

## **APPROVED**

### MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: October 4, 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,  
Joe Ross

Board Member Absent: Beverly Gerard

Staff Officials Present: Denise Porterfield, Acting Secretary  
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Jennifer Chan, Sheryl Chan, Marco Chavez,  
Raul Cruz, Franklin Felizardo,  
Patricia Love, Nancy Magee, Pinky Muki,  
Lori Musso, Gary Waddell

#### 1. **CALL TO ORDER**

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

#### 2. **APPROVAL OF AGENDA**

After a motion by Ms. Alvaro and a second by Mr. Camacho, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), the October 4, 2017, agenda as presented.

Board President Ross noted Deputy Superintendent Denise Porterfield would represent Superintendent Campbell as the Acting Secretary at this meeting.

Board President Ross announced members of the public could provide comments on agenda items, during the discussion of the particular item. He said if a member of the public wished to speak regarding an agenda item, they should fill out a speaker card and hand it to Ms. Serpa-Garcia. Ms. Serpa-Garcia would inform the Board President when a speaker card had been received for a particular item.

### 3. INTRODUCTION OF NEW STAFF

a. Sheryl Chan, Manager, State Preschool Program, Early Learning Support Services (ELSS), Instructional Services Division

Deputy Superintendent Dr. Gary Waddell said he was honored to introduce Sheryl Chan, Manager, State Preschool Program, Early Learning Support Services (ELSS), Instructional Services Division. He said Ms. Chan is the new State Preschool Manager who comes to the San Mateo County Office of Education (SMCOE) with an extensive background in early childhood education and was most recently the coordinator of child development programs in the Moreland School District in San Jose.

Dr. Waddell reported Ms. Chan filled in for Maryanne Patterson, retired State Preschool Manager, while Ms. Patterson was out on a leave. Ms. Chan was the Child Development Director, San Francisco Unified School District; Vice Principal, Child Development Program in the Hayward Unified School District; and a Social Worker at Dorothy Day Center in San Francisco. Dr. Waddell said the State Preschool Program is very complex with many subcontractor agencies and quality programs must be ensured. This takes a huge amount of logistical coordination, budget oversight, and program oversight to ensure quality and they believe Ms. Chan is the right person for this position. Dr. Waddell then asked Ms. Chan to say a few words.

Ms. Chan said she was born in Hong Kong and came to the United States at the age of nine. Her native language is Cantonese and she learned English as a second language. Ms. Chan said she has always had a passion to work with young children and chose to follow her family's path of education. She began her career as an Instruction Assistant in a preschool program while attending California State University Hayward and commented that the four years of experience she gained while attending college solidified her passion for building a career in child development. Ms. Chan has worked in various child development positions throughout her career that have prepared her for this position.

Ms. Chan received a Bachelor's degree in Human Development emphasizing Early Childhood, a Master of Arts degree in Education from Notre Dame De Namur University, and completed an Administrative Credential program at California State University Hayward. Ms. Chan commented in her spare time she likes to spend time with family and friends, cook, and attend 49'er football games. Ms. Chan said she looks forward to working with the ELSS team and supporting the Child Development Programs in San Mateo County.

b. Jennifer Chan, Manager, District Business Services, Business Services Division

Deputy Superintendent Denise Porterfield said Business Services has had some turnover in both management and non-management positions. She announced she was happy to report the Division has some amazing new team members to introduce to the Board.

Deputy Superintendent Porterfield said she was pleased to introduce Jennifer Chan, Manager, District Business Services, Business Services Division. She said Ms. Chan came to SMCOE

**INTRODUCTION OF NEW STAFF** (continued)

with seven years of school accounting experience as the Supervisor of Accounting and Budgeting at the South San Francisco Unified School District. Ms. Porterfield said Ms. Chan graduated from the New York University system with a business degree in finance, and has worked for over 20 years in the private sector as an accountant, supervisor, and manager. Deputy Superintendent Porterfield then asked Ms. Chan to say a few words.

Ms. Chan said she is honored to be part of the San Mateo County Office of Education community. She explained that prior to joining SMCOE, she worked at the South San Francisco Unified School District as an Accounting and Budgeting Supervisor. Her prior experience was in the private sector in the food manufacturing and high technology fields in various accounting and financial functions. Ms. Chan noted she has a business degree from The Bernard M. Baruch College of the City University of New York. She said she moved to San Francisco in 1989, two weeks prior to the Loma Prieta earthquake. She worked temporarily in the public sector for Santa Clara County Social Services Agency in the program that provided back-to-school backpacks and clothing to students and decided she wanted to work at a public agency that serves the needs of students and families. Ms. Chan said she is excited to be working at SMCOE and serving the San Mateo County community.

c. Raul Cruz, Manager, Facilities Services, Business Services Division

Deputy Superintendent Porterfield said she was pleased to introduce Raul Cruz, Manager Facilities Services, Business Services Division. She said the search for a new Facilities Manager has taken a long time and is pleased to have found Mr. Cruz. Ms. Porterfield said Mr. Cruz has worked in the Department of Veteran Affairs (VA), VA Palo Alto Health Care System, the County of San Mateo Public Works Department and is an eight-year United States Navy Veteran. She said Mr. Cruz has a degree in Business/eBusiness and holds a number of specialty certificates. She then asked Mr. Cruz to tell the Board more about himself.

Mr. Cruz reiterated he most recently worked at the Department of Veteran Affairs where he worked on projects worth \$3 billion. He worked as a Maintenance Manager and was responsible for compliance of the VA Palo Alto hospital. Mr. Cruz explained he worked for the San Mateo County Public Works Department for nine years at the Hillcrest facility on Tower Road and also spent eight years in the Navy as a Seabee where he received experience in construction.

Mr. Cruz said he has received certification for Facility Management from the University of California Berkeley, Contracting Officer Representative from the Federal Acquisition Institute, and an Electrical Contractors License from the State of California. Mr. Cruz said he was raised in Redwood City and graduated from Menlo-Atherton High School.

Mr. Cruz said he is pleased to be part of the SMCOE team and is honored for the opportunity to be part of an organization that shapes young minds and the future, and appreciates being part of a dedicated group.

**INTRODUCTION OF NEW STAFF** (continued)

d. Pinky Mukhi, Coordinator, Information Systems, Business Services Division

Deputy Superintendent Porterfield said she was pleased to introduce Pinky Mukhi, Coordinator, Information Systems, Business Services Division, who has 25 years' experience in the private sector in the field of finance and accounting as well as finance related information systems working in multiple countries. Ms. Porterfield said Ms. Mukhi will support SMCOE as it maintains the human resources and financial systems for all 23 school districts and the County Office of Education. She then asked Ms. Mukhi to say a few words.

Ms. Mukhi said she is excited to be part of the SMCOE organization. She said she was working in the private sector and when she saw this position posted she was excited because it was a good opportunity for her to contribute to education and support the school districts with their information system needs.

Ms. Mukhi explained she was born in India where she did Chartered Accountancy. She then had an opportunity to work on information systems implementation and moved to Europe to work on various global implementations before moving to the United States. Ms. Mukhi worked on the East Coast for two years and then moved to California and decided to settle here because it is so beautiful.

Ms. Mukhi said in her spare time she loves to go for walks, hikes and work with children. She said she loves to spend time with her son and teach his friends and him the Indian language. Ms. Mukhi said she is honored to work for SMCOE and looks forward to a fruitful career.

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

There were no persons wishing to address the Board.

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

After a motion by Mr. Lempert and a second by Mr. Hsiao, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), the Minutes of the September 21, 2017, Regular Meeting as presented.

## 6. CONSENT AGENDA

- a. Joint Resolution No. 17-41 Recognizing the Week of the School Administrator
- b. Resolution No. 17-42 Establishing the Actual 2016-2017 and Estimated 2017-2018 Appropriations Limitation (Gann Limits)

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

## 7. BUSINESS SERVICES

- a. Receive Unaudited Actuals

Deputy Superintendent Denise Porterfield said she was pleased to provide the Board with the 2016-2017 Unaudited Actuals. She said these are the actual amounts SMCOE will report to the State for the closing of the fiscal year.

Deputy Superintendent Porterfield drew the Board's attention to three key pieces of information in the Unaudited Actuals Report:

1. SMCOE is fiscally solvent with no expectation of that status changing in the near future
2. SMCOE has sound fiscal controls and deliberate processes in place for the spending of our resources
3. Although SMCOE is a flat funded county office, resources are in place to ensure future needs

Deputy Superintendent Porterfield said regarding SMCOE's fiscal solvency, not only is SMCOE solvent, it is not deficit spending. She noted a small deficit in the report represents the return of Medicare allocated funds that were later disallowed. Ms. Porterfield said currently there isn't a need to spend savings to keep programs and services in operation.

Ms. Porterfield said SMCOE has sound fiscal controls, has established and adheres to a budget, has purchasing controls in place to ensure no over spending as well as a process of planning, applying and getting approval for new programs or services. She said SMCOE has been identifying restricted programs that have accumulated carry over and are spending those funds on student programs.

Deputy Superintendent Porterfield said at this point, the Board, Superintendent Campbell, and SMCOE staff have a good understanding what it means to be flat funded and know that we have to save for our future. She reminded the Board of established resolutions of commitment for funds to be reserved for future expenditures, initiatives and programs. Ms. Porterfield said although it may feel like these funds are ongoing, they are in fact one-time funds once they hit the ending fund balance. She said since SMCOE ended 2016-2017 where we anticipated, we were

## **BUSINESS SERVICES**

able to do all the transfers that we have in place by resolution, including meeting the board approved 7% reserve for economic uncertainty.

### **8. INSTRUCTIONAL SERVICES**

- a. Ratify Submission of Project: Get Healthy San Mateo County: A Living Schoolyard at Every School

Deputy Superintendent Dr. Gary Waddell said he was pleased to present a project to Get Healthy San Mateo County entitled A Living Schoolyard at Every School. He said SMCOE is fortunate to have the Environmental Education Sustainability Initiative as well as Environmental Education Coordinator Andra Yeghoian, initiating a variety of projects and said this is one of the first the Board will hear about.

Dr. Waddell said this project will create an actionable plan to incorporate a “living schoolyard” on every school campus in San Mateo County. He said this planning process will design a road-map by connecting children’s learning, mental and physical well-being and social engagement, while improving local ecological systems. Dr. Waddell noted SMCOE will partner with Green Schoolyard America and said the project would involve creating curricular integration and provide professional development pathways providing forward-facing support for districts with an end game of providing quality outdoor learning experiences for every student regardless of zip code or any other variable.

Dr. Waddell then answered questions from the Board.

After a motion by Mr. Hsiao and a second by Ms. Alvaro, the Board ratified, by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), submission of the project: Get Healthy San Mateo County: A Living Schoolyard at Every School.

### **9. STUDENT SERVICES**

- a. Receive Report on RESPECT! 24/7

Associate Superintendent Nancy Magee reported on Monday, October 2, 2017, the Student Services team hosted the 5<sup>th</sup> Annual RESPECT! 24/7 Conference. She said this conference is unique in that it tries to address large policy issues and provides training for practitioners including teachers, counselors, school principals and those doing the work.

Ms. Magee said this year’s conference was themed “Trauma Informed Schools Cultivating Resilience.” She said 134 people attended and the keynote speaker was Dr. Martha Merchant,

**STUDENT SERVICES** (continued)

Psychologist with the University of California San Francisco (UCSF) Healthy Environments and Response to Trauma in Schools (HEARTS) project. Associate Superintendent Magee said the UCSF HEARTS project is leading the Bay Area in Trauma Informed Schools and has done a lot of work in the San Francisco Unified School District. She said Dr. Merchant (Doc Martha) was a lively and engaging speaker with compelling information and very much appreciated by the attendees.

Associate Superintendent Magee reported there were 10 breakout sessions throughout the day and said during the lunch break there was a resource faire that included community members and resource materials.

Ms. Magee said there were several breakout sessions facilitated by SMCOE staff. She said one session entitled “Self-Care 101” was led by Michelle Holdt, Visual and Performing Arts Coordinator, Instructional Services Division. This session was about mindfulness for the educators and those who manage secondary trauma working in difficult school environments. Ms. Magee said another session was “Cultivating Resilience Through Education for Sustainability” facilitated by Andra Yeghoian, Environmental Education Coordinator, Instructional Services Division, and said this session was very well attended. In this session, Ms. Magee noted the message to today’s children is that their generation is going to be responsible for solving daunting environmental, social and economic problems that plague our current and future existence. She said few communities have developed the awareness of how these complex and multifaceted problems are contributing to traumatic stress, and few schools are preparing teachers to navigate through the challenging territory of teaching about these issues and developing solutions-oriented curriculum that engages students. Ms. Yeghoian’s workshop examined the intersection between trauma and the three pillars of sustainability and introduced educators to ways to begin incorporating the principles and strategies of education for sustainability to build a more resilient community. Ms. Magee said this was a very compelling session.

Ms. Magee read comments about the RESPECT! 24/7 Conference that were written by the attendees and said overall the responses very positive. She thought the day was a success.

Ms. Magee then answered questions from the Board.

b. Ratify Submission of Project: Get Healthy San Mateo County Grant: Building Capacity in Restorative Practices

Associate Superintendent Magee said this project was also a submission to Get Healthy San Mateo County, entitled Building Capacity in Restorative Practices. She said last year Student Services applied for a grant to Get Healthy San Mateo County to begin this work and now they hope to use these funds to build a cohort of experts from districts to do this work. Ms. Magee explained restorative practices is a strategy for trauma informed instruction and the districts can develop an internal capacity to train their own staff.

## **STUDENT SERVICES** (continued)

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board ratified, by a vote of six in favor (Alvaro, Camacho, Cannon, Hsiao, Lempert and Ross), none opposed and one absent (Gerard), submission of the project Get Healthy San Mateo County Grant: Building Capacity in Restorative Practices.

### **10. OFFICE OF THE SUPERINTENDENT**

#### a. Superintendent's Comments

Deputy Superintendent Porterfield said Superintendent Campbell asked her to make comments on things that are happening from my perspective.

- Because of San Bruno Park School District's solvency issues, Deputy Superintendent Porterfield has been working closely with the district. Ms. Porterfield said with the hiring of Superintendent Dr. Stella Kemp, she was happy to report that she feels more confident in San Bruno Park's ability to turn things around. Ms. Porterfield said Dr. Kemp is demonstrating strong leadership and communication skills with a message of the need to provide 21<sup>st</sup> Century Education for the San Bruno students

Ms. Porterfield reported at the last San Bruno Park School District's board meeting Dr. Kemp presented her plan to consolidate schools and reorganize the staff in a way to meet the needs of students

Deputy Superintendent Porterfield commented she will participate on a panel to interview potential candidates for the San Bruno Park School District Board Member vacancy

Ms. Porterfield said although SMCOE's fiscal oversight team will continue to meet with Dr. Kemp's district team every two weeks, the meetings are now shifting to monitoring rather than directing the work

- Deputy Superintendent Porterfield reported she had the opportunity to collaborate on the next round of Professional Development being planned by the California Collaborative on Educational Excellence (CCEE). She said Liz Wolfe, Administrator, Learning Analytics and Continuous Improvement Services (LACIS), Instructional Services Division, is also involved and has committed to presenting in the area Supplemental and Concentration fund use in the Local Control Accountability Plan. Ms. Porterfield said Ms. Wolfe is doing a tremendous amount of work both locally and statewide, and she is pleased to work with her in this role
- Ms. Porterfield reported earlier in the day the Local Control Accountability Plan (LCAP) support kick off meeting took place. Liz Wolfe and the LCAP review team presented new information to district LCAP teams and said everyone is looking forward to a good year of continuous improvement

**OFFICE OF THE SUPERINTENDENT** (continued)

- Deputy Superintendent Porterfield reported International Walk to School Day took place earlier in the day. She said this event highlights the benefits of walking and the priority for safety. Ms. Porterfield said 58 schools from 12 districts participated, along with many elected officials, community supporters and families, which is a 75% increase over last year. Nationally 5,100 schools from the 50 states and Washington DC registered for the event. Ms. Porterfield announced South San Francisco will be celebrating the event on October 11<sup>th</sup> for those who might wish to participate

Deputy Superintendent Porterfield reminded the Board of upcoming events:

- October 18 – The Board will receive training on the Board Docs online agenda services. The training will begin at 6:00 p.m. prior to the Board meeting, and she reminded the Board to bring their SMCOE laptop computers or iPads
- October 28<sup>th</sup> – San Mateo County School Boards Association (SMCSBA) Legislator Forum – 9:00 a.m. – 1:00 p.m. at the College of San Mateo. Senators Jerry Hill and Scott Weiner and Assemblymember Kevin Mullin have confirmed their attendance. Representatives from Assemblymember Phil Ting’s and Marc Berman’s offices will also be in attendance. Ms. Porterfield suggested Board Members who wish to attend let Ms. Serpa-Garcia know

Deputy Superintendent Porterfield respectfully requested the Board adjourn its meeting in memory of Cindy Macay, Manager, Transportation, Business Services Division. She said Ms. Macay began her service with SMCOE in 1986 and has devoted her entire career to making sure the transportation needs of our special education students were met. Ms. Porterfield said the impact of Ms. Macay’s passing is felt deeply with staff in the organization.

**11. BOARD MEMBERS**

a. Discuss/Act on Legislation

There was no legislation to discuss.

b. Review Investment Policy (BP 3430)

Mr. Ross noted that Board Policy 3430 states the Board shall review its investment policy annually at a public meeting. Deputy Superintendent Porterfield said the San Mateo County Treasurer is doing everything possible to get the best return on investments and recommended no change to the policy at this time.

**BOARD MEMBERS** (continued)

c. Board Member Comments

**Mr. Lempert**

Mr. Lempert welcomed the new staff to the County Office.

Mr. Lempert congratulated Deputy Superintendent Porterfield on filling in for Superintendent Campbell at the Board Meeting.

**Mr. Hsiao**

Mr. Hsiao reported he attended the Career Technical Education Steering Committee Dinner meeting prior to the meeting, organized by Dr. Vera Jacobson-Lundberg, Career Technical Education Coordinator, Student Services Division. He said it was fascinating to hear the perspectives of what industry is looking for from the graduates and gave him a better understanding of the trajectory students need to be on. Mr. Hsiao acknowledged and thanked Dr. Jacobson-Lundberg for organizing an excellent event.

Mr. Hsiao said he appreciates the staff who will accompany the Board Members during their presentations at the local school district board meetings.

**Mr. Cannon**

Mr. Cannon said his wife Kris was grateful for the Board adjourning its meeting in honor of her mother Marian Olson. Mr. Cannon said Mr. Ross's statement was warm and very much appreciated.

Mr. Cannon reported he attended the RESPECT! 24/7 on October 2, 2017, and thought there was an excellent atmosphere in the room on an important topic.

Mr. Cannon said he is pleased to hear that San Bruno Park School District is beginning to turn around.

Mr. Cannon reported he attended the Zap the Gap 10<sup>th</sup> Anniversary Planning Committee Meeting prior to the Board Meeting, and said he thinks the planning is off to a great start.

**Mr. Camacho**

Mr. Camacho thanked Board Vice President Alvaro for her leadership on the Zap the Gap 10<sup>th</sup> Anniversary Planning Committee Meeting. He also thanked Dr. Waddell for all of the work that has been done to-date.

**BOARD MEMBERS** (continued)

**Ms. Alvaro**

Ms. Alvaro reported the first Zap the Gap 10<sup>th</sup> Anniversary Planning Committee Meeting took place and announced the date for this event will be March 12, 2018, and said the event will take place at Oracle again. Ms. Alvaro announced Jefferson Union High School District Board Member Kalimah Salahuddin has joined the committee on behalf of the San Mateo County School Boards Association (SMCSBA) to make this effort more of a partnership. Ms. Alvaro thanked Administrator for Board/Superintendent Support and Community Relations Marco Chávez for joining the group on behalf of Superintendent Campbell and providing his input.

Ms. Alvaro reported she attended the Belmont-Redwood Shores Board Meeting to share with that Board what the San Mateo County Board of Education does. She thanked Mr. Chávez for the outline that was created for Mr. Camacho's visit to the South San Francisco Unified School District, stating it was very useful. Ms. Alvaro spoke about the Environmental Literacy Initiative and thanked Superintendent Campbell for her support. Board Member Cannon also attended the meeting.

Board Member Alvaro said the Belmont-Redwood Shores Board had just finished talking about their Strategic Plan so it was easy for her to segue to the SMCOE Strategic Plan. Ms. Alvaro said Superintendent Campbell told her the next day Ms. Campbell spoke with Belmont-Redwood Shores Superintendent Dr. Michael Milliken about areas the two Boards might align strategic plans.

Ms. Alvaro reported she attended the retirement celebration for Christine Villanis from the San Mateo County Probation Department and said it was an excellent event. Ms. Alvaro commended Loriann Villanis, Executive Assistant to Associate Superintendent of Student Services Nancy Magee, for the incredible decorations and said many people got up to honor Christine Villanis for her many years of service in Law Enforcement, Social Services and Probation.

Ms. Alvaro reported she visited the Oxford Day Academy (ODA) Charter School and said she enjoyed her visit. She said Dr. Mallory Dwinal, Lead Founder and CEO, had arranged for Ms. Alvaro to have a tour of the campus by one of the students. She said the atmosphere was great and the students were focused and actively engaged in learning conversations. Ms. Alvaro said ODA has a nice facility but will need to look for a facility to grow into or to use for the higher grades noting that Dr. Dwinal has been actively looking for options. Ms. Alvaro said she enjoyed talking with Dr. Dwinal about the school and future plans and see how excited she is about Oxford Day Academy.

**BOARD MEMBERS** (continued)

**Mr. Ross**

Mr. Ross said watching the presentations on two separate grants reminded him how important it is for public entities to use philanthropy as well as government grants to get the job done. He said this takes a lot of work and opportunities can be rare. Mr. Ross commended the County Office staff for making this a big part of its success and congratulated Deputy Superintendent Waddell, Associate Superintendent Magee and all County Office programs for continuing to pursue grants to get the work done.

Mr. Ross announced he would like to attend the October 28<sup>th</sup> SMCSBA Legislative Forum.

Board President Ross said the San Mateo County Board of Education and the County Superintendent of Schools would like to adjourn this meeting in honor of Cindy Macay, who recently passed away.

Mr. Ross said Ms. Macay devoted her entire career to making sure the transportation needs of our special education students were well-served.

Mr. Ross said Ms. Macay began her service to SMCOE in 1986 as a Transportation Scheduler and quickly demonstrated great talent for dealing with the multi-faceted needs of mobilizing buses, students, and drivers throughout San Mateo County. He said her talent led to being promoted to Transportation Manager, a position she held for many years, continuing to ensure that students were safely transported where they needed to go and in a timely fashion.

Board President asked that staff hold Cindy's family in our thoughts and prayers during this difficult time.

**12. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned in memory of Cindy Macay at 7:46 p.m.



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Anne E. Campbell, Secretary  
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