OPENING ITEMS

A. Call to Order

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

B. Approval of Agenda

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the October 3, 2018, agenda as presented.

INTRODUCTION OF NEW STAFF

A. Introduction of Alyson Suzuki, Administrator, Early Learning Support Services, Instructional Services Division

Deputy Superintendent Dr. Gary Waddell said he was pleased to introduce Alyson Suzuki, who was hired to take over the responsibilities of former Early Learning Support Services (ELSS) Administrator Jean-Marie Houston, who recently retired. He said he took on the task of finding the right person to oversee the large staff that does a great deal of impactful work across San Mateo County in the early learning realm. He said Ms. Suzuki begins her new position on Monday October 8, 2018, after working for a short time on a Personal Services Agreement.
INTRODUCTION OF NEW STAFF (continued)

Dr. Waddell said Ms. Suzuki most recently served as Chief Programs Officer at Wu Yee Children’s Services in San Francisco, leading a large program and doing impactful work. He said Ms. Suzuki has done a variety of things throughout her career including serving as the Peninsula Family YMCA’s Child Care Director, and working at the Chinatown Community Children’s Center in addition to working in New York prior to coming to California. Dr. Waddell said he is pleased to have someone with Ms. Suzuki’s extensive experience and knowledge of early care and learning systems join the San Mateo County Office of Education’s (SMCOE) team. He then asked Ms. Suzuki to share her background with the Board.

Ms. Suzuki said she is honored and excited about this new opportunity on both personal and professional levels. She said personally she is pleased to serve her own community since she lived in South San Francisco for over 10 years and more recently became a resident of San Mateo where her children attend the public schools. Ms. Suzuki attended the Head Start program as a child, which has given her the understanding and value of having high quality early care and education for all families despite income level and language. Ms. Suzuki explained on a professional level she is excited to join an agency that believes in equity, parent engagement, and the positive impacts that early care and education has on a child beyond the preschool years.

Ms. Suzuki explained for over 20 years she has:

- Led non-profit social services agencies and early learning programs
- Partnered with families and the community to advocate for resources and increase childcare opportunities
- Worked closely with policy makers, parents and childcare providers to advocate for childcare teacher wages, additional childcare slots and expansion opportunities
- Led and supported the opening of nine (9) child development centers, two non-profit programs, and 100 family childcare homes

Over the past 13 years Ms. Suzuki served as the Chief Programs Officer at Wu Yee Children’s Services in San Francisco, where she managed a budget of $30 million that supported 3,000 families. She said some of the programs are similar to SMCOE programs. She ran a large child development program that supported Early Head Start, Head Start, and State and City funded seats, just to name a few.

Ms. Suzuki thanked the Board for the opportunity to share her background with them and said she is pleased to be part of the SMCOE Early Learning team and looks forward to working with the Board.
INTRODUCTION OF NEW STAFF (continued)

A. Introduction of Mary McGrath, Director Safe and Supportive Schools, Student Services Division

Associate Superintendent Jeneé Littrell said she was pleased to introduce Mary McGrath who most recently worked at the San Mateo Union High School District (SMUHSD). Ms. McGrath is a Los Angeles native, but loves the Bay Area. She has a background in School Psychology and is a School Counselor as well as being a licensed educational psychologist in private practice. Ms. McGrath’s specialties include: students with social emotional behavioral issues, autism spectrum disorder, as well as crisis response, and program development. Associate Superintendent Littrell reiterated Ms. McGrath most recently worked at SMUHSD as the manager building mental health services within the schools, and built a wellness team and partnership with Peninsula Healthcare District and Stanford. Ms. McGrath will carry on the work of Safe and Supportive Schools and supporting SMCOE and the districts with school-based Mental Health Collaboratives. She then asked Ms. McGrath to share her background with the Board.

Ms. McGrath said she is honored and excited to have joined the SMCOE team. She explained her first job was in San Mateo County in the Burlingame Elementary School District in the 1990s and was very pleased to return to the Bay Area five years ago. Since her return she has worked in the Belmont-Redwood Shores School District and San Mateo Union High School District. She reported she is a graduate of the SMCOE Administrative Credential Cohort Two Program. Ms. McGrath has worked with many people at SMCOE including Associate Superintendent Littrell and is excited about the initiatives with trauma-informed practices especially the ones focusing on Foster Youth as well as mental health.

Ms. McGrath thanked the Board for this opportunity and said she is excited to take what she has learned, come to know more from the SMCOE team and move forward helping the all students in San Mateo County.

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

There were no persons wishing to address the Board.

4. APPROVAL OF MINUTES

A. September 5, 2018, Regular Board Meeting

After a motion by Ms. Gerard and a second by Mr. Ross, 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 September 5, 2018, Regular Meeting as presented.
APPROVAL OF MINUTES (continued)

B. September 19, 2018, Board/Superintendent Retreat

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), the September 19, 2018, Board/Superintendent Retreat as presented.

5. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

A. Receive Report on San Mateo County Office of Education’s Local Control Accountability Plan (LCAP) and Budget Approval Status

Superintendent-Elect Nancy Magee reported the 2018-2019 SMCOE Local Control Accountability Plan (LCAP) was approved by the State Board of Education (SBE). Ms. Magee said this is more than a plan: it drives the action in SMCOE’s schools and helps inform the ways in which the Student Services program collaborates across the programs in SMCOE to support the students in the Court and Community Schools.

Superintendent-Elect Magee said the SBE did ask SMCOE to review and work on Goal Three, and how Foster Youth are served. She said the base-line measures (pages 114-115 of the LCAP) will be listed regarding academic outcomes for Foster Youth. She explained during the time the LCAP was being worked on, the Student Services staff was working with San Mateo County on agreeing what the measures of the Academic Outcomes would be and that work wasn’t completely finalized when the LCAP was submitted. Ms. Magee reported the Academic Outcomes have now been finalized, listed, and staff will track:

- Foster Youth high school students – how many students are on track for A-G completion in high school courses
  - Foster Youth ninth grade students – number completing at least 50 credits by the end of the ninth grade year
  - Foster Youth students who have 25 absences or more – in order to track chronic absenteeism
  - Foster Youth students who have one suspension or more
- Foster Youth middle school students – with 2.0 Grade Point Average (GPA) or higher
  - Foster Youth middle school students who have 25 absences or more
  - Foster Youth middle school students who have one suspension or more
- Foster Youth elementary school students – who are qualifying as chronically absent by the state definition of 10% or more of the school year
  - Foster Youth elementary students who have one suspension or more

Superintendent-Elect Magee said through the next several years those academic outcomes will be tracked and measured for Foster Youth in San Mateo County.
Deputy Superintendent Denise Porterfield reported the San Mateo County Office of Education received its Budget Approval Letter from the California Department of Education (CDE) and no clarifying questions were asked.

B. Receive Report on District Local Control Accountability Plans (LCAPs) and Budget Approval Status

Learning Analytics and Continuing Improvement Services (LACIS) Administrator Liz Wolfe said she was pleased to talk about the Local Control Accountability Plan (LCAP) process and what happened in 2017-2018 as well as what is being planned moving forward.

Administrator Wolfe reviewed the topics she would discuss for 2017-2018 and the overview of the planned process for 2018-2019. Ms. Wolfe said each year there is hope the template will not be changed. However, changes did occur in 2017, including the addition of the California Department of Education online e-template. Other changes include:

- American with Disabilities Act (ADA) compliance
  - Resulted in longer LCAPs, but readable by screen readers
  - No charts, graphs
- E-Template
  - Three districts tried this version: Brisbane, Jefferson Elementary, Ravenswood
- Document Tracking Services provides service to many districts throughout California – rolls up their data to the current year, populates some of the information (e.g. budget codes) – 19 Districts used this method and the remaining two districts used the LCAP Word document

Ms. Wolfe reported staff began the year with one-to-one visits with each district. LACIS and Business Division staff met the new LCAP team members, reviewed the 2016-2017 LCAP strengths and areas for focus, and then set a plan for individual timelines.

Ms. Wolfe said San Mateo County Office of Education (SMCOE) LCAP team members included:

- Learning Analytics and Continuous Improvement Services (LACIS): Administrator Liz Wolfe, District Improvement and Support Coordinator Chris Izor
- Center for Learning Analytics (CLA): Learning Analytics and Program Evaluation Manager Deann Walsh, Educational Data Analysts Cameron Lewis, Divya Gopinath, and Yangxue Dong
- Business Office: District Business Services Administrator Priscilla Aquino-Dichoso, Director Doris Kwok, and Manager Joel Cruz
- Process Oversight: Deputy Superintendent Dr. Gary Waddell and Deputy Superintendent Denise Porterfield

Administrator Wolfe reported the review process began in April when the initial drafts were submitted. Individual meetings then took place with feedback from those initial drafts around the content, metrics, and expenditures. Ms. Wolfe then provided examples of the LCAP Metrics feedback review for 2017-2018:
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

- Metrics feedback suggested changes which were also discussed with the district a second time to present the final feedback
- Metric screencasts, how-to videos on various subjects to provide assistance and recommendations for updating LCAPS
- Expenditures – oversight of the district’s plan for three years of Local Control Funding Formula (LCFF). LCAP Team tracks the expenditures against the LCAP goal, action plus changes over time, and funding source to determine sufficiency of budget
- Justifications – Demonstration of Increased and Improved Services for Unduplicated Pupils (DIISUP) – Foster Youth, English Learners and low socioeconomic status students, or “unduplicated pupils,” who generate additional funding because of the Equity Funding Formula. The districts need to report how Supplemental Concentration Funding is being spent on the unduplicated pupils. If districts are spending their Supplemental Concentration Funding on a schoolwide or districtwide basis, where more than unduplicated pupils will benefit, a high level of justification is required – the district must then state the goal where the action and service is found, name the action and service as well as the total cost, and then describe how the action and service has been principally directed toward unduplicated pupils (e.g. hiring an extra reading teacher, who will focus on the unduplicated pupils first)

Administrator Wolfe explained the goal for the LCAP drafts is to have the LCAPs approvable by June. She said the status of final LCAPS in June 2017 included:
- Two LCAPs were returned for Board approval over the summer
  - Woodside and Redwood City
- 10 LCAPs required clarification tables
  - Metrics, justification of expenditures in DIISUP
- All LCAPs are now completed and approved

Administrator Wolfe said moving forward, 2018-2019 will include:
- Reorganizing of LACIS and Networks for Success (N4S) into a new team now called Systems for District Improvement (SDI), which will work on Differentiated Assistance; and Multi-Tiered System of Supports (MTSS); in addition to LCAPs
- Hiring Financial Analysts for the Business Office
  - LCAP Steering Committee provided input on their vision
- Training District Staff
  - Writers new to the LCAP
  - Overview of the Dashboard: local indicators need to be uploaded on November 16th.

Wolfe said the LCAP Process for 2018-2019 includes:
- Individual district meetings for: annual update and stakeholder engagement
- Office hours for individual support
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (continued)

- Networks
  - Professional Learning Network – California Collaborative for Educational Excellence (CCEE) – 50 across the State
  - District Assessment Leaders Network
  - Multi-tiered Systems of Support (MTSS)
- Differentiated Assistance
- Up-to-date information via newsletter and Twitter feed
- Final Approval – goal is to have approvable LCAPs by District Board hearings and approval dates

Administrator Wolfe then answered questions from the Board.

Deputy Superintendent Denise Porterfield reported District Business services reviews all district budgets in combination with the LCAP. She explained Education Code requires that a budget cannot be approved unless the LCAP is approved. Ms. Porterfield said the County Office recommended budget approval for 22 of the San Mateo County school districts. Cabrillo Unified School District’s budget received a Conditional Approval. Ms. Porterfield said a district must submit the budget and the multi-year projection, and should be able to meet its obligations in the current and two subsequent years. Cabrillo’s budget indicates they have a structural deficit spending issue. Cabrillo will meet its three percent reserve in 2018/2019. However, they will only have a 2.52% reserve for economic uncertainty and a -5.30% in the 2020/2021 fiscal year.

Deputy Superintendent Porterfield reported she and Superintendent Campbell met with Cabrillo Unified School District’s Superintendent Jane Yuster and Chief Business Official Crystal Leach to discuss their action plan and were told they will be making reductions as well as putting a parcel tax measure on the ballot to help support their funding.

Ms. Porterfield noted with Cabrillo’s recent submission of their Unaudited Actuals they have a slight increase in their ending fund balance, which provides them with just enough funds to make their 3% reserve in 2019/2020. Ms. Porterfield noted Cabrillo Unified School District is now qualified for their submission of the First Interim Financial Report.

Deputy Superintendent Porterfield then answered questions from the Board.
6. **CONSENT AGENDA**

Board President Alvaro requested Agenda Item No. 6.B. (Adopt Joint Resolution No. 18-44 Implementing Board Policy BP 9250 to Compensate Rod Hsiao for His Absence from the September 5, 2018, Board Meeting Due to Illness) be removed from the Consent Agenda and placed as a separate item right after the Consent Agenda since Mr. Hsiao cannot vote on that item and the Consent Agenda must be unanimous.

B. **Adopt Joint Resolution No. 18-44 Implementing Board Policy BP 9250 to Compensate Rod Hsiao for His Absence from the September 5, 2018, Board Meeting Due to Illness** (removed from Consent Agenda)

C. **Adopt Joint Resolution No. 18-45 Establishing the Actual 2017-2018 and the Estimated 2018-2019 Appropriations Limitation (Gann Limits**

D. **Adopt Joint Resolution No. 18-46 Recognizing the Week of the School Administrator**

E. **Adopt Joint Resolution No. 18-47 Endorsing October 2018 as RESPECT! 24/7 Month in San Mateo County**

F. **Adopt Joint Resolution No. 18-48 Endorsing October 2018 as LGBTQ+ History Month**

After a motion by Mr. Lempert and a second by Ms. Gerard, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross) the Consent Agenda with the exclusion of Agenda Item 6.B.

6.B. **Adopt Joint Resolution No. 18-44 Implementing Board Policy BP 9250 to Compensate Rod Hsiao for His Absence from the September 5, 2018, Board Meeting Due to Illness** (removed from Consent Agenda)

After a motion by Ms. Gerard and a second by Mr. Ross, the Board approved by a vote of six in favor, (Alvaro, Camacho, Cannon, Gerard, Lempert, and Ross), none opposed and one abstention (Hsiao) the Resolution No. 18-44 Implementing Board Policy BP 9250 to Compensate Rod Hsiao for His Absence from the September 5, 2018, Board Meeting Due to Illness.

7. **BUSINESS SERVICES**

A. **Receive Unaudited Actuals**

Deputy Superintendent Denise Porterfield said she was pleased to provide the Board with the 2017-2018 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 reported Total Revenues for the San Mateo County Office of Education were $92.6 million and Total Expenditures were $113.5 million. She said this is the first time with this Board she has reported what appears to be a significant deficit spending issue. Ms. Porterfield explained in the past there were excess tax amounts held in reserve to send to the State Controller’s office. Previously, there were so few County Offices with excess property taxes; the direction had been to account for the excess property taxes as a reserve. The new
BUSINESS SERVICES (continued)

guidance is to record the excess property taxes as an expenditure which removes the funds from the ending fund balance. Therefore, the excess property taxes become an expense and in turn increase the Designated for Economic Uncertainty 7% reserve amount. Deputy Superintendent Porte1field said excess property tax monies are conveyed to the Supplemental Revenue Augmentation Fund as an intergovernmental expenditure and should be recorded as a debit.

Ms. Porterfield said the Board will no longer see the excess tax funds reported in the Components of the Ending Fund Balance, but she said she will keep the board informed of the excess tax amounts going forward. Deputy Superintendent Porterfield reported the Ending Fund Balance is now $19.5 million.

Deputy Superintendent Porterfield noted during her last presentation she was asked how much SMCOE receives in local grants and contributions. She reported $3.9 million in actual revenue was received.

Ms. Porterfield then answered questions from the Board.

B. Discuss/Act on Government Claim: 101 Twin Dolphin Drive, Redwood City, CA

Superintendent Campbell explained on September 12, 2018, the County Office received a Government Claim presented by the City of Redwood City for indemnity, contribution and declaratory relief. The claim comes from a lawsuit filed by Marcus Smith who was running along a pedestrian pathway on Twin Dolphin Drive. The walkway where Mr. Smith tripped and fell is not under the control or jurisdiction of the San Mateo County Office of Education, nor is the SMCOE responsible for its design, construction, maintenance, or repair. The walkway is the responsibility of the Shores Business Center Association. Superintendent Campbell said the Board needed to take action on the claim and recommended it be denied.

After a motion by Mr. Ross and a second by Mr. Hsiao, the Board unanimously denied, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross), Government Claim: 101 Twin Dolphin Drive, Redwood City, CA.

C. Authorization of Duties and Responsibilities for One (1) New Classified Management Position: Proposed Job Title: Project/Operations Analyst (Pending Personnel Commission Approval)

Deputy Superintendent Denise Porterfield reported Business Services finds itself in a unique position as the Classification study with staff moves forward there is one position that has been vacant. An Administrative Assistant III position has been performing significantly different roles than others in the organization with the same title. She is now proposing a new position that will fit the needs of the County Office in Information Technology Services. Ms. Porterfield said the Proposed Job Title for this position (pending Personnel Commission approval) is Project/Operations Analyst. One Full Time Equivalent (FTE) Administrative Assistant III position will be eliminated.
BUSINESS SERVICES (continued)

After a motion by Mr. Hsiao and a second by Mr. Ross, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross), the Duties and Responsibilities for One (1) New Classified Management Position.

8. INSTRUCTIONAL SERVICES

A. Ratify Submission of Project: Campus and Community as a Learning Laboratory: Collective Impact in San Mateo County

Deputy Superintendent Dr. Gary Waddell said he was pleased to present a grant application to the Sand Hill Foundation before the Board for its consideration. He said this project would bring together four teams from within San Mateo County to work with SMCOE staff to develop collaborative projects such as: living schoolyards, storm water and pollution prevention, zero waste efforts and other environmental activities. Dr. Waddell said this project is led by Andra Yeghoian, Environmental Education Coordinator.

Dr. Waddell then answered questions from the Board.

After a motion by Mr. Ross and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross), Submission of Project: Campus and Community as a Learning Laboratory: Collective Impact in San Mateo County.

9. STUDENT SERVICES

A. Public Hearing concerning Sufficiency of Textbooks and/or Instructional Materials

Board President Alvaro opened the public hearing concerning the Sufficiency of Textbooks and/or Instructional Materials. Hearing no public comment, Ms. Alvaro declared the hearing closed.

B. Adopt Board Resolution No. 18-49 Assuring Compliance with Education Code 60119 – Sufficiency of Textbooks and/or Instructional Materials

Associate Superintendent Jeneé Littrell verified all students in all SMCOE programs have received Standards Based Curriculum.

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Resolution No. 18-49 Assuring Compliance with Education Code 60119 – Sufficiency of Textbooks and/or Instructional Materials.
C. **Adopt Joint Resolution No. 18-50 Endorsing October 10, 2018, as International Walk to School Day**

Associate Superintendent Jeneé Littrell said SMCOE is fortunate to have a robust and well-funded Safe Routes to School Program. She said Coordinator of Safe Routes to School Theresa Vallez-Kelly was unable to attend the meeting and introduced Project Specialist Safe Routes for Health and Wellness Vanessa Castro, who would provide the Board with information about a resolution brought forward for Board consideration.

Ms. Castro said she was excited to share information about International Walk to School Day. She said this annual event involves communities from more than 40 countries to walk and bike to school together on the same day. It began in 1997 as a one-time event that has grown over time and become a movement and celebration each October. Ms. Castro reported San Mateo County schools have been participating in this program and the event since 2011, and this year 81 schools representing 16 school districts have joined in.

Ms. Castro then answered questions from the Board.

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Resolution No. 18-50 Endorsing October 10, 2018, as International Walk to School Day.

D. **Authorization of Duties and Responsibilities for Eight (8) New Classified Positions: Proposed Job Title: Itinerant Paraeducator (Pending Personnel Commission Approval)**

Associate Superintendent Jeneé Littrell said she is requesting eight new positions, Itinerant Paraeducators. She said there are approximately 150 paraprofessionals in the organization and the work they do is vital to the safety and learning of the students. She said because of the nature of the work and many other factors, there are often vacancies that need to be back filled from a substitute pool. Ms. Littrell said the vision is to have itinerant paraprofessionals that can fill this demand and will allow staff to respond to the immediate needs and ensure the students have the necessary support.

Associate Superintendent Littrell then answered questions from the Board.

After a motion by Mr. Ross and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Duties and Responsibilities for Eight (8) New Classified Positions: Proposed Job Title: Itinerant Paraeducator (Pending Personnel Commission Approval).
STUDENT SERVICES (continued)

E. **Authorization of Duties and Responsibilities for One (1) New Classified Position: Proposed Job Title: Coordinator, School Safety and Risk Prevention (Pending Personnel Commission Approval)**

Associate Superintendent Littrell said the individual for this new position would help fill the growing need of the school districts to be current in compliance around emergency preparedness, implementing the Big 5, and threat assessment at schools. She said schools don’t normally have a lot of experience with this work and this staff member would be able to respond and help the schools and drive the work around school safety forward.

After a motion by Mr. Hsiao and a second by Mr. Ross, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Duties and Responsibilities for One (1) New Classified Position: Proposed Job Title: Coordinator, School Safety and Risk Prevention (Pending Personnel Commission Approval).

F. **Authorization of Duties and Responsibilities for One (1) New Classified Position: Proposed Job Title: Physical Therapist (Pending Personnel Commission Approval)**

Associate Superintendent Littrell requested this new position for the Related Services program. She said staff has recognized there are a number of students in the SMCOE programs who need physical therapy and the Physical Therapist would insure the SMCOE students would be taken care of and would also be available for students in the districts under contract.

Associate Superintendent Littrell then answered questions from the Board.

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Duties and Responsibilities for One (1) New Classified Position: Proposed Job Title: Physical Therapist (Pending Personnel Commission Approval).

G. **Ratify Submission of Project: Get Healthy San Mateo County: Restorative Practices Train the Trainer**

Associate Superintendent Littrell said this will be the third year in partnership with Get Healthy San Mateo County specifically around Restorative Practices. She said Get Healthy San Mateo County provides funding so SMCOE can work with schools and help them build capacity to provide Restorative Practices in their own school setting.

Associate Superintendent Littrell then answered questions from the Board.

After a motion by Mr. Lempert and a second by Mr. Hsiao, the Board unanimously ratified, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert and Ross), Submission of Project: Get Healthy San Mateo County: Restorative Practices Train the Trainer.
10. OFFICE OF THE SUPERINTENDENT

A. Discuss Virtual Charter Schools

Superintendent Campbell reported she and Senior Administrator Board/Superintendent Support and Community Relations Mefula Fairley researched information regarding Virtual Charter Schools and Ms. Campbell relayed that information to the Board.

The Board discussed Virtual Charter Schools and took no action.

B. Discuss/Act on Revision to the Biennial Conflict of Interest Code

Superintendent Campbell said recently the Board revised the Conflict of Interest Code as it must do every two years. She reported since then a variety of changes have taken place with staffing structure and the kinds of positions that would be subject to the Conflict of Interest Code reporting requirements. Ms. Campbell explained Karen Williams, Executive Assistant to the Superintendent, contacted the San Mateo County Elections office and was instructed to revise the latest Conflict of Interest Code and have the Board approve the revised version. She said Ms. Williams was told that should take place whenever there are changes in our structure that would require new positions to be subject to the Conflict of Interest Code rather than just having that opportunity once every two years. Ms. Campbell acknowledged the amount of work it takes to revise this document and thanked Ms. Williams for her hard work keeping the Conflict of Interest Code updated.

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross) the revision to the Biennial Conflict of Interest Code.

A. Superintendent’s Comments

Superintendent Campbell provided an update on the following items:

- Management Seminar – September 25, 2018, focused on Trauma Informed Practices as the third installment of the Strategic Plan to help staff understand trauma, its long-lasting impact, and practices to help alleviate that impact.

Superintendent-Elect Nancy Magee had an opportunity to share her vision, and Ms. Campbell provided an update on the Strategic Plan. Most of the session was devoted to helping staff understand trauma and how destructive it is, especially when experienced in childhood. Ms. Campbell said as educators it’s important to understand how to recognize signs of trauma and intervene and get help for students so they can focus more on their school instruction rather than the other things happening in their lives.

Matt Redham, Regional Policy Practice Coordinator for Trauma Transformed, led staff through a series of experiences to help managers better understand the impact of trauma.
Superintendent Campbell said just as with the Cultural Humility and Growth Mindset trainings, work will be done with all staff on learning about Trauma Informed Practices.

- The How Educators Can Create Trauma Informed Practices in their School Communities Conference took place on September 28, 2018, and was co-sponsored by San Mateo County School Boards Association (SMCSBA), SMCOE, Sequoia Health Care District, San Francisco Unified School District (SFUSD), and Acknowledge Alliance. This conference focused on how educators can create trauma informed systems in their school communities. She said there were 160 attendees and acknowledged and thanked Superintendent-Elect Magee and Associate Superintendent Littrell for their participation. Ms. Campbell said Mr. Redham would return and work with the districts to help them understand trauma and how to be trauma informed.

Superintendent Campbell announced SMCOE will host the California County Superintendents Educational Services Association (CCSESA) in San Mateo County for the fall quarterly meeting at the Pullman Hotel. She said the awards dinner will take place on Monday evening, October 15, 2018, at the San Mateo County Historical Museum where Mitch Postel, President San Mateo County Historical Association, and his team will give tours so the superintendents will leave with a renewed appreciation of what makes San Mateo County special. Ms. Campbell said the Carlmont Jazz Ensemble will perform at the opening of Monday’s meeting and the Sheriff’s Color Guard will present the flags. Superintendent Campbell thanked Ms. Williams for her spectacular job of coordinating the dinner arrangements and table decorations for this event.

Superintendent Campbell reported California Assessment of Student Performance and Progress (CAASPP) scores will be presented at the Board’s October 17, 2018, meeting.

Superintendent Campbell shared news that SMCOE’s Outdoor Education Program recently went through a certification process with California Outdoor School Administrators (COSA). She reported SMCOE’s Program received the highest certification possible and commended the San Mateo County Outdoor Education program for providing a high-quality outdoor education experience for the students of San Mateo County. COSA also commended the SMCOE management team of Mark Nolan, Steve Van Zandt, Clare Rankhorn, and senior staff for their hard work, dedication and communication. She said the report talked about the site, facilities, location, surroundings, and YMCA Camp Jones Gulch. They also commended the instructional team of naturalists and interns, stating they are passionate, enthusiastic, loving and student-focused.

Superintendent Campbell said COSA also included recommendations for the future of Outdoor Education including the transition of leadership and that SMCOE should formulate a transition plan for this program as well as upgrade the quality of intern housing. COSA recommended moving to an online registration system, which she said is being worked on now.
Superintendent Campbell presented the Board with a letter of resignation, respectfully requesting the Board accept her resignation effective November 6, 2018, and appoint Superintendent-Elect Magee as San Mateo County Superintendent of Schools effective on that same date. Ms. Campbell suggested adding the acceptance of the resignation letter as well as the appointment of Ms. Magee to the Board’s October 17, 2018, agenda.

Superintendent Campbell requested the Board consider adjourning its meeting in Memory of Dr. Faye McNair-Knox who passed away unexpectedly last month. She said Dr. McNair-Knox was a leader in East Palo Alto for all to emulate.

11. BOARD MEMBERS

A. Discuss/Act on Legislation

There was no legislation to discuss.

B. Review Investment Policy

Board President Alvaro 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.

C. Adopt Joint Resolution No. 18-51 San Mateo County Office of Education’s Commitment to Environmental Sustainability Action

Superintendent Campbell said the San Mateo County Office of Education brings forward Resolution No. 18-51 at the request of Andra Yeghoian, Environmental Education Coordinator. She said this resolution says SMCOE and San Mateo County Board place a priority on Environmental Sustainability and are committed to it and working together with schools and communities to be as sustainable as possible. Ms. Campbell said Ms. Yeghoian hopes this resolution can serve as a model for local districts to use as she works with the schools on sustainability practices.

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board unanimously approved, (Alvaro, Camacho, Cannon, Gerard, Hsiao, Lempert, and Ross) Joint Resolution No. 18-51 San Mateo County Office of Education’s Commitment to Environmental Sustainability Action.
BOARDS MEMBERS (continued)

D. Discuss/Act on Establishing an ad hoc Planning Subcommittee for Planning the 2019 Zap the Gap

Board President Alvaro asked if the Board would like to establish an ad hoc Subcommittee for planning 2019 Zap the Gap. She said she talked with Deputy Superintendent Waddell about planning for next year’s event and said he is looking at dates.

After discussion by the Board, the consensus was to participate in the planning of the 2019 Zap the Gap event and Board President Alvaro, Vice President Camacho, and Mr. Ross volunteered to participate.

E. Board Member Comments

Ms. Gerard

Ms. Gerard said she recently found out the CarMax Foundation will donate $1,000 to the organization a CarMax employee represents if they are a Board Member. Ms. Gerard said it’s not a lot of money, but she will pursue this and apply for a grant for the County Office.

Mr. Lempert

Mr. Lempert said the Board compliments staff for the presentations they make and commented the San Mateo County Board Members bring a great deal of experience in education, nonprofit and community, and can ask some very hard questions, which he said staff handles very well. Mr. Lempert said the reports and responses to questions during this Board meeting were impressive, and he said it’s a pleasure to support the staff from this office.

Mr. Hsiao

Mr. Hsiao acknowledged the staff for the presentations and thoughtfulness of the staffing allocations and structure to try and meet the needs of mandates on the County Office of Education.

Mr. Hsiao said he is pleased with the professionalism of the transition of the office of the County Superintendent of Schools.

Mr. Cannon

Mr. Cannon complimented the SMCOE leadership for attracting new people, promoting staff and making the County Office a desirable place to work.
Mr. Ross

Mr. Ross said on September 24, 2018, he joined Superintendent-Elect Magee and Assemblymember Marc Berman as well as a panel of others for a discussion about Computer Science Education. Mr. Ross said he would like to convene the Board’s ad hoc Computer Science Subcommittee in the near future.

Mr. Ross said in advance of the conversation about the results of achievement scores from last year, what strikes him about this is that we should be happy about the good news for Bayshore, Redwood City and Brisbane School Districts, because they have made impressive progress, but he is also reflecting how across the county African-American, Hispanic-Latino and Pacific Islander students have been flat and not made any progress in the past three years in San Mateo County. Mr. Ross said while the students who have access continue to excel and improve their performance the persistent gap across the county has not changed at all.

Mr. Camacho

Mr. Camacho reported since the last Board meeting he had an opportunity to attend Puente de la Costa Sur’s 20th Anniversary event in Pescadero, where he presented the resolution passed by the Board to Executive Director Rita Mancera. Mr. Camacho said this was a great community event that La Honea-Pescadero Unified School District Superintendent Amy Wolliever also attended. Mr. Camacho reported Dolores Huerta provided an inspiring Keynote Address by helping the attendees understand that ordinary people can do extraordinary things when they work together. Mr. Camacho thanked Board President Alvaro for asking him to attend this event since she was unable to this year.

Mr. Camacho thanked STEAM Center @ SMCOE Mathematics Coordinator Kim Bambao for taking the lead role in planning the SMCSBA Dinner Meeting in conjunction with staff from San Francisco Unified School District (SFUSD). He said Math (Mis) Placement is an important conversation to have and noted SFUSD is doing some very inspiring work.

Mr. Camacho invited his colleagues to attend the SMCSBA Legislator Forum that will take place on October 13, 2018, at San Mateo Union High School District. He said Assemblymembers Kevin Mullin, Marc Berman, and Phil Ting, as well as State Senator Jerry Hill, will be at this event to talk with the Board Members, Superintendents and Chief Business Officials.

Mr. Camacho reported he was invited by Founder and CEO, Oxford Day Academy Dr. Mallory Dwinal, to visit Oxford University in the United Kingdom (UK), with the Oxford Day Academy team. While there, they will learn about the University model and the teacher shortage that is happening in the UK as well and how the University is addressing the teacher shortage. Mr. Camacho said in the earlier days of planning for this trip he consulted with Lead Deputy County Counsel Cunningham about going since SMCOE is the Charter Authorizer. He was told it would be permissible to take the trip, but that he should recuse himself from any future vote that might be related to Oxford Day Academy. Mr. Camacho said he would report back to the Board about
Mr. Camacho thanked Superintendent Campbell and Board President Alvaro for adjourning the meeting in memory of Dr. Faye McNair-Knox. He said for those who have been working in the East Palo Alto-Menlo Park Community for many years losing Dr. McNair-Knox is hard. He said SMCOE overlapped with the work that she did with One East Palo Alto through their sponsored employment program when we hosted intern students from East Palo Alto during the summer. He said it was important to her to help the East Palo Alto youth feel empowered by providing job opportunities. This was a very important program to her and Mr. Camacho feels blessed to have known her.

Ms. Alvaro

Ms. Alvaro thanked Mr. Camacho for attending Puente de la Costa Sur’s 20th Anniversary on behalf of the Board and said she very proud of this organization and what it has accomplished.

Ms. Alvaro extended best wishes to Associate Superintendent of Human Resources Lori Musso as she recovers from recent knee surgery.

Board President Alvaro reported recent activities she attended:

- Education Committee
- The Big Lift Quarterly Meeting on September 18, 2018. Ms. Alvaro will now participate on a committee that will look at parent outreach. She reported the committee is talking about a parent resource fair next spring focused on Pre-K families.

12. ADJOURNMENT

Board President Alvaro said the County Board and Superintendent respectfully adjourn this meeting in memory of Dr. Faye McNair-Knox, who passed away unexpectedly last month. Dr. McNair-Knox was a beloved East Palo Alto leader whose leadership and work helped so many in East Palo Alto and throughout the Peninsula.

From her days as the Assistant Dean of Students at Stanford to her work with the One East Palo Alto Neighborhood Improvement Initiative, Dr. McNair-Knox dedicated her life to creating opportunities and supportive communities for youth. The Sponsored Employment Program she founded has helped over a thousand youth from East Palo Alto secure jobs and brighter futures.

Because of her leadership and the impact of her work, Dr. McNair-Knox received many prestigious honors, including Woman of the Year award for Assembly District 21 and induction into the San Mateo County Women's Hall of Fame and Stanford's Multicultural Alumni Hall of Fame.
ADJOURNMENT (continued)

Dr. McNair-Knox’s legacy will live on in the many people whose lives she touched and helped through her work. We will miss her engaging smile, uplifting spirit, and passionate commitment to children and youth.

There being no further business to come before the Board, the meeting was adjourned at 9:35 p.m.

Anne E. Campbell, Secretary