

## SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting  
August 18, 2010  
7:00 p.m.

Board Rooms A and B  
101 Twin Dolphin Drive  
Redwood City, California

### A G E N D A

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. EMPLOYEE OF THE MONTH

August 2010 Employee of the Month, Kathy Golden, Senior Information Technology Analyst, Informational Technology Services, Fiscal and Operational Services Division

4. INTRODUCTION OF NEW STAFF MEMBERS:

- a. Jacqueline McEvoy, Ed.D., Educational Services Director, Court and Community Schools Program, Student Services Division
- b. Sue Kessler, Coordinator, Categorical Programs and Accountability, Curriculum Services, Instructional Services Division
- c. Nancy Magee, Coordinator, School Library Services, Curriculum Services, Instructional Services Division

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

6. APPROVAL OF MINUTES OF JULY 21, 2010, REGULAR MEETING

7. CONSENT AGENDA

Board action to approve the following items is taken with one motion to "approve the consent agenda," which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or any member of the Public so requests, any item shall be removed from this section and placed in the regular order of business. The action indicated is deemed to have been considered in full, and action taken by the Board as worded therein.

- a. Receive Staffing Reports

8. STUDENT SERVICES

- a. Review of Regional Occupational Program (ROP) Courses

9. INSTRUCTIONAL SERVICES DIVISION

- a. Ratify Submission of Project: Developing GeneConnection:ChemConnection's Educational Technology
- b. Approve Submission of Continuing Project: San Mateo County Science, Math and Technology Fair
- c. Ratify Submission of Project: Environmental Education Grant Program

10. OFFICE OF THE SUPERINTENDENT

- a. Superintendent's Comments

11. BOARD MEMBERS

- a. Discuss and/or Act on Legislation
- b. Discuss and/or Act on Nominations for California School Boards Association (CSBA) Directors-at-Large: Director-at-Large, Asian/Pacific Islander; Director-at-Large, Hispanic
- c. Discuss and/or Act on Amendment to Conflict of Interest Code
- d. Report on The Achievement Gap: A Policy Perspective
- e. Board Member Comments

12. CLOSED SESSION: INTERDISTRICT ATTENDANCE APPEAL: ITA-10-7

- a. Interdistrict Attendance Appeal (ITA-10-7) filed on behalf of a student currently residing in the Santa Clara Unified School District, County of Santa Clara, but requesting to attend school in the Woodside Elementary School District, County of San Mateo.

**NEXT REGULAR MEETING: SEPTEMBER 1, 2010**

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- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information contact Jeanne Bencharsky at (650) 802-5690, TDD (650) 802-5480.
- Anyone wishing to review materials related to Agenda items may view them on line at [www.smcoe.k12.ca.us/agendas](http://www.smcoe.k12.ca.us/agendas) or in the Superintendent's Office (802-5552).

**UNAPPROVED****MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION**

Meeting Date: July 21, 2010

Meeting Location: Board Rooms A and B  
101 Twin Dolphin Drive  
Redwood City, California

Board Members Present: Susan Alvaro, Jim Cannon, Rhonda Ceccato,  
Beverly Gerard, Ted Lempert, Memo Morantes

Board Members Absent: Rod Hsiao

Staff Officials Present: Jean Holbrook, Secretary  
Marcia Serpa-Garcia, Staff Secretary

Other Staff Present: April Cherrington, Jeanie McLoughlin,  
Karen Philip, Denise Porterfield, Glenn Siegel,  
Gary Waddell, Sue Wieser

**1. CALL TO ORDER**

Board President Alvaro called the meeting to order at 7:00 p.m. and noted that the meeting was being taped.

**2. APPROVAL OF AGENDA**

Dr. Holbrook requested that Agenda Item 4.c. (Introduction of Audra Pittman, Secondary Coordinator, Curriculum Services, Instructional Services Division) be deferred to a future meeting due to a scheduling conflict.

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board unanimously approved the July 21, 2010, agenda as amended.

**3. EMPLOYEE OF THE MONTH**

Ms. Alvaro introduced the July 2010 Employee of the Month, Marilyn Canadas, Administrative Assistant, Curriculum Services, Instructional Services Division. Ms. Alvaro congratulated Ms. Canadas on behalf of the Board and the Superintendent and presented her with a clock and a check.

4. **INTRODUCTION OF PROMOTED AND NEWLY HIRED STAFF MEMBERS:**

a. Sue Wieser, Associate Superintendent, Human Resources, Office of the Superintendent

Dr. Holbrook said that she was pleased to introduce the two newest members of the Superintendent's Cabinet. She explained that in recognition of the transition to the new superintendent, she and Anne Campbell interviewed the candidates and made the selections together for these two positions.

Then Dr. Holbrook introduced Sue Wieser, Associate Superintendent of Human Resources, and asked Ms. Wieser to provide the Board with more information on her background.

Ms. Wieser commented that she finds it hard to believe that she has already been with the County Office for three years. Prior to joining the County Office she served as an elementary school principal in the Belmont-Redwood Shores and Jefferson Elementary School Districts. She said that she has enjoyed working as the Human Resources Manager and looks forward to her new position. Ms. Wieser thanked recently retired Associate Superintendent of Human Resources Jeannie Bosley for her leadership and guidance, which she said prepared her for this new role. Ms. Wieser said she looks forward to providing services to both County Office employees as well as the school districts and wants to humanize communications and interactions so that when individuals contact Human Resources they are greeted by a professional who will answer their questions and help resolve their issues. She closed by thanking the Board, Dr. Holbrook and Ms. Campbell for the opportunity to learn and grow in a new position and looks forward to working at the County Office for many years.

b. Denise Porterfield, Deputy Superintendent, Fiscal and Operational Services Division

Dr. Holbrook then introduced Denise Porterfield, Deputy Superintendent of the Fiscal and Operational Services Division, who joined the County Office on July 19, 2010. She said that Ms. Porterfield comes to the County Office with a great deal of school district experience and invited her to share her background with the Board.

Ms. Porterfield reported that she has 15 years of experience working in school districts. The past six years she worked in the Antioch Unified School District in Contra Costa County, which has 19,000 students in 24 schools. She was recruited to fill the district's position of Director of Finance and to help Antioch get out of fiscal recovery, which Ms. Porterfield reported it accomplished in one year. The last three years she served as Antioch Unified's Chief Business Official (CBO), overseeing all of the operational aspects of school district business. Ms. Porterfield said she plans to make building staff capacity a priority at the County Office and looks forward to working with the staff and continuing the good work already being done. Ms. Porterfield holds a Bachelor's degree from St. Mary's College and received a CBO certificate and certification from the California Association of School Business Officials (CASBO) and the Financial Crisis and Management Assistance Team (FCMAT). She has attended many workshops provided by CASBO, FCMAT and School Services of California, which will help her in her role at the County Office. Ms. Porterfield said that she looks forward to the

**INTRODUCTION OF PROMOTED AND NEWLY HIRED STAFF MEMBERS:**

(continued)

challenges that the County Office brings and thanked Dr. Holbrook, Ms. Campbell and the Board for the opportunity to join the County Office staff.

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

There were no persons wishing to address the Board.

**6. APPROVAL OF MINUTES OF JUNE 12 2010, BOARD-SUPERINTENDENT RETREAT**

After a motion by Ms. Ceccato and a second by Mr. Morantes, the Board unanimously approved the June 12, 2010, Board-Superintendent Retreat meeting minutes as presented.

**7. APPROVAL OF MINUTES OF JUNE 16, 2010, REGULAR MEETING**

After a motion by Mr. Lempert and a second by Mr. Morantes, the Board unanimously approved the June 16, 2010, regular meeting minutes as presented.

**8. CONSENT AGENDA**

After a motion by Ms. Gerard and a second by Mr. Morantes, the Board unanimously approved the Consent Agenda as presented, taking action to:

- a. Receive Staffing Reports
- b. Adopt Resolution No. 10-26 Honoring Jean Holbrook on Her Retirement
- c. Adopt Joint Resolution No. 10-27 Honoring Christine Joy on Her Retirement
- d. Adopt Joint Resolution No. 10-28 Honoring Jerald "Jerry" Krauss on His Retirement
- e. Adopt Joint Resolution No. 10-29 In Support of Senate Constitutional Amendment 6 (SCA 6)

**9. STUDENT SERVICES**

- a. Receive Quarterly Report on Williams Uniform Complaints

The Board received the Quarterly Report on Williams Uniform Complaints. There were no complaints filed during the past quarter.

## **10. INSTRUCTIONAL SERVICES**

### **a. Report on Math Matters**

Gary Waddell, Associate Superintendent of the Instructional Services Division, introduced April Cherrington, Math Coordinator in Curriculum Services, to share information with the Board about the project.

Ms. Cherrington said that Math Matters is a professional development program that provides eighty hours of mathematics training for teachers in the form of a course co-facilitated by a practicing mathematician and a mathematics educator. Colleen Wilcox and The Alliance for Teaching (of Joint Venture Silicon Valley) secured the funding and in-kind support for the program's initial year from a variety of sources, the chief funder among them being the Silicon Valley Community Foundation. The project was transferred to the San Mateo County Office of Education prior to implementation. The program is intended to: deepen teacher participants' understanding of the big mathematical ideas in K-8 mathematics and how to apply this knowledge to improve their students' depth of understanding. The content focuses on three areas: 1) numbers and operations (addition, subtraction, multiplication and division); 2) rational numbers (fractions, decimals and rates); and, 3) functions (linear equations and expressions - algebra). Professional Learning Communities provide time to reflect on practice and relate the content to classrooms, in addition to understanding how students learn and make meaning of mathematical concepts. Math Matters 2010 training took place at the County Office from June 28 through July 7. Participant districts included San Mateo-Foster City, San Bruno Park and South San Francisco. A Math Matters Summer Institute is planned for the summer of 2011 if additional funds can be acquired. Ms. Cherrington then answered questions from the Board.

Dr. Holbrook thanked Dr. Colleen Wilcox for establishing and obtaining funding for the program.

### **b. Ratify Project: Math Matters**

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board voted unanimously to ratify the Math Matters project.

## **11. OFFICE OF THE SUPERINTENDENT**

### **a. Public Disclosure of Collective Bargaining Agreement Forms for 2010-11 Between the San Mateo County Superintendent of Schools and:**

- California School Employees Association (CSEA), Chapter 158
- California School Employees Association (CSEA), Chapter 789
- San Mateo County Educators Association (SMCEA)
- Service Employees International Union (SEIU), Local 521
- Confidential Employees
- Management Employees

**OFFICE OF THE SUPERINTENDENT** (continued)

In accordance with AB 1200, the Board publicly disclosed the Cost of Agreements for 2010-11 between the San Mateo County Superintendent of Schools and the six employee groups listed above.

Dr. Holbrook reported that the cost of the agreements is zero for all groups and commended Ms. Bosley and the union leaders who worked on these agreements.

b. Superintendent's Comments

Dr. Holbrook drew the Board's attention to two awards displayed at the meeting. One award was presented to Jeanie McLoughlin, Director of the Early Childhood Quality Improvement Project (EQuIP), when she received the first annual Spotlight on Excellence Award from First 5 San Mateo County acknowledging her leadership in preschool and child care in the County. First 5 San Mateo County also included an article about Ms. McLoughlin in their Annual Report and Dr. Holbrook congratulated Ms. McLoughlin on this well-deserved award.

Dr. Holbrook then drew the Board's attention to the award that the County Office received from the San Francisco Peninsula Press Club for its e-newsletter. She thanked Lisa Rosenthal who has been responsible for the monthly newsletter, as well as other quality publications that she has produced for the County Office.

Dr. Holbrook reported that Ms. McLoughlin is also involved with First 5 in the Bridges to Success program, a recently funded project that helps students make the transition from preschool to kindergarten. She reminded the Board that she had sent an electronic copy of an article in the San Mateo County Times on July 10 in which Ms. McLoughlin is quoted, and also displayed the newspaper which had impressive headlines and pictures about the program.

Dr. Holbrook announced that she recently received two Grand Jury reports that include recommendations that affect the County Office. The first one addressed the costs of special education. The Grand Jury commended the County Office and the San Mateo County Special Education Local Plan Area (SELPA) for the work they have done, but also noted that the cost of special education is still an area of concern. The second and more recent report was related to Proposition 39 and the Citizens Oversight Committees, which came with a recommendation that the County Office and districts provide training and other resources to those committees.

Dr. Holbrook provided the Board with an update on the shared services survey. She reminded the Board that the study is a partnership of several organizations working with School Services of California as the contractor. Silicon Valley Community Foundation is the major funder. Dr. Holbrook said that many individuals have reviewed and commented on the survey, which has improved it, and that the plan is to send the survey to respondents (school district superintendents, city managers, county department heads) around August 5 for a two-week turnaround. There will be follow up interviews and a written report with analysis and recommendations that will lay the groundwork for the second phase and will include more in-depth exploration of the most promising services to share. Dr. Holbrook said that the process has

**OFFICE OF THE SUPERINTENDENT** (continued)

taken longer than she anticipated but believes that it is thorough, well thought-out, and will benefit all.

Dr. Holbrook announced that the County Office received notification from the Genentech Foundation that they would not be funding the County Office's Gene Connection project for 2010-11. She said that the County Office will be able to continue the project through 2010-11 with carryover funds and smaller grants, and has notified district superintendents that, unless we are able to secure funding for 2011-2012 by January 2011, we will not be able to operate the project in 2011-2012. Dr. Waddell and his staff will be pursuing grants or other funding opportunities.

Dr. Holbrook reported that she received information advising her that the County Office Special Education Program is on the list of the 1,000 underperforming schools covered by the Open Enrollment Act (Romero SBX5 4). She said that the regulations don't allow opportunity to comment on the selection of the schools but that a letter will be sent to the State Board of Education (SBE) addressing issues of concern.

Dr. Holbrook asked Dr. Waddell to provide the Board with a status report on the SMERC Library materials project.

Dr. Waddell reported that all books, associated materials and shelving have been moved to Notre Dame de Namur University, and that the journal collection has been moved to the Santa Clara County Office of Education. He said that it was a monumental task and commended Margie Gustafson, Administrator of Internal Business Services; Jeanne Bencharsky, Facilities Services Manager; and the Facilities Services staff for their remarkable work. Dr. Waddell said that the staff reported that when they made the last delivery to Notre Dame, the University staff had already reassembled some of the shelving and were placing books on the shelves. He said that it was a huge undertaking, that it was done much faster than anticipated and that he is pleased that the collection will be once again available to educators in San Mateo County.

Dr. Holbrook thanked Dr. Waddell for his leadership and oversight of the project and added that Notre Dame staff also complimented the County Office staff on their work.

Dr. Holbrook reported that the County Office was saddened by the tragic and sudden death of Eunran Kim, English teacher at Hillcrest school. Ms. Kim started with the County Office in 1993 as a paraeducator in special education and became a teacher with a Severely Emotionally Disturbed class in 1998, a position she held for 9 years before she taught a class for Emotionally/Behavior Disturbed students at Canyon Oaks. She commended the Court Schools teaching staff as well as the students and probation staff for the way that they pulled together to support each other and the family. Dr. Holbrook expressed her appreciation of Deputy Superintendent Karen Philip who has been at the site and working with teaching staff, probation and mental health throughout this tragedy. Dr. Holbrook requested that the Board consider adjourning its meeting in memory of Eunran Kim.

**OFFICE OF THE SUPERINTENDENT** (continued)

Dr. Holbrook announced that longtime San Mateo County educational leader, Dr. James Black, recently passed away. Dr. Black was the Burlingame Superintendent for fifteen years from 1975 to 1990. She said that his contributions were legendary in the Burlingame District and throughout the county as a mentor to educational leaders. Dr. Holbrook requested that the Board also consider adjourning its meeting in memory of Dr. James Black.

[Note: Letters of commendation were received for Dr. Holbrook and Curriculum Services administrators and staff from Sharon DeBiagio, Director of Curriculum and Instruction at the Millbrae School District; and for Jeanie McLoughlin, Director, Preschool For All, from Arlene Paxton, Co-Director of the Program for Infant Toddler Care Partners for Quality. Letters of appreciation were received for Kris Cannon from Dr. Gary Waddell, and for Marcia Serpa-Garcia from Assemblymember Jerry Hill.]

**12. BOARD MEMBERS**

a. Discuss and/or Act on Legislation

There was no report on Legislation.

b. Discuss Nominations for California County Boards of Education (CCBE) Officers for 2011

Ms. Alvaro announced that the California County Boards of Education's (CCBE) Nominating Committee is asking Board members to participate in this year's CCBE elections and asked Ms. Gerard if she would like to make any comments regarding nominations for CCBE Officers.

Ms. Gerard reported that she has been active in discussions regarding prospective candidates for these positions and said that the focus this year is to find individuals who have not had an opportunity to hold these offices. She encouraged her colleagues to participate and said that it is a very rewarding experience.

Ms. Alvaro suggested that Board members could individually nominate a candidate if they choose.

c. Discuss and/or Act on the Recommendation of the Superintendent's Salary Subcommittee Regarding Compensation of the Incoming County Superintendent of Schools

After a motion by Mr. Morantes and a second by Ms. Ceccato, the Board voted unanimously to accept the recommendation of the Superintendent's Salary Subcommittee and establish the annual salary for the incoming Superintendent at the same level as the current Superintendent's salary and the total annual compensation for the incoming Superintendent at the same level as

**BOARD MEMBERS** (continued)

the current Superintendent's total compensation, effective from September 1, 2010, through December 31, 2011.

d. Board Member Comments

**Mr. Morantes**

Mr. Morantes announced that he will represent the County Board and the County Office of Education on Saturday, July 24, 2010, at the Bay Area Gardener's Foundation 4<sup>th</sup> Annual Recognition Dinner where twenty students will receive certificates from the San Mateo County Office of Education and scholarships from the Foundation to assist with college expenses.

**Ms. Ceccato**

No items to report.

**Mr. Lempert**

Mr. Lempert congratulated Ms. McLoughlin for the incredible work that she does in the County. He said that he hears comments from people statewide about Ms. McLoughlin's leadership in preschool and child care.

**Ms. Gerard**

Ms. Gerard welcomed Ms. Porterfield to the County Office and congratulated Ms. Wieser on her promotion to Associate Superintendent of Human Resources.

Ms. Gerard congratulated Ms. McLoughlin on receiving the First 5 Award and said that the honor is well deserved.

Ms. Gerard reported that she has attended planning meetings for the CCBE Fall Conference that will be held October 1-3, 2010, in Monterey.

Ms. Gerard announced that she will attend a meeting on July 26 at the Alameda County Office of Education to represent the CCBE Conference Committee.

Ms. Gerard announced that she has filed to run for re-election to the San Mateo County Board of Education, Trustee Area 2.

**Mr. Cannon**

Mr. Cannon thanked County Office staff who spoke during the meeting and said that he appreciates the staff and their reports.

**BOARD MEMBERS** (continued)

Mr. Cannon thanked Ms. Philip for her support of the Board and the Superintendent and said that she models how this role should be carried out.

Mr. Cannon expressed his gratitude for Dr. Holbrook's continuing performance in completing the large projects and taking care of the administrative tasks.

**Ms. Alvaro**

Ms. Alvaro welcomed Ms. Porterfield to the County Office and said that she looks forward to working with her.

Ms. Alvaro extended her congratulations to Ms. Wieser on her promotion and said that she is glad to have her in that Human Resources position.

Ms. Alvaro congratulated Ms. McLoughlin on her award.

Ms. Alvaro thanked Ms. Philip for handling a very difficult situation gracefully and with a lot of compassion. She said that she knows it meant a lot to the students and staff in addition to the Board.

Ms. Alvaro reported that invitations for the September 25 conference *The Achievement Gap: A Policy Perspective* have been sent out and she encouraged the Board to attend.

Ms. Alvaro announced that after the closed session for the interdistrict attendance appeal the Board will reconvene in open session and she will adjourn the meeting in memory of Eunran Kim and Dr. James Black.

**13. CLOSED SESSION: INTERDISTRICT ATTENDANCE APPEAL: ITA-10-6**

Ms. Alvaro announced at 8:00 p.m. that the meeting would move into closed session to hear Interdistrict Attendance Appeal (ITA-10-6) filed on behalf of a student currently residing in the Hayward Unified School District, County of Alameda, but requesting to attend school in the San Mateo Union High School District, County of San Mateo.

The Board reconvened in open session at 8:56 p.m. Ms. Alvaro announced that the following action was taken in closed session:

After a motion by Ms. Ceccato and a second by Mr. Morantes, Interdistrict Attendance Appeal: ITA-10-6 was denied by a vote of four in favor (Alvaro, Cannon, Ceccato, Morantes), two opposed (Gerard, Lempert) and one absent (Hsiao).

Board of Education Meeting  
July 21, 2010

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:57 p.m. in memory of Eunran Kim and Dr. James Black.

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Jean Holbrook, Ed.D., Secretary  
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**STAFFING REPORT CERTIFICATED**

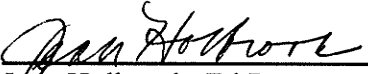
July 17, 2010 – August 12, 2010

**NEW EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>DIV./DEPT.</b>	<b>DATE OF HIRE</b>	<b>REMARKS</b>
Jacqueline McEvoy	Director, Court and Community Schools	SSD/Court and Community	07/19/2010	
Nancy Magee	Coordinator, School Library Services	ISD/Curriculum Services	08/12/2010	



Forward to the Board:

 8-11-10  
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 Jean Holbrook, Ed.D. Date  
 County Superintendent of Schools

**STAFFING REPORT – CLASSIFIED**

JULY 14, 2010 – AUGUST 05, 2010

**POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS**

POSITION	DIV. / DEPT.	REPLACING	DATE OPENED
Administrative Assistant I – Bilingual	ISD/CYFS	Luz Roman-Amaro	06-28-10
Accounting Technician	FOSD/DBS	Rosa Li	07-26-10

**PROMOTIONS**

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Financial Analyst	FOSD/IBS	Rosa Li	Terry Blanchard

**TRANSFERS**

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	DATE
None				

**NEW EMPLOYEES – REGULAR**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Deputy Superintendent/FOSD	FOSD/FOSD	Denise Porterfield	07-19-10

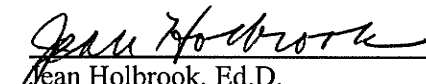
**NEW EMPLOYEES - SUBSTITUTE**

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Substitute Paraeducator, Special Education	SSD/K12	Darin Chavarria	08-02-10
Substitute Paraeducator, Special Education	SSD/K12	Victoria Diaz de Guzman	08-03-10
Substitute Paraeducator, Special Education	SSD/K12	Cheryl Williams	08-04-10
Substitute Paraeducator, Special Education	SSD/K12	Tula Blas Uribe	08-05-10
Substitute Paraeducator, Special Education	SSD/K12	Lee Mc Kusick	08-05-10

**SEPARATIONS**

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Special Education	SSD/K12	Mahendra Singh	Retired
Paraeducator, Special Education	SSD/K12	Kathleen Leasure	Retired

Forward to the Board:

  
\_\_\_\_\_  
Jean Holbrook, Ed.D.  
County Superintendent of Schools



# SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 11, 2010

**TO:** Dr. Jean Holbrook  
County Superintendent of Schools

**FROM:** Karen Philip *KP*  
Deputy Superintendent

**SUBJECT:** Review of Regional Occupational Program (ROP) Courses

Education Code §52302.3(a) requires that every career technical course or program offered by a County Superintendent sponsoring a regional occupational center or program shall be reviewed every two years by the County Board of Education to assure that each course or program does all of the following:

1. Meets a documented labor market demand.
2. Does not represent unnecessary duplication of other job skills training programs in the area.
3. Is of demonstrated effectiveness as measured by the employment and completion success of its pupils.

Any course or program that does not meet the requirements of subdivision (a) above and the standards promulgated by the governing board shall be terminated within one year.

To comply with the requirements of the Education Code, the courses offered in 2010-2011 (list attached) have been reviewed according to the established criteria. See the comments below for an analysis of how the ROP courses meet each of the criteria:

**1. Meet a documented labor market demand.**

An important strategy for gathering information about the market demand is through the establishment and regular convening of advisory boards for each of the career pathways within the industry sectors (e.g., Arts, Media and Entertainment). By consultation with the advisory board members and ongoing trend analysis, we have confirmation that the courses ROP offers meet employer needs, address job market needs and that, by following the career pathways, individuals have the potential for significant wage increases.

Student Services Division

**2. Do not represent unnecessary duplication of other job skills training programs in the area.**

ROP staff and advisory board members are aware of other job skills training programs in the area. Courses are offered because they are uniquely available through ROP, or ROP adds value to the program or for a particular clientele that is within ROP's core mission to serve. Value is also added because of the schedule of course offerings, affordability and relevance to industry requirements.

Additionally, the County Office ROP is offered in collaboration with local school districts and the Community College District. As a result, there is no duplication of training, but rather programs that are course sequenced and that complement those courses offered by school districts and the Community Colleges. Courses offered on high school sites are part of the course sequences for the career pathways at those schools. Many of the classes offer college credits through articulation agreements with Community Colleges, eliminating the potential duplication of skill training and course work.

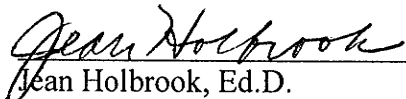
**3. Are of demonstrated effectiveness as measured by the employment and completion success of their pupils.**

The annual follow up survey that ROP conducts following completion of an ROP program found that an average of 95% of the students were employed in their field or enrolled in an educational program.

Furthermore, completion rates are 95%, demonstrating that the programs are successful in both retaining students and assisting them to find employment or to continue their education.

We are pleased to bring this information to the County Board regarding our compliance with Education Code §52302.3(a).

Forward to the Board:

  
\_\_\_\_\_  
Jean Holbrook, Ed.D.  
County Superintendent of Schools

Attachment

**San Mateo County Office of Education  
Regional Occupational Program  
Course Offerings**

**2010-2011**

- A. Arts, Media and Entertainment
  - Animation/Graphic Arts
  - Art & Multimedia I & II
  - Computer Animation I & II
  - Digital Media & Animation I & II
  - Digital Photography
  - Journalism
  - Advanced Journalism/Yearbook
  - Video Production I and II
  - Web-Based Media & Design
  
- B. Building Trades and Construction
  - Carpentry/Construction Technology
  - Wood Fabrication
  
- C. Education, Child Development and Family Services
  - Child Development I & II
  - Principles in Early Childhood Education
  
- D. Engineering and Design
  - Architectural Design
  - Computer-Aided Design (CAD)
  - Engineering Technology
  - Engineering Technology/Robotics
  - Exploring Technology
  
- E. Finance & Business
  - Business and Financial Markets
  - Business Office Careers
  - Computerized Accounting/Quickbooks Pro
  
- F. Health Science and Medical Technology
  - Biotechnology I/II
  - Biotechnology III/IV
  - Biotechnology – Internship
  - Biotechnology Research
  - Biotechnology Services
  - Dental Assisting
  - Hospital Unit Coordinator
  - Insurance Billing & Coding
  - Medical Administrative Assistant
  - Medical/Health Care Careers
  - Pharmacy Clerk
  
- G. Hospitality, Tourism and Recreation
  - Culinary Arts
  - FEAST (Culinary)
  - Gourmet Foods
  - Hotel & Hospitality Services
  - International Foods
  
- H. Information Technology
  - A+ Certification/Computer Repair Technician
  
- I. Marketing, Sales & Service
  - Retail Sales
  - Supervisor/Manager Training
  
- J. Public Services
  - Criminal Justice/Introduction to Forensics
  
- K. Transportation
  - Auto Body Repair & Refinishing
  - Auto Specialist



# SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 11, 2010

TO: Dr. Jean Holbrook, County Superintendent of Schools

FROM: Dr. Gary Waddell, Associate Superintendent  
Instructional Services Division *GW*

SUBJECT: **Developing GeneConnection:ChemConnection's Educational Technology**

Board action is requested ratifying the submission of a continuing grant proposal to the Oracle Impact Grant Program.

This grant will provide funding to support the Gene Connection: Chem Connection (GC:C) program.

I will be present at the August 18<sup>th</sup> Board meeting to answer any questions the Board may have.

Attachment: Project Initiation Form: Developing GeneConnection:ChemConnection's Educational Technology

Approved and Recommended to the Board:

Jean Holbrook, Ed.D., County Superintendent of Schools



# Project Initiation

**PROJECT TITLE:** Developing GeneConnection:ChemConnection's Educational Technology

**Source of Funding:** Oracle Impact Grant Program

**Amount of Funding Requested:** \$85,000

**Matching Funds Required:** - 0 - **Source** N/A

**Pre-application Deadline:** N/A **Application Deadline:** August 13, 2010

## PROPOSED BUDGET SUMMARY:

A. Salary, Benefits	0.50 FTE Program Head/Mentor	60,000
B. Salary, Benefits	0.15 FTE Lab Manager/Instructor	16,715
C. Teacher Stipends	For workshop attendance	4,500
D. Professional Development	Workshop and conference expenses	2,500
E. Technology	Computer supplies, printers, ink, software upgrade	<u>1,285</u>
<b>TOTAL</b>		<b>\$85,000</b>

## PROJECT DESCRIPTION:

GeneConnection:ChemConnection(GC:C) is a model collaborative project that systematically implements and supports up-to-date, engaging high tech lab-based activities in high school science programs throughout San Mateo County. The project provides resources, including curricula, high tech laboratory and computer equipment, supplies, professional development and technical support, that teachers need to teach these activities in their classrooms.

This proposal will enable GENE CONNECTION™ to develop its current level of educational technology (ET) support to GC:C teachers to complement the GC:C curriculum.

### Project outcomes:

1. GC:C will offer high quality, relevant professional development (PD) to promote and facilitate integration of engaging educational technology resources in the curricula.
2. GC:C will provide teachers and their students with the high quality equipment necessary for successful implementation of focused, integrated ET curricula.
3. GC:C will expand the ET resources available to teachers.
4. GC:C staff will be proficient classroom support personnel for the use of educational technology.
5. GC:C will provide opportunities for Oracle employees to serve as volunteers in the educational environment.

Are any project personnel to be housed at 101 Twin Dolphin Drive?

Yes  No

If yes, note physical location Curriculum Services, ISD

Approximate number of new personnel required to carry out project? None

Will County Office staff services be utilized to carry out the program?

Yes  No

Will County Office materials and equipment be used to carry out the program?

Yes  No

If yes, what will the department provide? \_\_\_\_\_

Has an administrative overhead charge been included in the program budget?

Yes  No

Explain No overhead may be charged under the guidelines of this funding source

APPROVALS:

Program Manager

[Signature]

Date

8-11-10

Division Head

[Signature]

Date

8-11-10

County Superintendent

[Signature]

Date

8-11-10

County Board of Education

Date

PREPARED BY: Jane Danbold, Coordinator

Date: August 9, 2010

PROGRAM: Curriculum Services

New Application

Continuing Application

ACTION OF FUNDING AGENCY:

APPROVED (DATE) \_\_\_\_\_

FUNDED \$ \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_

ENDING DATE \_\_\_\_\_

DISAPPROVED (DATE) \_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 11, 2010

TO: Dr. Jean Holbrook, County Superintendent of Schools

FROM: Dr. Gary Waddell, Associate Superintendent  
Instructional Services Division *GW*

SUBJECT: **San Mateo County Science, Math and Technology Fair**

Board action is requested approving the submission of a grant proposal to Corporate Sponsors: Amgen, Gilead Science and Life Technologies.

The funds will partially support the San Mateo County Science, Math and Technology fair week.

I will be present at the August 18<sup>th</sup> Board meeting to answer any questions the Board may have.

Attachment: Project Initiation Form: San Mateo County Science, Math and Technology Fair

Approved and Recommended to the Board:

*Jean Holbrook*  
 \_\_\_\_\_  
 Jean Holbrook, Ed.D., County Superintendent of Schools



# Project Initiation

**PROJECT TITLE:** San Mateo County Science, Math and Technology Fair

**Source of Funding:** Corporate Sponsors, such as Amgen, Gilead Science and Life Technologies

**Amount of Funding Requested:** \$ 13,163

**Matching Funds Required:** 0 **Source** N/A

**Pre-application Deadline:** N/A **Application Deadline:** N/A

## PROPOSED BUDGET SUMMARY:

<b>Rental Fees (Hiller Museum, Tables, Chairs and Stage)</b>	<b>\$2,300</b>
<b>Printing (Information and Judging Forms, Awards Program)</b>	<b>\$ 300</b>
<b>Awards (Ribbons and Medals)</b>	<b>\$ 500</b>
<b>Science Fair Facilitator</b>	<b>\$5,300</b>
<b>Catering for Judging Nights</b>	<b>\$3,500</b>
<b>Office Supplies</b>	<b>\$ 50</b>
<b>Administrative Overhead Charge</b>	<b>\$1,213</b>
<b>Total</b>	<b>\$13,163</b>

## PROJECT DESCRIPTION:

The Fair has been in existence since 1987. It was created to provide an opportunity for students interested in science (or encouraged by their teacher) to research and investigate a topic of interest in more depth than in a typical science class or course. Last year 400 students (5<sup>th</sup> through 12<sup>th</sup> grade) from 48 schools throughout San Mateo County entered 370 projects in our Science/Math/Technology Fair held at the Hiller Aviation Museum in San Carlos.

The projects are in the categories of: biological science; behavioral/health/social sciences; physical science; earth/space science; environmental science; engineering; technology; and mathematics.

This week-long event will be held from January 30 to February 4, 2011.

Each student is awarded a ribbon for participation. Winners go on to the Bay Area and State Science Fairs. There are also a number of special awards presented by groups such as SM County Environmental Services, League of Women Voters, Association of Women Geologists, etc. There are over 80 volunteer judges Tuesday evening to judge the projects and 60 on Thursday evening to interview the students who received the top scores, plus several other volunteers who tabulate the scores and assemble all the forms.

Are any project personnel to be housed at 101 Twin Dolphin Drive?

Yes  No

If yes, note physical location Curriculum Services, Instructional Services Division

Approximate number of new personnel required to carry out project? 0

Will County Office staff services be utilized to carry out the program?

Yes  No

Will County Office materials and equipment be used to carry out the program?

Yes  No

If yes, what will the department provide? Printing and copying

Has an administrative overhead charge been included in the program budget?

Yes  No

Explain 10.15%

APPROVALS:

Program Manager

[Signature: P. Musso]

Date

8-11-10

Division Head

[Signature: Gary Updeave]

Date

8-11-10

County Superintendent

[Signature: Jean Hobbs]

Date

8-11-10

County Board of Education

Date

PREPARED BY: April Cherrington

Date: July 22, 2010

PROGRAM: Curriculum Services

New Application

Continuing Application

ACTION OF FUNDING AGENCY:

APPROVED (DATE) \_\_\_\_\_

FUNDED \$ \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_

ENDING DATE \_\_\_\_\_

DISAPPROVED (DATE) \_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 11, 2010

TO: Dr. Jean Holbrook, County Superintendent of Schools

FROM: Dr. Gary Waddell, Associate Superintendent  
Instructional Services Division *GW*

SUBJECT: **Environmental Education Grant Program**

Board action is requested ratifying the submission of a grant proposal to the California Department of Education. The purpose of this program is to introduce Bay Area teachers to the Education and the Environment (EE) Curriculum through the Environment Education Initiative (EEI).

I will be present at the August 18<sup>th</sup> Board meeting to answer any questions the Board may have.

Attachment: Project Initiation Form: Environmental Education Grant Program

Approved and Recommended to the Board:

*Jean Holbrook*  
 \_\_\_\_\_  
 Jean Holbrook, Ed.D., County Superintendent of Schools



# Project Initiation

**PROJECT TITLE:** Environmental Education Grant Program

**Source of Funding:** California Department of Education

**Amount of Funding Requested:** \$40,000

**Matching Funds Required:** None      **Source** N/A

**Pre-application Deadline:** N/A      **Application Deadline:** July 23, 2010

## PROPOSED BUDGET SUMMARY:

### FY 2010-2011

Consultant Salary	\$33,000
Books and Supplies	\$1,034
Services and Travel	\$2,280
<u>Indirect Cost (10.15%)</u>	<u>\$3,685</u>
TOTAL	\$40,000

## PROJECT DESCRIPTION:

The purpose of this project is to introduce Region 4 (Bay Area) educators to the Education and the Environment (EE) curriculum through funding an Environmental Education Initiative (EEI) Coordinator to disseminate the EEI curriculum. The primary role of the EEI Coordinator is to increase communication among individuals and organizations interested in implementing the EEI curriculum and supporting environmental education through promoting professional development and developing regional networks.

Many educators do not know about EEI and do not understand that EEI is a classroom curriculum that can further environmental literacy, which is part of the Obama administration's Blueprint for Reform. Now that the EEI curriculum will be available for educators to download, it will be important for the EEI Coordinator to update the formal education community on ease of use of this standards-based curriculum. It will also be important to provide training to non-formal providers to align their programs to the Environmental Principles and Concepts (EP & Cs) so that teachers can justify using the multitude of underused field programs that can support the EEI curriculum. The Coordinator will tap into the existing California Regional Environmental Education Community (CREEC) Network that has been built through a partnership with CDE for 13 years to link educators to Education and the Environment. With limited resources and a densely populated region, the EEI Coordinator will focus on informing educators and showcasing EEI with what resources are made available to the state.

Site-based educators will become acquainted with standards-based EE resources and EEI workshops and events in the Bay Area as well as the CREEC network tools. Evaluations of workshops will be conducted. District meetings will be documented and participants' responses will be recorded. Models will be posted on websites and written up in newsletters. The EEI Coordinator will spend 82.5 contract days to provide the following services: develop and present EEI workshops; communicate, network and link nonformal educators to EEI and EE resources; develop and disseminate newsletters; utilize CREEC tools such as the directory, listserves, calendar, and website to communicate about EEI, EE resources and professional development opportunities; report to CDE regularly; develop quarterly reports and maintain a database.

Are any project personnel to be housed at 101 Twin Dolphin Drive? Yes  No

If yes, note physical location \_\_\_\_\_

Approximate number of new personnel required to carry out project? \_\_\_\_\_

Will County Office staff services be utilized to carry out the program? Yes  No

Will County Office materials and equipment be used to carry out the program? Yes  No

If yes, what will the department provide? \_\_\_\_\_

Has an administrative overhead charge been included in the program budget? Yes  No

Explain 10.15% indirect \_\_\_\_\_

**APPROVALS:**

Program Manager Mark Nolan Date 7/15/2010

Division Head Gary Woodell Date 7/20/10

County Superintendent Jean H. Moore Date 8/11/10

County Board of Education \_\_\_\_\_ Date \_\_\_\_\_

PREPARED BY: Mark Nolan Date: 7/15/2010

PROGRAM: Outdoor Education  New Application

Continuing Application

**ACTION OF FUNDING AGENCY:**

APPROVED (DATE) \_\_\_\_\_ FUNDED \$ \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

DISAPPROVED (DATE) \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

California School Boards Association

**TIME SENSITIVE - Please deliver to all governing board members.**

August 3, 2010



**MEMORANDUM**

TO: All Presidents and Superintendents  
CSBA Member Districts and County Offices of Education

FROM: Frank Pugh, President

SUBJECT: Call for Nominations for Directors-at-Large, Asian/Pacific Islander and Hispanic

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Nominations for CSBA Director-at-Large, Asian/Pacific Islander and Hispanic are currently being accepted until **Friday, September 24, 2010**. Nomination forms and information related to the election process are available to download at [www.csba.org/AboutCSBA.aspx](http://www.csba.org/AboutCSBA.aspx). *Nomination forms and information about the elections will not be mailed.*

The nominations for Director-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. The U.S. Postal Service postmark or fax deadline for the nomination form and the required two letters of recommendation is **Friday, September 24**. A valid nomination includes:

- **A completed signed nomination form.** *It is the responsibility of the nominating board to obtain permission from the nominee prior to submitting his or her name.*
- **Two letters of recommendation** (one page, single-sided). These letters may be submitted by a:
  - 1) Member district or county office of education (COE) board  
*A letter submitted by a member board, if signed by the Superintendent, must state in the letter "on behalf of the board."*
  - 2) Individual board member from a member district or COE
  - 3) Board member organization
- **A required completed signed and dated biographical sketch is due to CSBA by Friday, October 8.** *The biographical sketch and the two letters of recommendation will be printed in the Delegate Assembly agenda exactly as submitted.*

The elections will take place at CSBA's Delegate Assembly meeting at the San Francisco Marriott Marquis on December 1 – 2. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference.

The current Directors-at-Large are as follows:

- Director-at-Large, Asian/Pacific Islander – Ben Liao (Cupertino Union SD)
- Director-at-Large, Hispanic – Susan Heredia (Natomas USD)

For further information, please contact the Leadership Services department at 800-266-3382.

3100 Beacon Boulevard  
P.O. Box 1660  
West Sacramento, CA 95691  
(916) 371-4691 | FAX (916) 371-3407 or (916) 669-3305



## CSBA 2010 Director-at-Large, Asian/Pacific Islander and Hispanic NOMINATION FORM

The nominations for Director-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. The U.S. Postal Service postmark or fax deadline for the nomination form and the required two letters of recommendation is **Friday, September 24.**

Two letters of recommendation are required to be submitted with this nomination form. *(Please submit a separate nomination form for each nominee.)*

The governing board of the \_\_\_\_\_ School District or County Office

Board of Education wishes to nominate \_\_\_\_\_ as a candidate for the following  
*(Nominee name)*

Director-at-Large position: (please indicate)

**Director-at-Large, Asian/Pacific Islander**

**Director-at-Large, Hispanic**

The nominee is a member of the \_\_\_\_\_ School District or County Office

Board of Education, which is a member of CSBA. The nominee has given permission to be nominated.

\_\_\_\_\_  
*Signature of the Board Clerk or Board Secretary*

\_\_\_\_\_  
*Date*

***Return the nomination form and two letters of recommendation to:***

Frank Pugh, President

California School Boards Association

3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660

(916) 371-4691 (800) 266-3382 | Fax: (916) 669-3305 or (916) 371-3407 | [www.csba.org](http://www.csba.org)



**CSBA**

# 2010 Director-at-Large, Asian/Pacific Islander and Hispanic Biographical Sketch Form

**Due: Friday, October 8, 2010** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

This **required signed and dated** biographical sketch form must be completed in the spaces provided and an optional, single-sided, one-page résumé may also be submitted. Please **do not** state “See résumé” on the biographical sketch. Any page(s) exceeding this **two-page** biographical sketch will **not** be accepted.

I am running for: (check one)	Director-at-Large, Asian/Pacific Islander	Director-at-Large, Hispanic
Name: _____	Region/Subregion: _____	
District or COE: _____	Years on board: _____	ADA: _____
Contact Number: _____	E-mail: _____	

**CSBA's Board of Directors is the governing body for the Association. Please describe what would be your top three organizational priorities as a Director.**

**Given the roles and responsibilities for the Board of Directors, please describe your skills and experience that qualify you for this position and how will you respond to the needs of your particular constituency?**

**Please describe your activities/involvement in CSBA.**

**Please describe your activities/involvement or interests in your district or county.**

**Please describe any other education-related activities/involvement.**

**Your signature indicates your consent to have your name placed on the ballot and to serve if elected.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **CSBA Board of Directors Responsibilities, Duties and Required Meeting Dates**

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The California School Boards Association (CSBA) Board of Directors is comprised of board members from throughout the state. The Board of Directors consists of the 21 regional Directors as well as the officers of the Association, any officer or Director of the National School Boards Association who resides in California and the President of the California County Boards of Education (CCBE). In addition, there are five Directors-at-Large. The Directors-at-Large, American Indian, Black and County are elected in odd-numbered years. The Directors-at-Large, Asian/Pacific Islander and Hispanic are elected in even-numbered years.

The Directors, along with the officers and members of the Delegate Assembly, are a vital link in the Association's governance structure ensuring that the Association continues to effectively carry out its vision and mission.

### ***CSBA Vision and Mission***

#### Vision

The California School Boards Association envisions a state where the public schools are widely recognized as the foundation of a free and democratic society, where local citizen governing boards are fully vested with the means to advance the best interests of students and the public, and where the futures of all children are driven by their aspirations, not bounded by their circumstances.

#### Mission

Boards of education are entrusted by their diverse communities to ensure that a high quality education is provided to each student. CSBA promotes success for all students by defining and driving the public education agenda and strengthening school board governance at the district and county levels. To achieve this mission, CSBA will be the leader in providing: (A. 9/08)

#### **1. Policy and Political Leadership on Behalf of Children and Students**

CSBA conducts non-partisan research and policy analysis, and advocates aggressively for state and federal policies that are coherent and focused on providing educational opportunities for all students.

#### **2. Comprehensive Support for Governance Teams.**

CSBA provides training, support, resources and inspiration to governing boards and superintendents to maximize their effectiveness in carrying out their critical leadership functions.

3. Direct Services to Districts and County Offices of Education.

CSBA provides high quality fiscal, policy, executive search and other services to school districts and county offices of education to assist them in meeting the needs of their students.

4. Education to our Communities about Public Schools and School Board Leadership.

CSBA develops and implements communications strategies that increase the public's understanding about the value of public education and the importance of local school governance. (A. 6/02)

***CSBA Board of Directors Roles and Responsibilities***

Members of the Board of Directors establish the vision and mission for the Association, and ensure that Association activities and programs remain focused on those goals and the issues identified in the Policy Platform. The Board of Directors has the following powers and duties:

Statewide Leadership

- Adopts the Vision, Mission and Goals of the Association, and annually reviews progress toward achieving them.
- Adopts positions and policies which are consistent with the Policy Platform or which serve as interim positions and policies between Delegate Assembly meetings.
- Provides advocacy on behalf of children, public education, local boards and the Association.
- Serves on Board and other committees, councils, task forces and focus groups.
- Receives reports and updates on major programs, consistent with the Vision, Mission, and Strategic Goals of the Association.

Regional and Constituency Leadership

- Provides two-way communication with Delegate Assembly members and local board members.
- Supports and participates in the Association's activities and events.

Corporate Responsibilities

- Adopts the Association's budget.
- Adopts and amends the Association's Standing Rules.
- Receives reports on corporate operations.
- Approves the hiring and terms of employment of the Executive Director, upon recommendation of the Executive Committee.
- Comments annually on the performance, and acts on the contract of the Executive Director, upon recommendation of the Executive Committee.

***Duties of the Directors-at-Large***

Directors-at-Large serve as an effective two-way communication link between the CSBA Board of Directors and representative board members by:

- Gathering input and information on significant emerging issues from representative board members and communicating the issues/data to CSBA for effective response and/or assistance;
- Supporting and articulating CSBA activities and positions to representative board members;
- Promoting the Association, its services and events to representative board members, encouraging membership and participation;
- Serving as an advocate for public education;
- Encouraging communication and participation between representative board members throughout the state; and
- Communicating directly with representative board members (via letters, meetings, county trustee association events, articles in regional newsletters, visits to board meetings and/or other means as appropriate).

***Required Meeting Dates***

- All Board meetings (approximately five are held per year) - in January (Friday and Saturday), March (Saturday and Sunday), May (Friday), and September (Saturday and Sunday). In late November/early December the Board meeting is held in the city that is host to the CSBA Annual Education Conference and Trade Show and is held on a Tuesday immediately preceding the Delegate Assembly meeting.
- Delegate Assembly meetings (two per year in conjunction with the May and November/December Board meetings)
- CSBA Annual Education Conference and Trade Show (in conjunction with the November/December Delegate Assembly)



# SAN MATEO COUNTY OFFICE OF EDUCATION

Jean Holbrook, Ed.D., County Superintendent of Schools

August 11, 2010

TO: County Board of Education

FROM: Dr. Jean Holbrook, County Superintendent of Schools

SUBJ: **Amendment to Conflict of Interest Code**

Government Code 87306.5 requires all local government agencies to review their Conflict of Interest Code biennially to determine if it is accurate or if it must be amended.

Amendments are required if (1) there are new positions that must be designated, (2) there are positions that manage public investments that must be deleted, or (3) there are revisions to disclosure categories or other provisions of the Code. I have reviewed the Conflict of Interest Code for the San Mateo County Office of Education and find that an amendment is required, in that there are employee positions that must be designated and others that must be deleted.

The standard for designating who must file a Form 700 disclosure statement is anyone holding a position which "involves the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the employee. (California Government Code Section 87302(a)). I have applied this standard to the employee positions as now constituted at the County Office. The attached document shows the positions to be designated and the positions to be deleted from the list of designated employee positions.

A single Conflict of Interest Code applies to the County Board of Education, the County Superintendent of Schools, and the County Office of Education. Therefore, Board action is required to approve this amendment.

Approved and recommended to the Board

Jean Holbrook, Ed.D., County Superintendent of Schools

## San Mateo County Board of Education and Superintendent of Schools

### List of Designated Positions and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
County Superintendent of Schools	1,2,3,4
<u>Deputy Superintendent, Student Services</u>	1,2,3,4
<del>Deputy Superintendent</del>	1,2,3,4
<u>Deputy Superintendent, Fiscal and Operational Services Division</u>	1,2,3,4
<del>Associate Superintendent, Fiscal and Operational Services</del>	1,2,3,4
Associate Superintendent, Instructional Services	1,2,3,4
Associate Superintendent, Human Resources	1,2,3,4
<del>Senior Administrator, Board and Superintendent Support</del>	1,2,3,4
<u>Special Advisor to the Board and Superintendent</u>	1,2,3,4
Administrator, Child, Youth and Family Services	1,2,3,4
Administrator, Classified Human Resources	1,2,3,4
Administrator, Curriculum Services	1,2,3,4
Administrator, District Business Services	1,2,3,4
Administrator, Information Technology Services	1,2,3,4
Administrator, Internal Business Services	1,2,3,4
Administrator, Regional Occupational Program	1,2,3,4
Administrator, SELPA (Special Education Local Plan Area)	1,2,3,4
Consultants*	1,2,3,4
Director, District Business Services	1,2,3,4
<u>Director, Early Childhood Quality Improvement Project (EQuIP)</u>	1,2,3,4
Director, Educational Services (BTSA Project)	1,2,3,4
Director, Educational Services (Court and Community Schools)	1,2,3,4
Director, Educational Services (Designated Instructional / Integrated Services)	1,2,3,4
Director, Educational Services (Early Childhood Education Services)	1,2,3,4
<del>Director, Educational Services (Elementary Education Services)</del>	1,2,3,4
Director, Educational Services (Networks for Success)	1,2,3,4
<del>Director, Educational Services (Secondary Education Services)</del>	1,2,3,4
Director, Outdoor/Environmental Education	1,2,3,4
<del>Director, Preschool for All</del>	1,2,3,4
<del>Director, SMERC Library</del>	1,2,3,4
<u>Director, Special Education Services (K-12)</u>	1,2,3,4
Manager, Facilities Services	1,2,3,4
Manager, Information Technology Support	1,2,3,4
Manager, Network Services	1,2,3,4
Manager, Special Education Transportation	1,2,3,4
Manager, State Preschool Program	1,2,3,4
Members, County Board of Education	1,2,3,4
Members, Personnel Commission	1,2,3,4
Senior Administrator, Special Education	1,2,3,4
<u>Superintendent, Bayshore Elementary School District</u>	1,2,3,4

- \* With respect to Consultants, the San Mateo County Superintendent of Schools may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based upon that description, a statement of the extent of disclosure requirements. When it is determined that a consultant has disclosure responsibilities, the San Mateo County Superintendent of Schools shall forward a copy of this determination to the San Mateo County Board of Supervisors. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code.