued...

"Sister Agency" Preschools

- Institute for Human and Social Development (IHSD) Head Start (18-20 children)
- Early Head Start (16 children)
- Stella Piccolo (fee for service preschool serving 20-30 preschool age children)

Efforts to integrate SMCOE students with typically developing peers have had limited success

(20-30 minutes, 2 times weekly)
ECE: The Vision

A shared vision and guiding principles adopted by all early childhood providers operating at ECE, with an emphasis on:

maximizing opportunities for students with diverse learning strengths & needs, socioeconomic backgrounds, ethnicities, and home languages to learn from each other and develop authentic friendships.

www.smcoe.org

The Vision for ECE:

Opportunities for all students to have access to developmentally appropriate instructional strategies, learning environments and materials, and a common curriculum, aligned with the Preschool Learning Foundations and the Quality Rating Improvement System.

www.smcoe.org
The Vision for ECE:
Opportunities for staff from all agencies to engage in common professional development and the time to collaborate with a single focus on student success.

ECE: The Vision continued . . .
Provide family members from all agencies with opportunities to learn how to enhance their child's development.
Next Steps:

• Partner with Sister Agencies to develop shared vision statement
• Partner with Licensing to identify and address barriers to implementation
• Deepen relationships with existing partners
• Explore opportunities with potential new partners

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Next Steps:

• Explore adoption of common curriculum
• Schedule opportunities for staff collaboration and training across agencies
• Identify and commit to outcomes (student and program outcomes) for 2017-18
• Share vision, challenges, and successes with County Board of Education

www.smcoe.org
Our Goal...

We will measure SUCCESS by the extent to which we achieve our vision, AND by the extent to which we support local school districts to replicate our success -- implementation of SMCOE's Lab School model.
August 9, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Anjanette Pelletier, Senior Administrator
Special Education Local Plan Area (SELPA)

Subject: Report on Special Education Local Plan Area (SELPA)

I will be present at the Board Meeting on August 16, 2017, to provide a report on San Mateo County’s Special Education Local Plan Area (SELPA), including a review of the SELPA’s 2016-2017 activities, priorities for 2017-2018, and to answer any questions the Board may have regarding SELPA or Special Education Services in San Mateo County.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools
San Mateo County Special Education Local Plan Area (SELPA)

Support, Services and Connections

SAN MATEO COUNTY OFFICE OF EDUCATION

San Mateo County Special Education Local Plan Area (SELPA)

Support, Services and Connections

SELPA Team

Anjanette Pelletier – Senior SELPA Administrator
Karen Breslow – SELPA Program Coordinator
Dr. Ben Loewy – SELPA Program Coordinator
Natasha King – Mental & Behavioral Health Program Coordinator

Lilian Flores – Administrative Assistant
Manny Topacio – Administrative Assistant
Minette Manio – Fiscal Services

www.smcoe.org
SELPA Governing Board

<table>
<thead>
<tr>
<th>Member</th>
<th>Local Education Agency</th>
<th>Size</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Campbell</td>
<td>San Mateo County Office of Education</td>
<td></td>
<td>No Term Limit</td>
</tr>
<tr>
<td>Joan Rosas</td>
<td>San Mateo Foster City</td>
<td>At-Large</td>
<td>2017 - 2019</td>
</tr>
<tr>
<td>Amy Wooliever</td>
<td>La Honda-Pescadero</td>
<td>Unified School District</td>
<td>2017-2019</td>
</tr>
<tr>
<td>Kevin Skelly</td>
<td>San Mateo Union High</td>
<td>High School District</td>
<td>2017-2019</td>
</tr>
<tr>
<td>Beth Polito</td>
<td>Woodside School District</td>
<td>Under 1,750</td>
<td>2016 - 2018</td>
</tr>
<tr>
<td>Audra Pittman</td>
<td>Bayshore Elementary</td>
<td>Under 1,750</td>
<td>2016 - 2018</td>
</tr>
<tr>
<td>Maggie Macisaac</td>
<td>Burlingame</td>
<td>Over 1,750</td>
<td>2016 - 2018</td>
</tr>
<tr>
<td>John Baker</td>
<td>Redwood City Elementary</td>
<td>Over 1,750</td>
<td>2017-2019</td>
</tr>
</tbody>
</table>

SELPA Responsibilities Mandated by Ed Code

- Fiscal oversight and grant implementation
- Service delivery and program evaluation
- Professional development
- Interagency coordination
- Compliance support
- Community and parent interaction

www.smcoe.org
SELPA Goals for 2017 - 2018

Support Local Education Agencies (LEA) in:

• Monitoring and implementation of high-quality compliant programs
• Service delivery
• Professional development

www.smcoe.org

SELPA Goals for 2017 - 2018

Support LEAs in (cont’d):

• Budget planning and oversight
• Training to enhance alternative dispute resolution
• Ongoing alternative dispute resolution support in response to compliance

www.smcoe.org
SELPA in the Community

Federal Legislative, Reporting & Compliance Activities
State Legislation & KDE Workgroup Activities
Local Agency Collaboration & Communication
Core SELPA Support

SELPA in the Community

SMCOE LEA Program

What happens to students placed in Group or Foster homes?

SELPA is contacted by Districts or Foster Youth Educational Liaisons

Students without IEPs are placed in the General Education program of the district in which the home is located.

Students with IEPs are placed with services that match their current IEP.
- Parents live outside of this SELPA: Placement in the LEA in which the group home is located
  - If student requires a Non-Public School (NPS) or SMCOE placement, SMCOE LEA Program will provide case management
- Parents live in this SELPA: Placement will be in the district in which the parents reside.
Mental Health Supports

- Monthly meetings
- SELPA support for case consultation related to challenging placements and cases
- SELPA representation at Interagency Placement Review Committee weekly
- SELPA site visits for Non-Public Schools and Residential Treatment Centers

Tools for Mental Health Monitoring

OWLS Outcomes and HealthMaster

- Advise and help build, support, and leverage legally defensible programs for all students.
- Support/train in following areas:
  - progress monitoring
  - data collection
  - documentation
- Build consistency among programs, continuity of care, and strong communication between providers.
- Currently have over 50 users county wide
Support to Families and Staff

资源父母委员会是一个不断增长的在线社区。

- 强烈而个性化的资源父母委员会培训，用于LEAs的在线培训。
- 与县法律顾问合作，确保遵循最佳实践。
- 特殊奥林匹克运动支持。
- 向社区组织和家长团体做报告。

www.smcce.org

Compliance Monitoring

通过重点培训和监控关键合规指标，圣马特奥县的SELPA在过去5年中，看到了错误和逾期IEPs的显著减少。

With intensive focus, training and monitoring of key compliance indicators, San Mateo County SELPA has seen a dramatic decrease in errors and overdue IEPs in the past 5 years.

www.smcce.org
Appropriate Dispute Resolution

Questions? Requests? Any other needs?
Joint Resolution No. 17-34
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California
Endorsing September 2017 as Attendance Awareness Month

Whereas, the San Mateo County Board of Education and the San Mateo County Superintendent of Schools value and recognize positive school attendance as a critical element for student success; and

Whereas, good school attendance is essential to pupil achievement and graduation, and systemic approaches are needed to reduce chronic absenteeism rates in California starting as early as preschool; and

Whereas, chronic absenteeism, defined as a student missing ten percent of the school year, or about 18 days a year, is one of the strongest indicators of future dropout; and

Whereas, nationwide, one out of every ten students in kindergarten and first grade are chronically absent; and

Whereas, chronic absenteeism in kindergarten predicts low academic achievement in later grades with research demonstrating that students chronically absent in kindergarten and first grade were far less likely to read proficiently at the end of third grade; and

Whereas, 75 percent of students who are chronically absent in sixth grade will drop out of high school; and

Whereas, chronic absence is often overlooked because many schools only monitor average daily attendance and truancy rates, both of which can easily mask chronic absence; and

Whereas, California enacted the Local Control Funding Formula (LCFF), which encourages school districts to track and establish goals and specific actions for reducing chronic absence; and

Whereas, increasing school attendance requires community-wide involvement and begins with an awareness of the cumulative negative effects of chronic absence on academic and social success;

Now, Therefore, Be It Resolved that the San Mateo County Board of Education and the County Superintendent of Schools hereby declare the month of September 2017 as Attendance Awareness Month and support activities to increase awareness of the importance of daily attendance, especially in preschool and the early grades.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
SAN MATEO COUNTY BOARD OF EDUCATION

Passed and Adopted on this
Sixteenth Day of August 2017

President
August 9, 2017

To: San Mateo County Board of Education

From: Anne E. Campbell, County Superintendent of Schools

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

The first reading of the following Board Policies took place on July 19, 2017. These items are now brought forward for a second reading and action:

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)

Attachments

Approved and Recommended to the Board:

[Signature]

for 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 than 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
Board of Education

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)
San Mateo County Board of Education Policy

Board of Education

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)
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, an 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 §3790-3792)

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 §3823-3824)

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:

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)
July 31, 2017

MEMORANDUM

TO: All Board Presidents and Superintendents
    CSBA Member Districts and County Offices of Education
FROM: Susan M. Henry, President
SUBJECT: Call for Nominations for Directors-at-Large African American, American Indian, and County

Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted until **Friday, September 29**. The nomination form and all information related to the election process are available online, please visit [www.csba.org](http://www.csba.org).

The elections will take place at CSBA’s Delegate Assembly meeting held at the Marriott Marquis San Diego Marina on Wednesday, November 29 and Thursday, November 30. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association’s Annual Education Conference on Saturday, December 2.

The nominations for Directors-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. **(Please note: Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)**

A valid nomination includes the following:

- **Nomination form**: A completed, signed and dated nomination form is due to CSBA no later than **Friday, September 29** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). Nominating boards must secure permission from the board member prior to nominating him or her.

- **Two letters of recommendation**: A one page, single-sided, letter addressed to CSBA President Susan Henry is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). The letter may be from one of the following entities:
  1) A CSBA member district or county office of education (COE) board - *if signed by the Superintendent, it must state in the letter “on behalf of the board.”*
  2) An individual board member from a CSBA member district or COE
  3) Another board member association

- **Candidate Form**: A signed and dated candidate form completed by the nominee is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). An optional, one-page résumé may also be submitted and is due by Friday, October 6.

The completed candidate form and two letters of recommendation will be published in the Delegate Assembly meeting agenda packet exactly as submitted.

Please contact CSBA’s Executive Office at 800-266-3382 should you have any questions. Thank you.
2017 Directors-at-Large, African American, American Indian, and County Nomination Form

(Please submit a separate nomination form for each Director position and each nominee.)
The nominations for Directors-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. (*Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat*) The U.S. Postal Service postmark or email deadline for the nomination form is Friday, September 29, 2017.

Two letters of recommendation are required to be submitted by Friday, October 6, 2017.

The governing board of the __________________ School District or County Office Board of Education voted to nominate ____________________________ (Nominee name) as a candidate for the following Director-at-Large position: (please indicate below)

- [ ] Director-at-Large, African American
- [ ] Director-at-Large, American Indian
- [ ] Director-at-Large, *County

The nominee is a member of the ____________________________ School District or County Office Board of Education, which is a member of CSBA. The nominee has been contacted and has given permission to be nominated.

Signature of the Board Clerk or Board Secretary ____________________________ Date ____________________________

By US Postal Service, please submit your nomination form to:
Susan Henry, President
California School Boards Association
3251 Beacon Blvd. | West Sacramento, CA 95691

Or you may Email: nominations@csba.org
Due: Friday, October 6, 2017 (U.S. Postmark or email nominations@csba.org)

This signed and dated candidate’s form must be completed in the spaces provided. An optional, single-sided, one-page résumé may also be submitted. Please do not state “See résumé” in the spaces below. Only this two-page form and an optional one-page résumé (if submitted), will be published in the Delegate Assembly meeting agenda packet.

I am running for: (check one)  
☐ Director-at-Large, African American  
☐ Director-at-Large, American Indian  
☐ Director-at-Large, County

Name: __________________________ Region: __________________________

District or COE: __________________________ Years on board: __________ ADA: __________

Contact Number: __________________________ E-mail: __________________________

1. CSBA’s Board of Directors is the governing body for the Association. What do you see as CSBA’s greatest strength as an organization and what can the Board of Directors do to make it even stronger?

2. Given the governing roles and responsibilities for the Board of Directors to set direction and provide leadership, please describe the skills and experiences you would bring to the Board.
3. What is one characteristic that you believe every leader should possess?

4. What do you see as the biggest challenge facing governing board members and how can CSBA help?

5. Please provide any additional information about yourself for the Delegate Assembly to consider regarding your candidacy.

Your signature indicates your consent to have your name placed on the ballot and to serve, if elected.

__________________________  _________________________
Signature  Date
Frequently Asked Questions for Director-at-Large Nominations & Elections Process - 2017

- Which Directors-at-Large position are up for election in 2017? African American, American Indian, and County are elected in 2017.

- Who may run for Directors-at-Large, African American and American Indian? Any board member of a district or a county office of education board that is a member of CSBA.

- Who may run for Directors-at-Large, County? Only board members from a CSBA member county office of education board.

- Who may nominate the Directors-at-Large, African American and American Indian? Any district board or county office of education whose board is a member of CSBA.

- Who may nominate Directors-at-Large, County? Only a county office of education whose board is a member of CSBA.

- When and where are the elections held? The elections will take place on November 29-30, at CSBA’s Delegate Assembly meeting held at the Marriott Marquis San Diego Marina.

- What is the term for Directors-at-Large? Directors-at-Large serve two-year terms and take office immediately upon the close of the Association’s Annual Education Conference and Trade Show.

- What meetings are Directors-at-Large required to attend? All CSBA Board of Directors meetings: (approximately five per year) and Delegate Assembly meetings: (two per year). See 2018 Meeting Dates.

- What does a valid nomination consist of?
  - Nomination form: A completed, signed and dated nomination form is due to CSBA no later than Friday, September 29 (U.S. Postal Service postmark or email nominations@csba.org). Nominating boards must secure permission from the board member prior to nominating him or her.
  - Two letters of recommendation: A one page, single-sided, letter addressed to CSBA President Susan Henry is due to CSBA no later than Friday, October 6 (U.S. Postal Service postmark or email nominations@csba.org). The letter may be from one of the following entities:
    1) A CSBA member district or county office of education (COE) board - if signed by the Superintendent, it must state in the letter “on behalf of the board.”
    2) An individual board member from a CSBA member district or COE
    3) Another board member association
  - Candidate Form: A signed and dated candidate form completed by the nominee is due to CSBA no later than Friday, October 6 (U.S. Postal Service postmark or email nominations@csba.org). An optional, one-page résumé may also be submitted and is due by Friday, October 6.

- May the same CSBA member board that submits a nomination also submit a recommendation letter in support of the candidate? Yes. The letter is due Friday, October 6.

- Where do I submit completed forms? Please choose one the following two options to submit completed forms: 1) U.S. Postal Service: ATTN: President, California School Boards Association, 3251 Beacon Blvd., West Sacramento, CA 95691; OR 2) Email: nominations@csba.org

- Who are the current Directors-at-Large?
  Director-at-Large African American – Bettye Lusk, Monterey Peninsula USD
  Director-at-Large, American Indian – Shelly Yarbrough, Val Verde USD
  Director-at-Large, County – Heidi Weiland, El Dorado COE
Board of Directors
Roles and responsibilities

Members of the Board of Directors establish the vision, mission and goals for the association, and ensure that association activities and programs remain focused on those goals and the issues identified in CSBA's Policy Platform. The Board of Directors has the following powers and duties:

Statewide leadership

› Adopts the vision, mission and goals of the association, and annually reviews progress toward achieving them.

› Adopts final positions and policies that are consistent with the Policy Platform. Interim positions on statewide initiatives may also be adopted when the Policy Platform is silent on the issues but only after a reasonable effort has been made to obtain input from the Delegates between Delegate Assembly meetings.

› Adopts final positions on legislation that are consistent with the Policy Platform. Final positions on legislation may also be adopted when the Policy Platform is silent on the issues but only after a reasonable effort has been made to obtain input from the Delegates between Delegate Assembly meetings.

› Provides advocacy on behalf of children, public education, local boards and the association.

› Serves on Board of Directors and other standing committees, councils, task forces and focus groups.

› Receives reports and updates on major programs, consistent with the vision, mission and goals of the association.

Regional and constituency leadership

› Provides two-way communication with Delegate Assembly members and local board members.

› Supports and participates in the association’s activities and events.

Corporate responsibilities

› Adopts the association’s budget.

› Adopts the association’s Standing Rules.

› Receives reports on corporate operations.

› Approves the hiring and terms of employment of the executive director, upon recommendation of the Executive Committee.

› Comments annually on the performance, and acts on the contract of the executive director, upon recommendation of the Executive Committee.

› Abides by the Code of Ethics, Conflict of Interest Policy, and Whistleblower Policy as adopted by the Board of Directors and included in the association’s Policy Statements.

Source: CSBA Bylaws, Article IV, Section 1, 11/12
Board of Directors
Guiding principles of governance

Exceptional boards add significant value to their organizations, making a discernible difference in the fulfillment of their mission. Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between responsible and exceptional boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication. The following twelve principles, as prioritized by the CSBA Board of Directors, provide a vision of what is possible and a way to add lasting value to the association.

Strategic thinking
We allocate time to what matters most and continuously engage in strategic thinking to set CSBA’s direction. We use our vision, mission, goals, core values and strategic priorities to drive meeting agendas, work with Delegates and constituent groups, improve board leadership and evaluate the executive director.

Results-oriented
We are results-oriented. We measure the progress toward CSBA’s vision, mission and goals and evaluate the performance of major programs, products and services.

Intentional board practices
We purposefully organize our Board structure to fulfill essential corporate and leadership duties and activities and to support and adopt CSBA’s priorities. Making governance intentional, not incidental, we invest in structures and practices that can be thoughtfully adapted to changing circumstances.

Mission driven
We shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values. We treat questions of mission, vision and core values as statements of crucial importance to be explored and incorporated into deliberations.

Culture of inquiry
We establish a culture of inquiry, mutual respect and constructive debate that leads to sound decision making. We seek information, question assumptions and challenge conclusions so that we may advocate for solutions based on analysis.
Transparency
We promote transparency by ensuring that members of the Board have equal access to relevant information including finances, operations and results.

Continuous learning
We embrace the qualities of a continuous learning organization, evaluating our own performance and assessing the value we add to CSBA. We embed learning opportunities into routine governance work and activities outside of board meetings.

Board development and renewal
We improve the performance of the Board by mentoring and training Directors, and by encouraging diverse membership and perspectives. We thoughtfully consider how turnover impacts the Board and foster discussion about succession planning that strengthens the leadership of CSBA.

Independent-mindedness
We value independent thinking. We base our votes on personal examination of the facts, full and rich discussion at the board table, in consultation with other Delegates, board members and stakeholders. We are non-partisan. We operate using democratic principles and consensus.

Standards of integrity
We promote strong ethical values by establishing appropriate mechanisms for active oversight. We put statewide interests above local or personal benefit when making decisions.

Sustaining resources
We link our visions and plans to financial support, expertise and networks of influence.Linking budgeting to strategic planning, we approve activities that can be realistically financed with existing or attainable resources, while ensuring that CSBA has the infrastructure and internal capacity it needs.

Constructive partnership with the executive director
We govern in a constructive partnership that is built on trust, candor, respect and honest communication. The effectiveness of the Board and executive director are interdependent.

## 2017 MEETING CALENDAR

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<thead>
<tr>
<th>DATE</th>
<th>DAY(S)</th>
<th>MEETING</th>
<th>LOCATION</th>
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<tr>
<td>FEB 10</td>
<td>FRI</td>
<td>EXECUTIVE COMMITTEE</td>
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## EXECUTIVE COMMITTEE, BOARD OF DIRECTORS & DELEGATE ASSEMBLY

### 2018 MEETING CALENDAR

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Approved by BOD on 4/1/17
CCBE County Member Board Voting Representative Form

We are asking CCBE county member boards to help identify their county voting representative who will be attending the CCBE General Breakfast Membership meeting.

CCBE member county boards elect the CCBE officers, adopt the Bylaws, and the Policy Platform during the CCBE General Membership meetings. It is very important that representatives (one from each county selected by CCBE members in that county) attend CCBE meetings so that the business of the association can occur. Any member of a county board may attend, initiate action or participate in debate and discussion at these meetings but only the representatives may vote.

According to the CCBE Bylaws, Article IV, Section 5, there shall be one vote for each member board. Each member board shall select one of its members to be the board representative to vote at CCBE General Membership meetings. A quorum constitutes one-third of member boards that will be defined at the beginning of each membership meeting.

The__________________________ county board of education wishes to select__________________________ to serve as the county board representative to vote at the CCBE General Membership breakfast meetings on September 9 and December 1, 2017.

Please complete the information below and return it to Charlyn Tuter, CCBE Program Manager, via email at ctuter@csba.org or by fax at (916) 371-3407.
August 9, 2017

To: San Mateo County Board of Education

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

Subject: Dissolution of Ad Hoc Closing the Achievement Gap Summit Planning Committee

The Board may consider dissolving this Committee since its work has completed for this year.

Forward to the Board:

Anne E. Campbell, County Superintendent of Schools