1. OPENING ITEMS
   a. Call to Order

   Board President Susan Alvaro called the meeting to order at 7:00 p.m.

   b. Approval of Agenda

   After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, the March 21, 2018, agenda as presented.

   c. March 2018 Employee of the Month, Katia Sturtevant, Administrative Assistant II, Student Services Division

   Board President Alvaro recognized the March 2018 Employee of the Month, Katia Sturtevant, Administrative Assistant II, Student Services Division. Ms. Alvaro congratulated Ms. Sturtevant on behalf of the Board and presented her with a clock and a check.
2. **INTRODUCTION OF NEW STAFF**

Deputy Superintendent Gary Waddell said he was pleased to introduce SMCOE’s new Administrator of Curriculum and Instruction Services (CIS). He said when Lori Musso moved from this position to become the Associate Superintendent of Human Resources it created a vacancy in CIS. After a search for the right person, he believes he has found that in Karen Gnusti.

Dr. Waddell noted Ms. Gnusti most recently worked as the Director of Career Technical Education and Career Readiness for the Jefferson Union High School District. He said prior to that Ms. Gnusti served as the Principal of Ocean Shore Elementary School in the Pacifica School District, and prior to that the Principal of Millennium Alternative High School in Piedmont, CA. Dr. Waddell said Ms. Gnusti has a rich background and he is thrilled she is now leading the CIS teams. He then asked Ms. Gnusti to say a few words.

Ms. Gnusti thanked the Board for the opportunity to address them and said she feels fortunate and excited for this opportunity. She said she has been a public schools educator for almost 25 years and is passionate about her work. Ms. Gnusti said she began her career as a high school English teacher and has also served in many administrative roles.

Ms. Gnusti said she looks forward to leading the amazing group of individuals who work in CIS. She wants to improve instruction across San Mateo County schools and districts. She said she believes she has a broad base of understanding for kindergarten through 12th grade education. Ms. Gnusti said in her most recent role she worked with the Community College District with a focus on what students need to be college and career ready.

Ms. Gnusti said she has met with the STEAM staff, the English Language Arts Director and Coordinator, the English Language Development Coordinator and Outdoor Education staff. She reported earlier in the day she participated in the Management Seminar and said the discussions about growth mindset and how to approach the world around us made her think about the unpredictable future, as well as the creative, dynamic people she will work with and believes they are up to the challenge of thinking about a future in education that we don’t understand yet. This makes Ms. Gnusti excited about what’s to come. She said her strength lies in process, organization and thinking at a high-level, but believes she is in a position to help elevate and bring this dynamic group together for the benefit of all the students.

4. **APPROVAL OF MINUTES**

a. **March 7, 2018, Regular Meeting**

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Lempert and Ross) none opposed, and one abstention (Hsiao), the Minutes of the March 7, 2018, Regular Meeting as presented.
3. **PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

There were no persons wishing to address the Board.

5. **CONSENT AGENDA**

   b. **Receive Staffing Reports**
   c. **Adopt Joint Resolution No. 18-9 Endorsing April as Public Schools Month**
   d. **Adopt Joint Resolution No. 18-10 Endorsing April as Autism Awareness Month**
   e. **Approval of Duties and Responsibilities for One (1) New Classified Management Position**
   f. **Approval of Duties and Responsibilities for One (1) New Classified Position**

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

6. **INSTRUCTIONAL SERVICES**

   a. **Receive Report on the 2018 Zap the Gap 10th Anniversary Summit**

Deputy Superintendent Dr. Gary Waddell reported the 10th Anniversary of Zap the Gap was very successful. He said it was heartening to see the sold-out crowd and acknowledged and thanked the Board Subcommittee for its leadership on this endeavor. He said the committee also included Jefferson Union High School District Governing Board Member Kalimah Salahuddin representing the San Mateo County School Boards Association (SMCSBA).

Dr. Waddell reminded the Board this initiative began in 2007, and commented the work being done has come a long way in 10 years. He said it was heartening to see the people in the room and the community that has been built around the work. Everyone understands this work doesn’t happen in a day, but building the will and skill is critical as well as the policy work to close the opportunity gap.

Dr. Waddell provided highlights of the day:

- San Mateo County Supervisor David Canepa greeted the attendees and presented a Resolution from the San Mateo County Board of Supervisors Honoring of Zap the Gap on its 10th Anniversary
- Assemblymember Kevin Mullin addressed the audience
- Congresswoman Jackie Speier addressed the audience via video and got the events of the day in motion
- The Achievement in Motion (AIM) Report was launched by Deann Walsh, Learning Analytics and Program Evaluation Manager. This report is intended to guide practice and was a few years in the making. SMCOE’s Wheel of Impact Model provides a
INSTRUCTIONAL SERVICES (continued)

framework for best practices in closing gaps. This year the Data Analytics Team was able to identify five schools doing remarkable work in San Mateo County

- Board Member Hector Camacho, Jr. moderated a panel of Principals who were profiled in the AIM Report
- Event attendance included:
  - 270 participants
  - 40 Site Administrators
  - 29 District Administrators
  - 32 School Board Members
  - 33 Classroom Teachers
  - In addition to representatives from higher education, mental health, librarians, coaches, parents, SMCOE staff, representatives of elected officials and leaders from community organizations
- Keynote Address was given by Kimberly Papillon, Esq. who talked about the Neuroscience of Decision Making. He said Ms. Papillon honed in on Implicit Bias, which we need to be aware of because this is something everyone brings to the conversation
- Keynote Address at the end of the day was given by Sarahi Espinoza Salamanca, Differed Action for Childhood Arrivals (DACA) Student Dreamer who talked about her journey and who also launched an app called the DREAMers Roadmap to connect DREAMers with college opportunities. Ms. Salamanca was also recognized by the White House and Forbes 30 under 30

Deputy Superintendent Waddell acknowledged and thanked the Zap the Gap Board Subcommittee, Board President Alvaro, Board Members Camacho and Cannon, as well as Kalimah Salahuddin, Educational Support Services (ESS) Administrator Mefula Fairley, Senior Executive Assistant Edna Letran, Oracle for hosting the event, and many others. Dr. Waddell said he has already received suggestions about next year’s event.

Board President Alvaro commended Mr. Camacho for the excellent job he did moderating, and Dr. Waddell for the excellent event.

b. Receive Report on STEM Fair and Art Expo

Deputy Superintendent Waddell said the recent STEM Fair and Arts Expo held on Sunday, March 4, 2018, at the San Mateo County Event Center was remarkable. He said this year approximately 2,000 people came to the event.

Dr. Waddell introduced Doron Markus Ed.D., Science/Engineering Coordinator STEM Center @ SMCOE, to tell the Board more about the event.

Dr. Markus said he was pleased to report about this year’s STEM Fair and Art Expo. He said the STEM Center has evolved the thinking around STEM to reflect the nature of learning as being integrated throughout the content areas and working hard on creating more entry points and access points for students to make it more inclusive. Dr. Markus said in light of that,
INSTRUCTIONAL SERVICES (continued)

the STEM Center has now become the STEAM (Science, Technology, Engineering, the Arts and Mathematics) Center. He reported new staff has been hired including: the Visual and Performing Arts (VAPA) Coordinator Michelle Holdt; and Making and Computer Science Coordinator Dr. Emily Thomforde and said this year they all worked collaboratively to create the STEM and Arts Expo. Dr. Markus reported the STEM Center also worked with 10 students from Design Tech High School over two-week intersessions to help create the vision and experience for this year’s STEM Fair.

Dr. Markus said because of the expansion of the STEM program the event was moved from the Hiller Aviation Museum to the San Mateo County Event Center to accommodate the growth. He said this change in venue allowed the STEM Center staff to bring their vision to fruition. Dr. Markus shared pictures of the venue, STEM Fair and Arts Expo Exhibitors and projects.

Dr. Markus provided statistics for this year including:

- 18 participating San Mateo County School Districts (two more than 2017)
- 18 participating San Mateo County Private Schools (three less than 2017)
- 61% of projects came from public school districts; 39% came from private schools
- Number of STEM Fair students who worked on projects increased to 414 compared to 392 in 2017
- High School participation decreased this year to 18 compared to 25 in 2017
- Number of STEM Fair Judges increased to 121 compared to 76 in 2017 and came from all walks of life

Dr. Markus thanked and acknowledged the volunteers for their many hours of hard work prior to and during the STEM Fair and Arts Expo as well as the volunteers who worked during the event. He acknowledged and thanked the sponsors including:

- San Mateo County Office of Education
- San Mateo County Event Center for providing the venue and parking, which allowed everyone to come cost free which meant a lot to the staff in terms of equity
- Gilead
- Hiller Aviation Museum – the Awards Ceremony was held at the museum again this year
- Oracle
- Broadcom Foundation – provided funding to help enlist those districts who are under-represented to participate in the STEM Fair

Dr. Markus reported 70 projects were awarded, noting the award ceremony was fun. He explained the San Mateo County STEM Fair Award Winners will now move to the California State Science and Engineering Fair (31 spots); Broadcom MASTERS (21 spots) Golden Gate STEM Fair (65 spots).
INSTRUCTIONAL SERVICES (continued)

Dr. Markus reported there were nearly 500 pieces of Student Art submitted that included everything from paintings to photography and ceramics, that were strategically placed throughout the event.

Dr. Markus reported 23 schools participated in the Arts Expo as well as 23 exhibitors. The exhibitors were not able to sell anything and needed to have an activity the public could engage with and have asked to be invited to participate again next year. He said there was something for everyone do participate in.

Mr. Hsiao commented he took his son to the STEM Fair and was impressed at how much bigger it was. He enjoyed the mix of science and art as well as the music, and said his son enjoyed the event as well.

7. OFFICE OF THE SUPERINTENDENT


Administrator of Personnel Commission Services Franklin Felizardo, said he was pleased to present the 2017 Personnel Commission Services Annual Report to the Board. He said the Personnel Commissioners include: Chelsea Bonini; Christine Coffey; and Paul Scannell.

Administrator Felizardo reviewed the Personnel Commission Mission and the Personnel Commission Services including:

- Recruitment and Selection – most qualified candidates
- Performance Management – fair and consistent
- Employee and Labor Relations – coordinate appeals to commission (none in 2017)
- Records Management – maintenance per State, Federal, and/or local laws
- Classification and Compensation – classifications for classified positions (like pay for like service in accordance with the Merit Rules)

Mr. Felizardo then reviewed the demographics and statistics, which indicate the San Mateo County Office of Education (SMCOE) applicants and employees closely model the county population in race and ethnicity but are not as aligned by gender. He said SMCOE is making strides in being more diverse and inclusive and said it is rare that public agencies align with county populations.

Mr. Felizardo reviewed the Human Resource (HR) metrics:

- Recruitment and Selection – 51 vacancies and 1,295 applications were received (slightly down from 2016 – but eligibility lists that were still active were used multiple times)
- Performance Management – 72 evaluations were completed
- Classification and Compensation – one request for reclassification
- Employee Relations – three involuntary separations
OFFICE OF THE SUPERINTENDENT (continued)

Administrator Felizardo reviewed:

Goals
- Explore Brown Bag Lunch training series on Merit System recruitment and selection
- Update Manager Recruitment and Hiring Process Toolkit
- Complete HR/Payroll database audit
- Develop department customer service survey
- Update merit rules – ongoing

Achievements
- Updated merit rules
- Collaborated with Business Services Division to prepare the Classification Study Request for Proposal – proposal requests close on April 3, 2018
- Participated in Strategic Goal – Employee Survey
- Created desk manuals for Human Resources staff to have available for reference and consistency

Mr. Felizardo then answered questions from the Board.

b. Superintendent's Comments

Superintendent Campbell said the past two weeks have been a myriad of events that have taken place:
- Zap the Gap was a spectacular success thanks to Dr. Waddell’s leadership and the Board Subcommittee, including Board President Alvaro, Vice President Camacho and Board Member Cannon, who worked months in advance to make sure all of the details occurred. Superintendent Campbell said she learned a great deal and appreciated Kimberly Papillon
- March 16, 2018 – attended the Box Arts Now Kickoff, she said Deputy Superintendent Waddell helped facilitate and Visual and Performing Arts (VAPA) Coordinator Michelle Holdt helped plan. Ms. Campbell said this was a kickoff of a coalition of different art educators and individuals in the VAPA community who are advocating on behalf of the Arts. Superintendent Campbell said she enjoyed the performing student musical groups and the student artwork
- March 14, 2018 – Walk-ins and walk-outs took place at schools in San Mateo County as well as throughout the United States. Ms. Campbell acknowledged and thanked Associate Superintendent Nancy Magee and Lead Deputy County Counsel Claire Cunningham, who were vital in helping get the district superintendents briefed on the legal aspects of freedom of speech and the right of assembly laws and how to work with student leadership groups to make sure students have the opportunity to express their feelings. She said each school planned something different and it was good to see the students involved
OFFICE OF THE SUPERINTENDENT (continued)

Superintendent Campbell announced on Saturday, March 24th the youth have organized a “March for Our Lives” in conjunction with other activities in San Mateo as well as across the country. She said City of Redwood City Council Member Shelly Mazur has been involved with helping the youth plan this event, which will take place at the square near the Redwood City Courthouse between 1:00 and 3:00 p.m.

Superintendent Campbell reported on Saturday, March 17, 2018, Associate Superintendent of Human Resources/Teacher & Administrator Development Lori Musso, hosted the Educator Recruitment Fair at the County Office and drew the Board’s attention to booklets at their places that were given to teacher candidates to explore job possibilities in San Mateo County. Ms. Campbell said what they had heard from other county offices and groups that had sponsored teacher fairs was that the attendance had decreased which was reflective of the decline in individuals entering the teaching profession. She reported:

- SMCOE’s educator fair attendance had a slight increase over last year – 275 prospective teachers participated
- 22 districts were showcased – Brisbane, Portola and Woodside Elementary School Districts are fully hired
- Feedback from districts was positive
- Districts had an opportunity to interview on the spot
- The pool of candidates was strong and districts believe they will hire teachers from this event
- Credentialing staff was present to help out-of-state candidates obtain the proper credentials

Superintendent Campbell acknowledged and thanked Ms. Musso and her staff for a successful event.

Superintendent Campbell reported earlier in the day the management staff attended its second Management Seminar of the year, which was expertly facilitated by Special Education Local Plan Area (SELP A) Senior Administrator Anjanette Pelletier. Ms. Campbell said last fall the first Management Seminar was focused on Cultural Humility and this one was on Growth Mindset. She said this year’s Management Seminars are being devoted to Design Thinking, Cultural Humility and Growth Mindset. Ms. Campbell said Ms. Pelletier did a great job of synthesizing and bringing everything together around the concept of a Growth Mindset and that we need to be lifelong learners and continue to grow and not get stuck in our ways. Superintendent Campbell acknowledged the staff and commented the concluding activity was for everyone to stand in a circle to debrief and noted the management staff took up the entire California Suite when standing in a circle.

8. BOARD MEMBERS

a. Discuss/Act on Legislation

There was no legislation to discuss.
b. **Adopt Board Resolution No. 18-11 Implementing Board Policy 9250 to Compensate Board Member Rod Hsiao for His Absence Due to Illness on March 7, 2018**

After a motion by Mr. Ross and a second by Ms. Gerard, the Board approved, by a vote of six in favor (Alvaro, Camacho, Cannon, Gerard, Lempert and Ross) none opposed, and one abstention (Hsiao), Board Resolution No. 18-11 Implementing Board Policy 9250 to Compensate Board Member Rod Hsiao for His Absence Due to Illness on March 7, 2018.

c. **Third Reading and Approval of New Board Policy BP 5125 (Release of Directory Information)**

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, New Board Policy BP 5125 (Release of Directory Information).

d. **Second Reading and Approval of New Board Policy BP 5113.2 (Work Permits)**

After a motion by Mr. Hsiao and a second by Ms. Gerard, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, New Board Policy BP 5113.2 (Work Permits).

e. **Second Reading and Approval of New Board Policy BP 5141.25 (Availability of Condoms)**

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, New Board Policy BP 5141.25 (Availability of Condoms).

f. **Discuss/Act on Establishing an Ad Hoc Board Subcommittee for Computer Science**

Board Member Ross said he is incredibly impressed by the leadership in the STEM Center on this topic, the amount of work, the amount of energy being generated and the talent assigned to this task. He said he is also struck by the enormity of the task at hand that staff has set for themselves, which is to grapple with the reality that Computer Science education is clearly something schools are trying to embrace and deliver. He added the lack of time in the schedule, a lack of resources, teacher qualifications and training issues make it difficult for the districts across the county. Mr. Ross suggested the San Mateo County Board of Education and County Office of Education look for ways to provide Computer Science in its own programs as well as being a resource for districts to expand their capacity. Mr. Ross said large single districts such as New York City or San Francisco are more likely to have resources to address issues such as this versus San Mateo County’s with 23 small school districts and a county office of education that can help those school districts address something like this that would be better done on a larger scale.
Mr. Ross proposed that a committee of three gather to look at how to support the STEM Center in its work, look at how the Board could use its roles to expand the collective impact in a similar way that Outdoor Education is being supported to provide an education to all districts.

After discussion by the Board the following members volunteered to participate on an Ad Hoc Board Computer Science Committee: Joe Ross (Chair); Beverly Gerard; and Hector Camacho.

g. Discuss/Act on Dissolving the Ad Hoc Zap the Gap 10th Anniversary Committee

After a motion by Mr. Ross and a second by Mr. Hsiao, the Board unanimously (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross) approved, dissolving the Ad Hoc Zap the Gap 10th Anniversary Committee.

h. Board Member Comments

Ms. Gerard

No items to report.

Mr. Lempert

No items to report.

Mr. Hsiao

Mr. Hsiao reported he attended the Zap the Gap 10th Anniversary Summit and thought it was well done and thought the Board Subcommittee and Dr. Waddell did a great job.

Mr. Hsiao said the following day he participated in the California School Boards Association (CSBA) Legislative Action Day and met with State Senator Jerry Hill and Assemblymember Kevin Mullin’s office and their staff to talk about and ask for adequate and fair funding. He commented two high school students from the Jefferson Union High School District attended and provided examples of how the gradual whittling away of funding in the high school district has cut so many of the extracurricular activities, student support, and counselors that students need at particular developmental stages and told the legislators how much they miss those things. Mr. Hsiao said San Mateo County is fortunate to have such excellent State Representatives and said they were all responsive and asked that we help them to stay on top of legislation as it winds through the Legislature. Mr. Hsiao said perhaps that is something the CSBA Legislative Committee could consider.
Mr. Ross

Mr. Ross said he is pleased about the new Ad Hoc Board Computer Science Committee and thanked his colleagues for supporting this effort.

Mr. Ross reported he was proud of SMCOE and the Board Ad Hoc Committee after reading about the Zap the Gap 10th Anniversary Event in the newspapers. He congratulated staff and the Board Committee and said the bar has been set.

Board Member Alvaro commented the bar is set higher each year.

Mr. Cannon

Mr. Cannon agreed with Ms. Alvaro’s comment about the bar being set higher each year for the Zap the Gap events. He commented he thought the passion in the room that day was strong and said he came away once again with the feeling that the “Me Too” movement has affected how we do things and treat people, which affects everyone including students. Mr. Cannon said everyone is important and this year’s Zap the Gap event was a great reminder of that.

Mr. Cannon acknowledged Board President Alvaro for the comments she gave at the Zap the Gap 10th Anniversary event.

Mr. Camacho

Board Vice President Camacho thanked Dr. Waddell and SMCOE staff for their hard work on the Zap the Gap 10th Anniversary event. He said the number of attendees was impressive and said he was glad to have so many constituencies in the room. Mr. Camacho said one of the comments Ms. Papillon made was about the number of frames per second our brains process is worth noting. She said the conscious brain can process 40 frames per second, and the unconscious brain can process 1.2 million frames per second. This statement can help educators understand the magnitude of implicit bias and what it can do in terms of our actions and how they may be received by students.

Mr. Camacho agreed with Mr. Cannon’s comments about Board President Alvaro’s impactful closing comments to an important conversation.

Ms. Alvaro

Board President Alvaro congratulated Dr. Waddell for a successful event. She acknowledged and thanked Educational Support Services Administrator Mefula Fairley for everything she did. She said when she first heard about the focus of the event she spoke with Ms. Fairley to get understanding from her and agreed it was the right direction to take.
Ms. Alvaro said an important highlight of the day for her was listening to the Achievement in Motion report given by Learning Analytics and Program Evaluation Manager Deann Walsh. She said the panel that Board Member Camacho moderated showed that the participants were very passionate about what is working for their students in their schools, and then to see the data in the report. Ms. Alvaro said one thing that has been promised and delivered over the years has been to share what is working.

Mr. Hsiao announced at the next SMCSBA Dinner Meeting on April 16, 2018, he will talk about the Achievement in Motion work and the demonstrated best practices work and ask how these best practices can be scaled up and replicated in different districts. He said with the help of Superintendent Campbell and STEM Center Director Rebecca Vyduna, Mathematics Coordinator Kim Bambao and Maker Education Coordinator Robert Pronovost, will participate on a panel and talk about what works and what doesn’t work in replicating programs in districts and schools across the county. Mr. Hsiao said he will also talk with the Menlo Park Elementary School District about their journey to replicate Project-based Learning. Mr. Hsiao encouraged his colleagues to sign up for this next SMCSBA Event.

Ms. Alvaro reported the Board Members on the Outdoor Education Committee were forwarded an email via Outdoor Education Director Mark Nolan from a Cabin Leader who has returned to volunteer multiple times in the Outdoor Education program. This volunteer said “he has always known he wanted to be a teacher but going through the program three times has completely solidified this and inspired him to become a Naturalist.” The email went on to compliment the Outdoor Education staff for the support they provide to allow the volunteers to grow and flourish. Ms. Alvaro said she appreciates hearing stories like this and wanted to share it with her colleagues.

Ms. Alvaro said she received a note from the Peninsula Conflict Resolution Center (PCRC) that every year their annual benefit awards an individual in the community who embodies empathy and respect and who has used their leadership to sustain and improve the lives of others. Ms. Alvaro said she was excited to report that this year the 2018 Warren Dale Building Empathy and Respect Award will be awarded to San Mateo County Superintendent of Schools Anne Campbell. Board President Alvaro said this award is well deserved and thanked Superintendent Campbell for her leadership.

9. **CLOSED SESSION: COMPREHENSIVE SCHOOL SAFETY PLANS AND SECURITY OF SMCOE SCHOOL FACILITIES (Education Code section 32281(f) and Government Code section 54957(a))**

   a. **The Board will have a Closed Session Study Session on Comprehensive School Safety Plans**

The Board convened to closed session at 8:24 p.m.

The Board reconvened into open session at 9:19 p.m.
10. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
   (GOVT. CODE § 54956.8): 11000 Pescadero Road, La Honda, CA

   a. Persons Wishing to Address the Board on Closed Session Agenda Items

   There were no persons wishing to address the Board.

   b. **Convene to Closed Session**

   The Board reconvened to closed session at 9:20 p.m.

   c. **Property: 11000 Pescadero Road, La Honda, CA – Agency Negotiators: Anne Campbell and Denise Porterfield**

   d. **Reconvene to Open Session**

   The Board reconvened to open session at 10:10 p.m. No action was taken in either of the closed session items.

11. **ADJOURNMENT**

   There being no further business to come before the Board, the meeting was adjourned at 10:10 p.m.

   [Signature]

   Anne E. Campbell, Secretary

   msg