

APPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: March 15, 2017

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

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

Board Members Absent: Beverly Gerard, Joe Ross

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

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

Guest Students: Heidi Montiel, Lucia Mena,
Kristine Perdomo

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

After a motion by Mr. Lempert, and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross) the March 15, 2017, agenda as presented.

3. **EMPLOYEE OF THE MONTH**

- a. March 2017 Employee of the Month, Mervyn Radoc, Computer/Network Technician, Information Technology Services, Business Services Division

Board Vice President Alvaro recognized the March 2017 Employee of the Month, Mervyn Radoc, Computer/Network Technician, Information Technology Services, Business Services Division. Ms. Alvaro congratulated Mr. Radoc on behalf of the Board and presented him with a clock and a check.

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

There were no persons wishing to address the Board.

5. APPROVAL OF MINUTES OF FEBRUARY 15, 2017, REGULAR MEETING

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross) the Minutes of the February 15, 2017, Regular Meeting as presented.

6. CONSENT AGENDA

- a. Receive Staffing Reports
- b. Adopt Joint Resolution No. 17-6 In Recognition of March 31, 2017, as Cesar Chavez Day of Service and Learning
- c. Adopt Joint Resolution No. 17-7 Endorsing April as Public Schools Month
- d. Adopt Joint Resolution No. 17-8 Endorsing April as Autism Awareness Month
- e. Adopt Joint Resolution No. 17-9 Honoring Khatoonik (Katie) Ghazarian on Her Retirement
- f. Adopt Joint Resolution No. 17-10 Honoring Carolyn Nichols on Her Retirement

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

7. BUSINESS SERVICES

- a. Adopt Joint Resolution No. 17-11 Increasing San Mateo County Office of Education's Designated for Economic Uncertainty Reserve to Seven Percent

Deputy Superintendent Denise Porterfield said Joint Resolution No. 17-11 would increase the San Mateo County Office of Education's self-imposed Reserve for Economic Uncertainties to seven percent. She said Education Code states that county offices similar in size to the San Mateo County Office of Education (SMCOE) are required to maintain a reserve level of three percent. Deputy Superintendent Porterfield noted prior to her joining the organization SMCOE raised the reserve level to five percent. She requested the Board approve raising the level to seven percent and drew the Board's attention to the resolution that refers to having on hand a reserve equaling three months' salary and benefits. For SMCOE 11% of the general fund expenditures would represent three months salary and benefits should we ever have a need to maintain payroll while not receiving apportionments or taxes. The Government Finance Officers Association recommends a 17% reserve and SMCOE recommends this amount to our districts if they are able to attain that. Ms. Porterfield said these funds are one time in nature,

BUSINESS SERVICES (continued)

meaning they are set aside once and held going forward, and only adjusted based on the general fund expenditure or by another resolution.

Deputy Superintendent Porterfield then answered questions from the Board.

After a motion by Mr. Camacho and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Resolution No. 17-11 Increasing San Mateo County Office of Education's Designated for Economic Uncertainty Reserve to Seven Percent.

b. Receive, Review and Approve with Positive Certification the 2016-2017 Second Interim Financial Report

Deputy Superintendent Denise Porterfield explained two financial reports are routinely required each year. She said the San Mateo County Office of Education's (SMCOE) Second Interim Report reflects the most current information available, on revenue and expenditures, since the adoption of the 2016-2017 Budget and the First Interim Report.

Deputy Superintendent Porterfield reported:

- General Fund Revenues have increased approximately \$360,500 bringing the total to \$90.7 million. Expenditures have been adjusted with an increase of approximately \$439,500 bringing the total to \$77.9 million
- Components of the Ending Fund Balance have been listed in the General Fund Narrative. A 50% transfer for Excess Taxes for 2015-2016 has been completed and the remaining balance will be transferred in May
- The increase to seven percent was included for the Designated for Economic Uncertainties Reserve
- The legally restricted program funds are reserved, as required, for the purpose for which they are intended
- All other funds are projected to have a positive ending balance

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), the 2016-2017 Second Interim Financial Report with a Positive Certification.

8. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

Superintendent Campbell reported earlier in the day the California School Dashboard launched and encouraged the Board Members to log on to the California Department of Education (CDE) Website to spend some time viewing how this new way of assessing schools and school districts works. Ms. Campbell said SMCOE staff has already been able to view the various districts' successes, particularly with certain subgroups and students as well as areas of focus. She said when she looks at the Dashboard she sees it's a work-in-progress and will continue to evolve, but gives a much better sense of what is happening in a school district versus the one Academic Performance Index (API) number.

Superintendent Campbell reported earlier in the day Univision Channel 14 interviewed Administrator for Board/Superintendent Support and Community Relations Marco Chávez, after seeing a Press Release about the California School Dashboard from Public Communications Specialist Allie Jaarsma. Ms. Campbell said she is curious to hear feedback from the press and parents in the upcoming days.

Superintendent Campbell thanked the Board Members for the productive Board-Superintendent Retreat. She acknowledged and thanked Board Member Cannon for arranging access to a great venue at the Burlingame Library and providing refreshments. Ms. Campbell said in talking with staff who attended the retreat she heard comments regarding the depth of discussion and the candid exchange of views as well as coming to consensus in the end about actions moving forward.

Superintendent Campbell said Board Member Camacho will speak with the South San Francisco Unified School District Board at its next Board meeting in March. She said visiting district board meetings was an idea from the Board-Superintendent retreat. Ms. Campbell commented staff is preparing talking points and will assist in future visits by each Board Member.

Superintendent Campbell announced on April 5, 2017, between 2:00 – 4:00 p.m. at the College of San Mateo, SMCOE will host an all hands staff meeting to give everyone an update on the Strategic Plan. She said the Strategic Plan workgroups have identified action steps that they would like to move forward and would like to share those action steps with all staff members. Ms. Campbell said there would be a large group session so everyone can be updated on the work that has been done and then staff will be divided into small groups to delve more deeply into an understanding of what equity and excellence means for each of us in our roles at SMCOE. She said the next big step would be to develop metrics to evaluate progress of the action steps. Superintendent Campbell invited Board Members to attend.

Superintendent Campbell said she would share some of the activities she has participated in since the Board last met:

- February 22 – Attended the San Bruno Park School District Board Meeting along with Board Member Camacho. She said they took action on a report from the Budget Advisory Committee regarding how to bring their budget back to fiscal stability.

OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell said the committee included a variety of people from the school district and community who came up with a host of recommendations, many of which included ideas regarding how to address Special Education. She said because San Bruno Park chooses to serve its Special Education students outside of the district it is having a negative impact on their budget. Ms. Campbell said their new Special Education Director has worked through a detailed plan of how to bring students back to the district and serve them there.

Superintendent Campbell reported she had an opportunity to emphasize to the Board how important it is to keep their school district fiscally solvent and monitor how progress is being made. She said she hopes the steps the Board voted to take by adopting the plan of the Budget Advisory Committee will help the district move its budget forward in a positive way. Ms. Campbell said Deputy Superintendent Porterfield repeatedly reminded the San Bruno Park Board that it took a long time to get in this situation and it will also take a long time to get back on solid fiscal footing.

Superintendent Campbell acknowledged and thanked Deputy Superintendent Porterfield and her staff for their dedicated, hard work assisting San Bruno Park School District. She also acknowledged and thanked Associate Superintendent of Human Resources Sue Wieser for her work addressing various human resources systemic issues such as position control.

- March 1-4 – Attended American Association of School Administrators (AASA) Conference in New Orleans, Louisiana. Ms. Campbell co-leads a Superintendents' Environmental Education Collaborative (SEEC) with Dr. Kevin M. Maxwell, Chief Executive Officer of Prince George's County Public Schools (PGCPS), and said they are coordinating a national collaborative of superintendents to advocate for environmental education in all classrooms throughout the United States. She and Dr. Maxwell presented at a session on the SEEC during the conference.

Superintendent Campbell reported the most interesting part of the trip was leading a field trip out into the bayous and the Ninth Ward to see first-hand the impact of climate change, including sea-level rise in that area, as well as historical stories/facts regarding the families who live there. She said this trip gave the superintendents a good understanding of why environmental education and environmental literacy are so important.

Superintendent Campbell reported the SEEC was recruiting champions from every state and had participants from 25 of 50 states who signed up to be champions. She was pleased to see the attendees become engaged so quickly.

OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell reported she also attended a session on the possibility of partnerships between American schools and Chinese schools. She said the Chinese are particularly interested in Project-Based Learning and Makerspaces. Ms. Campbell talked with STEM Center @SMCOE Director Rebecca Vyduna, about the work being done in the STEM Center and the opportunity to work with Chinese Educators and said they will look further into that possibility.

Superintendent Campbell reminded the Board of upcoming events:

- March 17 - SMCOE will host one of four hearings being held throughout the State of California by the Department of Finance (DOF) regarding the Public Policy Institute of California's recent report on Special Education in California. She said the DOF is listening to people's reactions about the report. Ms. Campbell said in this report a variety of suggestions have been made about Special Education in California as well as asking if Special Education Local Plan Areas (SELPA's) are the most efficient way to distribute Special Education Funding. She invited the Board to attend this interesting session between 10:00 a.m. and 1:00 p.m. at the County Office
- April 5 – SMCOE all hands meeting at the College of San Mateo from 2:00 – 4:00 p.m.
- April 8 – First Annual Parents-As-Partners Saturday Institute taking place at SMCOE between 8:30 a.m. and 1:00 p.m. Ms. Campbell said parents are encouraged to attend workshops on the importance of parent engagement in schools and staff will help parents understand about the Local Control Accountability Plan (LCAP) and how they can provide input, be involved in their child's school and take part in leadership opportunities. Superintendent Campbell thanked Administrator Chávez, Director of Accountability and District Support Liz Wolfe, and Compliance and Categorical Programs Coordinator J. Jesus Contreras, for their efforts on this project
- March 20 – San Mateo County School Board Association (SMCSBA) Dinner Meeting with State Board of Education President Michael Kirst, who will talk about the rollout of the California School Dashboard

Superintendent Campbell announced she would be away from the office between March 28th and April 3rd attending her son's wedding. She said in her absence Deputy Superintendent Waddell will be authorized to act on her behalf.

Superintendent Campbell requested the Board adjourn its meeting in honor of Robert Miller, a former Millbrae Elementary School District Board Member, who passed away on February 17, 2017. She said Retired Deputy Superintendent Karen Phillip worked with Mr. Miller for many years and speaks fondly of his service to the children and families of Millbrae.

9. BOARD MEMBERS

a. Discuss/Act on Legislation

There was no legislation to report.

b. Update on Board-Superintendent Retreat

Mr. Cannon

Mr. Cannon said he thought the Board-Superintendent Retreat was a helpful and satisfactory couple of hours. He said he enjoyed the discussions and thought the Board was productive.

Mr. Camacho

Mr. Camacho thanked Mr. Cannon for making arrangements to hold the Board-Superintendent Retreat at the Burlingame Library and providing snacks for the attendees.

Mr. Camacho thanked Superintendent Campbell and SMCOE staff for helping guide the Board Members through the Strategic Plan and the next steps.

Mr. Hsiao

Mr. Hsiao thanked Board President Ross, Superintendent Campbell and staff for organizing the retreat and the discussion. He said he felt like the Board had good conversations that included interactions between the Board and the staff. Mr. Hsiao noted he learned a lot about how the Board can engage on issues around the Court and Community Schools. He said he was reinvigorated after the retreat because there are a lot of issues the Board can address.

Mr. Hsiao said he looks forward to seeing how the conversation goes after Board Member Camacho's visit with the South San Francisco Unified School District Board. Mr. Hsiao said he looks forward to doing something similar in the San Mateo-Foster City School District and the San Mateo Union High School District.

Mr. Lempert

Mr. Lempert acknowledged and thanked Board Member Cannon and Superintendent Campbell for organizing the Board-Superintendent Retreat and echoed his colleagues' comments about the helpful conversations.

Ms. Alvaro

Ms. Alvaro agreed with all of the comments made and thanked Mr. Cannon for arranging the accommodations for the meeting. She thanked Board President Ross and SMCOE staff for putting together the agenda because a Strategic Plan is something that is so big it can seem impossible to begin discussions. Breaking it down in sections made it easier to address and work on. Ms. Alvaro agreed with Mr. Hsiao's comment that the day felt productive.

BOARD MEMBERS (continued)

c. Board Policy Review

Board Member Camacho said these were reviewed at the February 15, 2017, Board Meeting and had no further comments.

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

1. Revised Board Policy: BP 9223 (Filling Board Vacancies)

After a motion by Mr. Cannon, and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: BP 9223 (Filling Board Vacancies).

2. New Board Policy: BP 9224 (Oath or Affirmation of Office)

After a motion by Mr. Lempert, and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: BP 9224 (Oath or Affirmation of Office).

3. Revised Board Policy: BP 9240 (Board Development, Activities and Travel)

After a motion by Mr. Hsiao, and a second by Mr. Lempert, the Board approved, by a vote of five in favor (Alvaro, Camacho, Cannon, Hsiao and Lempert), none opposed and two absent (Gerard and Ross), Revised Board Policy: 9240 (Board Development, Activities and Travel).

2. New Board Policy – First Reading

1. New Board Policy: BP 9222 (Resignation)

Board Member Camacho said the Board Policy Subcommittee and SMCOE staff continues its work on new and revised Board Policies. He said the subcommittee is bringing forward a new Board Policy: BP 9222 (Resignation) for a Board first reading.

d. Board Member Comments

Mr. Lempert

Mr. Lempert reiterated how much he appreciated the Board-Superintendent Retreat.

Mr. Hsiao

Mr. Hsiao acknowledged and thanked his colleagues on the Board and SMCOE staff who participated for their input at the Board-Superintendent Retreat.

Mr. Hsiao commented he appreciates the increase to the San Mateo County Office of Education's Reserve for Economic Uncertainties, since he thinks it is warranted for the years ahead.

BOARD MEMBERS (continued)

Mr. Cannon

Mr. Cannon reported he attended the 2017 Preliminary Administrative Services Credential Graduation on Tuesday February 28th. This graduation was for the first cohort, second tier, Administrative Credential and Board Member Cannon was pleased to see so many happy, enthusiastic students graduating. Mr. Cannon said educators understand how important principals and administrators are to the education of our children. He said the program and the event were well organized and he enjoyed attending the graduation.

Mr. Cannon reported he attended the San Mateo County STEM Fair on March 7th at the Hiller Aviation Museum. He said it was nice to be in the Hiller Aviation Museum with the students and all of their science projects.

Mr. Cannon reported he attended the San Mateo County Achievement Gap Summit on March 9th and said the atmosphere was fantastic. He said he learned a lot about Black History and said it was eye opening.

Mr. Cannon agreed with his colleagues' comments about the Board-Superintendent Retreat. He thanked Superintendent Campbell and her staff for taking on the Strategic Plan, which has been a huge job, but necessary to move SMCOE forward.

Mr. Cannon acknowledged the excellent job Mr. Camacho did moderating the Panel Discussion with Bernard, Shirley and Khalil Kinsey.

Mr. Cannon acknowledged the excellent welcome Board President Ross gave at the beginning of the program.

Mr. Camacho

Mr. Camacho reported he attended the San Mateo County STEM Fair and echoed Mr. Cannon's comments about the fair. Mr. Camacho said he was able to take his wife and two sons this year and mentioned they also appreciated the science projects. He said the amount of work the students are putting into the projects is tremendous and was impressed with the outcomes and the students' scientific thought processes.

Mr. Camacho reported he attended the San Mateo County Achievement Gap Summit and was very impressed with Mr. Bernard Kinsey, Mrs. Shirley Kinsey and their son Khalil Kinsey. Mr. Camacho appreciated Dr. Waddell asking him to moderate the panel with the Kinsey family and said the conversation was personal for him and hopes it was helpful to everyone to hear the idea of a shared history and shared story and how much that can impact people's lives. He said he was honored to have participated in the Summit. Mr. Camacho acknowledged and thanked Ms. Alvaro for her leadership on the Ad Hoc Achievement Gap Summit Board Subcommittee.

Mr. Camacho acknowledged and thanked Oracle for hosting the event in its wonderful facility.

BOARD MEMBERS (continued)

Mr. Camacho provided the Board with updates from the San Mateo County School Boards Association (SMCSBA):

- Dinner Meeting on Monday, March 20th with a presentation by Dr. Michael Kirst, President of the California State Board of Education
- SMCSBA Kent Awards Event – May 22, 2017 – the first round of reviews has been completed and Mr. Camacho will participate in two site visits

Mr. Camacho noted Ms. Alvaro ran into Dr. Mallory Dwinal, Lead Founder, Oxford Day Academy, who said she would like to participate in SMCSBA. Mr. Camacho said he would explore participation of Charter Schools in SMCSBA.

Mr. Camacho said he will also explore how SMCSBA can help recruit candidates for school boards. He said as school district boards are realigning their election years, as well as some moving to district elections, recruiting candidates from communities who might not have been active before will be a big job.

Mr. Camacho said SMCSBA is looking forward to discussing charter school participation and board recruitment at its retreat in June.

Mr. Camacho reported the Ad Hoc Board Policy Subcommittee met prior to the Board meeting and requested the following Board Policies be added to the April 5, 2017, agenda for a first reading:

1. BP 6480 (Special Education Diplomas and Certificates)
2. BP 9230 (Orientation)
3. BP 9260 (Legal Protection and Liability Insurance)
4. BP 9270 (Conflict of Interest)
5. BP 9310 (Board Policies and Regulations)

Ms. Alvaro

Ms. Alvaro reported she attended the Achievement Gap Summit and thought it was amazing. She said she always leaves the Achievement Gap Events inspired, but thought the recent event was exceptional. Ms. Alvaro thanked Dr. Waddell for recommending Mr. Kinsey and said this event was appreciated by all who attended. Ms. Alvaro said the districts and schools from San Mateo County that received a copy of *The Kinsey Collection* book were thrilled.

Ms. Alvaro commended Board Member Camacho for moderating the Kinsey Family Panel discussion so well.

Ms. Alvaro announced she would like to attend the April 5, 2017, Strategic Plan All Hands meeting at College of San Mateo.

12. ADJOURNMENT

Board Vice President Alvaro said the County Board and Superintendent would like to adjourn its meeting in honor of Robert Miller, a former Millbrae Elementary School District board member, who passed away February 17, 2017.

Mr. Miller was an extremely dedicated board member, who always put the interests of students first. He consistently showed integrity and courage and was greatly respected by his colleagues for his dedication to his position. Mr. Miller was also a very active member of the Millbrae community, serving on both the Millbrae Library Committee and the San Mateo County Grand Jury.

Ms. Alvaro said the Board, Superintendent and SMCOE staff would like to offer their sincerest condolences to Mr. Miller's sons, Robert and Jeffrey, as well as to everyone who knew and cared for him. The education community has lost a valuable member, and he will be dearly missed.

There being no further business to come before the Board, the meeting was adjourned at 7:51 p.m.



Anne E. Campbell, Secretary
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