

UNAPPROVED MINUTES

MINUTES OF THE SAN MATEO COUNTY OFFICE OF EDUCATION 7-11 ADVISORY COMMITTEE MEETING

Meeting Date: October 9, 2019

Meeting Location: Arroyo Room
101 Twin Dolphin Drive
Redwood City, CA

Committee Members Present: Marco Chavez, Administrator
April Cherrington, Teacher
Vera Jacobson-Lundeberg, Business
William Lock, Ethnic Age or Social Demographics
Daina Lujan, Expertise on Construction and
Environmental Issues
Lawrence Pon, Landowners/Renters
Melinda Saunders, Parent/Guardian

Committee Members Absent: Hilary Paulson
Lisa Wooll

Staff Present: Jean Corpuz, Executive Assistant
Claire Cunningham, Chief Deputy County Counsel, San
Mateo County
Mefula Fairley, Senior Administrator, Board/
Superintendent Support and Community Relations
Nancy Magee, County Superintendent of Schools
Denise Porterfield, Deputy Superintendent, Business
Services

1. OPENING ITEMS

A. Call to Order

Denise Porterfield called the meeting to order at 7:00 pm.

B. Introduction of Members

The 7-11 committee consists of a minimum of seven (7) and no more than eleven (11) members. Each of the members fulfills a particular role. The members in attendance are listed below.

1. Vera Jacobson-Lundeberg, Business
2. William Lock, Ethnic, Age or Social Demographics
3. Daina Lujan, Expertise on Construction and Environmental Issues
4. Lawrence Pon, Landowners/Renters
5. Melinda Saunders, Parent/Guardian
6. April Cherrington, Teacher
7. Marco Chavez, Administrator

C. Introduction of Staff

SMCOE staff were introduced.

2. PUBLIC COMMENT

There were no persons wishing to address the Committee.

3. RESPONSIBILITIES OF THE 7-11 COMMITTEE

A. Review Responsibilities of the 7-11 Committee

Claire Cunningham, Chief Deputy County Counsel, San Mateo County, provided an orientation to the legal parameters for the 7-11 Advisory Committee process and the role of each member of the advisory committee.

It is a legal requirement that there be an advisory committee before a school district or other local educational agency can lease or sell real property. The legislative intent is to have the community involved before decisions are made, avoiding community conflict and assuring building use that is compatible with the community's needs. The community involvement should facilitate making the best possible judgement about the use of excess school facilities in each individual situation. Members advise the Governing Board, the County Board of Education and Superintendent on the use or disposition of school buildings or space that is no longer needed for school purposes. The entire process is governed by Education Code § 17389.

Under California law (Education Code § 17389), the Committee must have at least seven (7) members and no more than eleven (11) members and contain persons who can be representative of each of the following:

1. The ethnic, age group and socioeconomic composition of the district;
2. The business community, such as store owners, managers, or supervisors;
3. Landowners or renters, with preference to be given to representatives of neighborhood associations;
4. Teachers;
5. Administrators;
6. Parents of students;
7. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities or cities and counties in which surplus space and real property is located.

California law also designates the specific duties of a 7-11 Committee (Education Code § 17390) as follows:

1. Review the projected school enrollment and other data as provided by the district to determine the amount of surplus space and real property;
2. Establish a priority list of use of surplus space and real property that will be acceptable to the community;
3. Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings of community input to the Committee on acceptable uses of space and real property, including the sale or lease of surplus real property for purposes pursuant to Education Code § 17458;
4. Make a final determination of limits of tolerance of use of space and real property;

5. Forward to the Board of Trustees a report recommending uses of surplus space and real property.

The report will include whether any of the sites would be appropriate for closure or determine that it is for surplus. The committee's report to the board is advisory and non-binding.

B. The Brown Act

The Ralph M. Brown Act, California Government Code 54950 et seq., is an act of the [California State Legislature](#), authored by Assemblymember [Ralph M. Brown](#) and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies. The agenda is required to be posted publicly 72 hours in advance. It is designed to ensure transparency in government. Persons wishing to address the committee have a standard time limit of two minutes.

4. HISTORY OF PROPERTY

A. Review of Ownership and Arrangements of SMCOE Properties

Denise Porterfield explained the history of the properties that are owned and leased by the San Mateo County Office of Education.

101 Twin Dolphin Drive, Redwood City – Deeded purchase 1991 on a 3.5 acre lot.

This building serves as the administrative building and houses the Superintendent of Schools. On each of the deeds, it may list the County Board of Education and County Superintendent of Schools. Both entities must be agreement if they were to sell the lease or declare it surplus.

0-22 Special Education Program, 1280 and 1290 Commodore Drive, San Bruno

El Portal School -1280 Commodore (18,250 sq. ft. occupied).

A school for special education students with high needs. The school was built in the 1970's as a collaboration with a local school district for the purposes of serving special education students. It also houses our children's services center that provides therapy to students.

Palos Verdes School - 1290 Commodore Drive (22,860 sq. ft. occupied).

Originally owned by the County of San Mateo and deeded to San Mateo County Office of Education in 1983. The conditions of the deed is that should the San Mateo County of Education or County Superintendent of Schools wish to sell the property, the proceeds would go back to the county.

Anne Campbell Center - 65 and 69 Tower Road, San Mateo (27,304 sq. ft. and 33, 949 sq. ft.

respectively). Owned by the County of San Mateo. SMCOE has a long-term 20 year lease and have all rights of ownership and all responsibilities of maintenance. The school is for the purposes of serving special education children.

Gateway Community School – 35 Tower Road, San Mateo (53,678 sq. ft. of land).

Built with a ground lease with the County of San Mateo. The lease expires in 2044. When the lease expires, the County of San Mateo will not withhold renewal on that deed.

Facilities Not Under Our Jurisdiction

1. Hillcrest School, San Mateo – Part of SMCOE's Court School program held at the San Mateo Youth Services Center.
2. Margaret J. Kemp, San Mateo – Court school held at the San Mateo Youth Services Center
3. Canyon Oaks Youth Center
4. YMCA/Jones Gulch – Houses the Outdoor Education program in cooperation with local schools and the San Francisco YMCA Camp at Jones Gulch

1800 Rollins Road, Burlingame - Deed granted in 2006 (1.59 acre lot, 34,866 sq. ft.). Served as the San Mateo County Office of Education Regional Occupational Program (Career Technical Education) from 1966 to 2014. In 2014, the building was leased to SMUHSD Design Tech Charter High School. The building has five classrooms and a warehouse area.

5. APPOINTMENT OF COMMITTEE CHAIR

The duties of the chair is to facilitate the next meeting and help write the report and present it to the board. Marco Chavez was nominated as the chair and all members were in favor of Mr. Chavez serving as committee chair.

6. REVIEW OF DATA

Enrollment data from our student services programs was presented. SMCOE has 74 credentialed teachers and 121 paraprofessional staff.

The student enrollment in the Special Ed. program is 209 students. The school district pays for slots for their students through funding from the state.

The Anne Campbell Center serves the Infant and Early Childhood Education program and houses all our related services staff and provides therapy and other services to our districts and our students. More and more students are being served at their own school, close to home, and within their district.

Canyon Oaks is in partnership with San Mateo County Behavioral Health and Recovery Services.

Gateway Community School serves middle and high school students throughout the districts that have either been expelled, referred, or on probation. Gateway has an enrollment of 25 students.

The Hillcrest site is in partnership with the San Mateo County Probation Department. It is a state mandated program. Student enrollment is 46.

7. FUTURE MEETING DATES

October 23, 2019 - Agenda items: appraisal, zoning, and evaluating best use of the property.

Members will look at all the properties but action will be taken on 1800 Rollins Road. A member asked if there will be an expert to help the committee understand lease vs. selling and the consequences of each. Ms. Porterfield replied that county counsel will be present to answer questions. Through county counsel, SMCOE did engage an expert in valuating the best use of the property with an appraisal. If the building is sold, the proceeds from the sale will go towards modernization, and improvement of other SMCOE school sites. It does not go towards the general fund or salary.

We have also received a number of inquiries from real estate brokers for use of the building. The report will be presented at the December 11, 2019 board meeting, however if the committee decides it needs more time, additional meetings may be scheduled.

ADJOURNMENT

The meeting adjourned at 7:50pm