

SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
December 9, 2009
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. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. EMPLOYEE OF THE MONTH

December 2009 Employee of the Month, Kamran Fahimi, Computer/Network Technician, Information Technology Services, Fiscal and Operational Services Division
5. ANNUAL ORGANIZATIONAL MEETING
 - a. Election of President
 - b. Election of Vice President
6. PRESENTATION TO BOARD PRESIDENT JIM CANNON
7. PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS
8. APPROVAL OF MINUTES OF NOVEMBER 14, 2009, BOARD/SUPERINTENDENT RETREAT
9. APPROVAL OF MINUTES OF NOVEMBER 18, 2009, REGULAR MEETING

10. CONSENT AGENDA

Board action to approve the following item 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

11. STUDENT SERVICES

- a. Authorize Duties and Responsibilities for a New Classified Position
- b. Special Education Local Plan Area (SELPA) Report

12. FISCAL AND OPERATIONAL SERVICES

- a. Receive, Review and Approve with Positive Certification the 2009-2010 First Interim Financial Report

13. OFFICE OF THE SUPERINTENDENT

- a. Report on Census 2010 and Census in the Schools
- b. Superintendent's Comments

14. BOARD MEMBERS

- a. Discuss and/or Act on Legislation
- b. Board Member Comments

NEXT REGULAR MEETING: JANUARY 6, 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 or in the Superintendent's Office (802-5552).

UNAPPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Date: November 14, 2009

Special Meeting: Burlingame Library
Trustee's Room
480 Primrose Road
Burlingame, California

Present: Susan Alvaro
Jim Cannon
Rhonda Ceccato
Rod Hsiao
Ted Lempert

Absent: Beverly Gerard
Memo Morantes

Others Present: Dr. Jean Holbrook, Secretary

Mr. Cannon called the meeting to order at 8:45 a.m.

It was moved by Ms. Ceccato, seconded by Mr. Lempert, and the Board unanimously approved the November 14, 2009, agenda as presented.

There were no persons wishing to address the Board.

The Board and Superintendent reviewed a list of accomplishments and identified areas of continued interest or new priorities for the next year.

A discussion was held regarding the Board's visibility in the community and it was affirmed as a continuing priority.

As a follow up to reports that have been made by staff, the Board discussed possible leadership roles it might play in closing the achievement gap.

Key issues related to the County Office budget/programs were identified, along with steps being taken to address them.

There being no further business to come before the Board, the meeting was adjourned at 12:02 p.m.

Jean Holbrook, Secretary

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

Meeting Date: November 18, 2009

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, Rod Hsiao, Ted Lempert,
Memo Morantes

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

Other Staff Present: Jeannie Bosley, Mary Conway, Andy Klase,
Jeanie McLoughlin, Karen Philip, Ken San Filippo,
Glenn Siegel, Lauren Sneed, Gary Waddell

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Board President Cannon led the Board in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

After a motion by Mr. Lempert and a second by Ms. Gerard, the Board unanimously approved the November 18, 2009, agenda as presented.

4. EMPLOYEE OF THE MONTH

Mr. Cannon introduced the November 2009 Employee of the Month, Rachel Wiesenborn, a paraeducator in the Court and Community Schools Program. Mr. Cannon congratulated Ms. Wiesenborn on behalf of the Board and the Superintendent and presented her a clock and a check.

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

There were no persons wishing to address the Board.

6. APPROVAL OF MINUTES OF NOVEMBER 4, 2009, REGULAR MEETING

After a motion by Ms. Gerard and a second by Ms. Ceccato, the Board voted by a vote of five in favor (Alvaro, Cannon, Ceccato, Gerard, Morantes), none opposed and two abstentions (Hsiao, Lempert), to approve the November 4, 2009, regular meeting minutes as presented.

7. CONSENT AGENDA

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

- a. Receive Staffing Reports

8. STUDENT SERVICES

- a. Authorize Duties and Responsibilities for a New Classified Position

After a motion by Ms. Gerard and a second by Mr. Morantes, the Board voted unanimously to authorize the Duties and Responsibilities for a New Classified Position.

- b. Update on Regional Occupational Program

Deputy Superintendent Karen Philip introduced Ken San Filippo, Administrator, Regional Occupational Program. Ms. Philip reported that she recently visited the various ROP school sites and was very impressed with the enthusiasm of the students in the classes and the cutting edge career technical education program.

Mr. San Filippo reviewed the areas of emphasis that ROP has focused on during the past two years, including:

- Aligning ROP courses to the Academic and Career Technical Education (CTE) Curriculum Standards.
- Increasing coordination of CTE coursework through partnerships with Community Colleges.
- Increasing the numbers of CTE courses that meet the University of California (UC) and California State University (CSU) "A-G" requirements.
- Expanding student exposure to career options through business and industry partnerships, apprenticeships, internships and training.
- Raising the quality and quantity of courses in high-growth and emerging industry sectors.
- Increasing professional development opportunities for teachers and career counselors.
- Building relationships with district/school site partners.
- Upgrading computer technology.
- Implementing eco-friendly practices by registering all students electronically.

Mr. San Filippo reviewed the top four industry sectors offered by the San Mateo County Office's ROP and discussed how partnerships with the school districts have been a positive experience for students and the districts. He reviewed the student enrollment distribution by industry sector and

STUDENT SERVICES (continued)

said that San Mateo County is on target for meeting the high school to adult student ratios that Assembly Bill 2448 requires by 2013.

Mr. San Filippo introduced the ROP Counselors Mary Conway and Lauren Sneed. Ms. Conway reported that she recently joined the ROP staff and described her educational background and experience. Ms. Sneed and Ms. Conway outlined the counseling and guidance services that they provide to districts in San Mateo County, featuring:

- Collaborating with CTE teachers and school community members to provide referrals regarding educational programs and community resources.
- Enhancing relationships with high schools to support the CTE curriculum.
- Providing counseling services that result in student awareness of their educational and career options.
- Providing career and college information to the Court and Community Schools students.
- Participating in and helping to coordinate college and career fairs, and career development workshops.
- Working on various special projects and programs such as Middle School exploration, a School Personnel Accountability Report Card (SPARC) and an expanded career assessment tool.

Andy Klase, Director of Educational Services, Regional Occupational Program, reported that he assists in sequencing and aligning ROP classes with the community colleges and helps to review the course outlines that need updating.

Mr. San Filippo, Mr. Klase and Ms. Sneed then answered questions from the Board.

Dr. Holbrook congratulated Mr. San Filippo, Mr. Klase, Ms. Sneed, Ms. Conway and Bob Silva, a consultant working with ROP, for their service to the districts and reported that she has received positive comments from district superintendents who are grateful for the partnership with ROP.

9. INSTRUCTIONAL SERVICES

Gary Waddell, Associate Superintendent, Instructional Services Division, introduced Jeanie McLoughlin, Director of the Early Childhood Quality Improvement Project (EQuIP).

Ms. McLoughlin reported on the changes from Preschool For All to the EQuIP program. Significant state and national efforts are underway to provide targeted expansion and improve the quality of early learning programs. She said that San Mateo County has been recognized for its quality, results, leadership, innovation and community partnerships and through EQuIP, San Mateo will now move to the next step in improving access to high quality education programs for children 0-5 years old.

Under the terms of a three-year agreement that runs through July 2012, First 5 San Mateo County will provide the County Office of Education with \$5.5 million to support activities and services that align with the new strategic plan that First 5 has developed. The plan focuses on program quality enhancement, development of the Early Childhood workforce, facility renovation or

INSTRUCTIONAL SERVICES (continued)

enhancement and kindergarten transition programs. The EQUiP goals focus on countywide support for the provision of high-quality early learning experiences and professional development for the teachers and childcare providers. The four new strategies for the program include:

- WestEd - California Department of Education Program for Infant Toddler Care (PITC).
- Devereux Early Childhood Initiative (Facing the Challenge) for working with children who use challenging behaviors.
- Virtual Pre-K - bilingual classroom lessons and parent engagement at home.
- Leadership development for directors and administrators.

Ms. McLoughlin reported that the continuing strategies of EQUiP include:

- Continuing the Raising a Reader book bag program.
- Collaborating with the Early Childhood Language Development Institute.
- Developmental screenings and inclusive practices for children with special needs.
- Data and evaluation in order to document the impact of EQUiP services.
- Having SMCOE remain as the Lead Agency.

Ms. McLoughlin responded to questions from the Board.

Dr. Holbrook thanked Ms. McLoughlin for her leadership and extraordinary work in the preschool area, and for the informative report.

10. OFFICE OF THE SUPERINTENDENT

a. Superintendent's Comments

Dr. Holbrook announced that the November edition of the SMCOE monthly newsletter was recently published. Statistics on the click-through rates for the first edition are higher than the industry standard. Dr. Holbrook thanked Lisa Rosenthal, the consultant who is working with the County Office on this project.

Dr. Holbrook reported that on November 7 she and Mr. Lempert made presentations at a New Board Member Orientation class sponsored by the San Mateo County School Boards Association.

Dr. Holbrook requested that the Board members save January 9, 2010, for a summit that is being planned by San Mateo County Supervisor Rich Gordon. A partnership of the League of California Cities, the California State Association of Counties and the California School Boards Association (CCS Partnership) will convene a Joint Task Force to participate on a planning committee to discuss priorities and various reform efforts.

Dr. Holbrook reported that the role of the County Office has changed regarding H1N1. She said that the County Office continues to forward advisories; consult with the health system as needed on educational issues; and partner as appropriate (e.g. distributing respiratory and surgical masks and gloves throughout the schools in San Mateo County). Our office is not any longer taking all flu-related questions from schools; instead, schools now go directly to either the flu hotline or the phone line in the Communicable Diseases Office in the Health System.

OFFICE OF THE SUPERINTENDENT (continued)

Dr. Holbrook drew the Board's attention to articles at their places regarding the State Budget deficit that is now projected at \$21 billion. She said these articles also state that many uncertainties place the 2009-10 State Budget in peril and highlight issues that were counted on but may not materialize, such as: State worker furloughs; prison population reduction; cuts in caregiver services for the elderly and disabled; monies to be recaptured from the Redevelopment Agencies; and other items that were counted on in the State Budget and now leave additional holes.

Dr. Holbrook reported that the Eco-Team (Environmental Committee) motto contest received 26 entries from County Office staff. The Eco-Team will now meet to select a winner.

Dr. Holbrook said that staff has been raising funds from several events to offset the cost of the holiday lunch. Also, a fundraiser is being held for Special Olympics with the chance to win a Flip camera.

Dr. Holbrook reported that she attended the San Mateo County Schools Boards Association Dinner Meeting on November 16, and she thanked Mr. Hsiao for making arrangements for the speakers on the topic of chronic absenteeism. She also reported that Ms. Alvaro, Ms. Ceccato, Ms. Philip and she, had a meeting with the San Mateo County Probation Department on November 13.

Dr. Holbrook said that she is gratified and humbled by the response she has received to her announcement of retirement in January 2011. She said that it speaks to what the Board and the County Office staff have accomplished together in recent years to make the County Office a leader in education in this County and in the State.

Dr. Holbrook requested that the Board consider adjourning the meeting in memory of Gloria Sigüenza who recently passed away. Ms. Sigüenza worked for the County Office for 25 years in the Instructional Services Division in a number of roles related to bilingual education.

11. BOARD MEMBERS

a. Discuss and/or Act on Legislation

Ms. Gerard said that Ms. Serpa-Garcia sent the California County Boards of Education Legislative Committee's 2009 Final Report to each of the Board members.

b. Second Reading and Action on Proposed Revision to Board Policy 3430 (Annual Review of Investment Policy)

The Board conducted a second reading of proposed revisions to Board Policy 3430. After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board voted unanimously to approve the proposed revisions.

BOARD MEMBERS (continued)

c. Board Member Comments

Mr. Morantes

Mr. Morantes reported that it has been an honor and privilege to work with Dr. Holbrook for the past few years. He thanked Dr. Holbrook, the Board and the County Office staff for their successful collaboration and thanked Dr. Holbrook for being such an excellent leader.

Ms. Ceccato

Ms. Ceccato reported that she attended the Board Retreat on November 14 and thought it was very productive, and that she attended the meeting with the Probation Department.

Mr. Lempert

Mr. Lempert thanked Ms. McLoughlin for her exceptional work with preschool children, and said that he is proud to be associated with the San Mateo County Office. He stated that he enjoyed meeting with the new school board members and reported that he attended the informative Board/Superintendent Retreat.

Ms. Gerard

Ms. Gerard thanked Mr. San Filippo and Ms. McLoughlin for their informative reports.

Ms. Gerard announced that she will attend the California School Boards Association (CSBA) Annual Conference. She said that when she attends the school board conferences many people ask about San Mateo County's early childhood programs.

Ms. Gerard announced that she attended the San Mateo County School Boards Association (SMCSBA) Dinner Meeting on November 16, and said that during the truancy and absenteeism discussions the speakers commented on how important early childhood education is to a child's success in school by establishing good attendance habits at a young age.

Mr. Hsiao

Mr. Hsiao reported that he attended the Board/Superintendent Retreat and was pleased to see the accomplishments of the Board, Superintendent and County Office staff, adding that he looks forward to what will be accomplished in the upcoming year under Dr. Holbrook's leadership.

Mr. Hsiao reported that he attended the SMCSBA Dinner Meeting and thanked the District Superintendents and the School Attendance Review Boards (SARBs) for co-sponsoring the event by bringing presenters Hedy Chang, Project Director of the Chronic Absence Project, and Yolie Flores Aguilar, Vice President Los Angeles Unified School District Board of Education, to the meeting to talk about the hidden issue of absenteeism. Ms. Hsiao thanked Ms. Philip for bringing the presenters and their research to his attention.

BOARD MEMBERS (continued)

Ms. Alvaro

Ms. Alvaro commented that as the Board hears reports given by the County Office staff it is clear that the relationship between the leadership and staff is very positive, and believes that Dr. Holbrook is responsible for creating that atmosphere.

Ms. Alvaro reported that Ms. Philip led a productive problem solving discussion concerning the Community Schools Group Supervisors when the Community Schools Advisory Committee met, with representatives from the school districts, a representative from Cleo Eulau and Judith Tichy, Educational Services Director, Court and Community Schools Program. She also reported that she, along with Ms. Ceccato, Dr. Holbrook and Ms. Philip, had an informative meeting with Chief Probation Officer Stuart Forrest and Deputy Director of Administrative Services Christy Morrill from San Mateo County Probation. Each group is scheduled to meet again in the near future.

Ms. Alvaro announced that she is looking forward to attending the Holiday Dinners at Camp Glenwood, and invited the Board members to attend if they are able. She expressed appreciation to Dr. Holbrook for her suggestion to adjourn the Board's meeting in memory of Gloria Sigüenza.

Mr. Cannon

Mr. Cannon reported that he enjoyed the November SMCOE Newsletter and suggested that Ms. Rosenthal could report to the Board about the various projects on which she is working.

Mr. Cannon announced that he attended the San Mateo County School Boards Association Dinner Meeting on November 16 and thanked Mr. Hsiao for bringing the issue of absenteeism before the group.

Mr. Cannon reported on the Board/Superintendent Retreat. He said he was inspired by the accomplishments of the last four years and looks forward to the next year. He thanked everyone for making it an interesting meeting.

Mr. Cannon said that he was encouraged by the announcement that a highly qualified individual has declared her candidacy for the position of San Mateo County Superintendent of Schools.

There being no further business to come before the Board, the meeting was adjourned in memory of Gloria Sigüenza at 8:43 p.m.

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

NEW EMPLOYEES

NAME	POSITION	DIV./DEPT.	DATE OF HIRE	REMARKS
Keith Kleinstiver	Teacher, Autism	SSD / Special Education K-12	11/23/2009	

Bosley

Forward to the Board:

Jean Holbrook 12-3-09

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

STAFFING REPORT - CLASSIFIED

POSITIONS OPEN – RECRUITMENT/TESTING IN PROGRESS

POSITION	DIV. / DEPT.	REPLACING	DATE OPENED
Administrator, District Business Services	FOSD/DBS	Resources reallocated from Senior Administrator, Board & Superintendent Support	4-22-09
Deputy Superintendent, FOSD (position reclassified)	FOSD	Theresa Parsons	9-16-09
Library Technical Services Specialist	ISD/SMERC	Leslie Kanno	10-19-09
Administrative Assistant III	FOSD/ITS	Reclassified position from Admin. Assistant I to Admin. Assistant III	11-05-09

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
None			

TRANSFERS

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE of HIRE
None			

NEW EMPLOYEES – SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE of HIRE
Substitute Special Ed. Paraeducator	SSD/Special Education	Maria Theresa Martinez	11-23-09

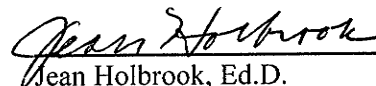
SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Assoc. Supt. Fiscal & Operational Svcs.	FOSD	Theresa Parsons	Retired

EMPLOYEES RECALLED FROM LAY OFF

POSITION	DIV. / DEPT.	FILLED BY
Special Education Paraeducator	SSD/Special Education	Maria Herrera

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

December 2, 2009

TO: Dr. Jean Holbrook
County Superintendent of Schools

FROM: Karen Philip *K.P.*
Deputy Superintendent

SUBJECT: Authorization of Duties and Responsibilities for a New Classified Position

The Board is requested to authorize the duties and responsibilities for the following new position:

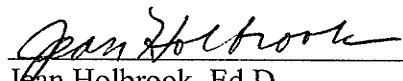
1.0 FTE Paraeducator for a student who requires one-to-one assistance as recently designated by the Individualized Educational Program (IEP)

In order to fill this new opening, a paraeducator will be called back from the lay-off list.

Representative Duties and Responsibilities:

- Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.
- Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures.
- Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing, and grooming; assist students with eating and other activities.
- Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor activities, eating, field trips and other activities as assigned.

Approved and Recommended to the Board:



 Jean Holbrook, Ed.D.
 County Superintendent of Schools

Student Services Division



SAN MATEO COUNTY OFFICE OF EDUCATION

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

December 2, 2009

TO: Dr. Jean Holbrook
County Superintendent of Schools

FROM: Karen Philip *K.P.*
Deputy Superintendent

SUBJECT: Special Education Local Plan Area (SELPA) Update

Pamela Ptacek, SELPA Administrator, will attend the Board Meeting on December 9, 2009, to provide an update on the San Mateo County Special Education Local Plan Area (SELPA).

Ms. Ptacek's report will include a definition of the SELPA, a description of the County Office of Education's role as the administrative unit for the SELPA and an overview of the SELPA's staff and their functions. Ms. Ptacek will also review the proactive steps she has taken over the past several months to strengthen ties with districts, solicit input about their priorities, convene SELPA committees in response to those priorities, and develop resources to support districts.

Ms. Ptacek will be happy to answer any questions that the Board may have regarding the San Mateo County SELPA.

Forward to the Board:

Jean Holbrook

Jean Holbrook, Ed.D.
County Superintendent of Schools



San Mateo County Special Education Local Plan Area

San Mateo County Office of Education · 101 Twin Dolphin Drive · Redwood City, CA 94065-1064 · (650) 802-5464 · TDD (650) 802-5480 · FAX (650) 802-5474

December 2, 2009

TO: Karen Philip
Deputy Superintendent

FROM: Pamela Ptacek
SELPA Administrator

SUBJECT: Proposed Priorities for SELPA Administrator Based Upon Input from Districts

Service Delivery

1. Identify gaps in services for students with disabilities and develop a plan for building a cohesive service delivery system in the SELPA.

Fiscal

1. Work with district administrators to increase understanding of special education funding in the areas of: private school expenditures, MOE and appropriate expenditure of ARRA IDEA Stimulus dollars.

Compliance

1. Provide training and technical assistance to districts in the Special Education Self Review (SESR) process.
2. Assist districts in reducing overall disproportionality and significant disproportionality in special education programs.
3. Provide technical assistance to districts in responding to Compliance Complaints.
4. Provide support to districts in resolving disputes through training and providing facilitation at potentially contentious IEP meetings.

Staff Development

1. Continue to develop a comprehensive staff development plan to meet the needs of the districts.

Procedural Handbook

1. Finalize the revisions of the Procedural Handbook, distribute to districts and provide training on the use of the Handbook.

Interagency

1. Meet with NPA/ABA providers and identify inconsistencies in billing practices; and develop a billing process that is equitable and transparent.
2. Meet with other agencies (Golden Gate Regional Center (GGRC), County Mental Health and California Children's Services (CCS)) to clarify roles and responsibilities.

Participating Districts: Bayshore School District, Belmont-Redwood Shores School District, Brisbane School District, Burlingame School District, Cabrillo Unified School District, Hillsborough City School District, Jefferson School District, Jefferson Union High School District, La Honda-Pescadero Unified School District, Las Lomas School District, Menlo Park City School District, Millbrae School District, Pacifica School District, Portola Valley School District, Ravenswood City School District, Redwood City School District, San Bruno Park School District, San Carlos School District, San Mateo-Foster City School District, San Mateo County Office of Education, San Mateo Union High School District, Sequoia Union High School District, South San Francisco Unified School District, Woodside School District



San Mateo County Special Education Local Plan Area

San Mateo County Office of Education · 101 Twin Dolphin Drive · Redwood City, CA 94065-1064 · (650) 802-5464 · TDD (650) 802-5480 · FAX (650) 802-5474

December 2, 2009

TO: Karen Philip
Deputy Superintendent

FROM: Pamela Ptacek
SELPA Administrator

SUBJECT: SELPA Committees 2009-10

Listed below are the SELPA Committees developed based upon the priorities established as a result of the input from districts.

Service Delivery Committee

1. Compile a comprehensive directory of special education services in San Mateo County SELPA to include district operated, COE operated and nonpublic school and agency operated.
2. Identify gaps in services in the north, central and southern regions of the SELPA.
3. Develop a plan to replicate or expand needed services.
4. Identify exemplary programs for replication.
5. Build capacity for public options to decrease non public school placements and nonpublic agency services.

Dispute Resolution Committee

San Mateo County SELPA has annual funding from an ADR Grant to support dispute resolution activities.

1. Identify parents who can be trained to work proactively with other parents who need assistance in working with their district through the IEP process.
2. Develop a cadre of district staff who are trained in the Facilitated IEP process so that districts and families can request a Facilitated IEP Meeting if previous IEP meetings have not been productive.
3. Contract with a consultant trained in conflict resolution to work with districts when a conflict arises.

Special Circumstance Instructional Assistance Committee

1. Develop guidelines for districts to assist them in reducing the number of 1:1 instructional assistants.
2. Provide training for district and county staff on implementing the guidelines.

Participating Districts: Bayshore School District, Belmont-Redwood Shores School District, Brisbane School District, Burlingame School District, Cabrillo Unified School District, Hillsborough City School District, Jefferson School District, Jefferson Union High School District, La Honda-Pescadero Unified School District, Las Lomas School District, Menlo Park City School District, Millbrae School District, Pacifica School District, Portola Valley School District, Ravenswood City School District, Redwood City School District, San Bruno Park School District, San Carlos School District, San Mateo-Foster City School District, San Mateo County Office of Education, San Mateo Union High School District, Sequoia Union High School District, South San Francisco Unified School District, Woodside School District

**San Mateo County
Special Education Local Plan Area**

Presented to
the San Mateo County Board of Education
December 9, 2009

by
Pamela Ptacek
SELPA Administrator

Outline of Presentation

1. What is a SELPA
2. Role of Administrative Unit
3. SELPA Staff and Staff Duties
4. SELPA Priorities
5. SELPA Committees
6. Special Projects
7. Questions

What is a SELPA?

- Definition
- Created in 1977
- Members in San Mateo County

SELPA Structure

- Number Statewide
- SELPA size range
- Common size
- San Mateo County SELPA size

SELPA Administrative Unit

- Functions of SELPA Administrative Unit (AU)
- COEs as AU
- SMCOE's Role as AU

San Mateo County SELPA Staff

- SELPA Administrator *Pamela Ptacek*
- SELPA Program Coordinator *Jane Van Epps*
- Licensed Children's Institution (LCI) Placement Specialist *Dr. Ben Loewy*
- Administrative Assistant III *Lilian Flores*
- Administrative Assistant II *Sandra Timko*

SELPA Administrator Priorities

- Based on Input

SELPA Committees

- SELPA Committees
 - Service Delivery
 - Dispute Resolution
 - Special Circumstance Instructional Assistance (SCIA)

Special Projects

- SELPA Procedural Handbook
- SELPA Budget Allocation Plan

QUESTIONS?



SAN MATEO COUNTY OFFICE OF EDUCATION

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

Date: December 3, 2009

TO: Dr. Jean Holbrook, County Superintendent of Schools

FROM: Sherree Brown, Interim Associate Superintendent
Fiscal and Operational Services Division

SUBJECT: 2009-10 First Interim Financial Report

The 2009-10 First Interim Financial Report reflects the status of the budget as of October 31, 2009. The attached schedules and spreadsheet present an analysis of the changes in the income, expenses and fund balances, comparing the budget as revised on October 31, 2009 (First Interim) to the Adopted Budget as of July 1, 2009.

As of October 31, 2009, the overall budget of the San Mateo County Office of Education reflects a positive fiscal condition as defined by the State Criteria and Standards for budget review. It is recommended that the Board take action for a positive certification.

Attached are the General Fund Budget Narrative and Budget Analysis and a description of the significant changes incorporated into the First Interim Financial Report.

Attachment: First Interim Report

Approved and Recommended to the Board:

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

Fiscal and Operational Services Division

**San Mateo County Office of Education
2009-10 First Interim Financial Report
General Fund Narrative**

A. Revenues

Total Current Income: \$135,673,511 – Revisions to the General Fund Revenue Budget from Adopted Budget to First Interim Report indicate a net decrease of \$709,358. Primary areas of adjustments are:

- Increase in revenue limit funding due to the net impact of increase in the State's deficit, the revised increase in County-wide average daily attendance (ADA) - **\$269,868**.
- Decrease in Federal revenue due to the accounting of the State Fiscal Stabilization Funding in FY2008-09. The amount is included in the carryover of ending fund balance – **(\$854,062)**.
- A net increase in State funding due to three changes: 1) a smaller reduction in Home to School Transportation - a deficit of 19.84% rather than the anticipated 65%; 2) an increase in Lottery funding; and 3) a one-time State funding reduction of \$252.83 per ADA - **\$1,890,896**.
- Decrease in local funding due to decrease in excess costs for Special Education Home to School Transportation due to increase in State funding – **(\$2,016,062)**.

B. Expenditures

Total Current Expenditures: \$135,862,353 - Revisions to the General Fund Expenditure Budget from Adopted Budget to First Interim Report indicate an increase of \$13,024. Adjustments were made for the following:

- Expensing of carryover balances of categorical programs - **\$13,024**.

F. Components of the Ending Fund Balance

F2a. Legally restricted balances have been adjusted based on budget revisions. The details are reflected on the following page.

F2b. Designated for Economic Uncertainties reserve amount of 3.5% reflects an additional 1.5% above the 2% minimum. Other Designations have been adjusted to reflect balances from the 2008-09 Unaudited Actuals ending fund balance. The details are reflected on the following page.

2009-10 First Interim Report
San Mateo County Office of Education
General Fund

Description	Object Codes	Adopted Budget (A)	Revised Budget (B)	Increase / (Decrease)
A. REVENUES				
1) Revenue Limit Sources	8010-8099	68,935,945	69,205,813	269,868
2) Federal Revenue	8100-8299	29,316,571	28,462,509	(854,062)
3) Other State Revenue	8300-8599	8,357,785	10,248,683	1,890,898
4) Other Local Revenue	8600-8799	29,772,568	27,756,506	(2,016,062)
5) TOTAL REVENUES		136,382,869	135,673,511	(709,358)
B. EXPENDITURES				
1) Certificated Salaries	1000-1999	17,166,128	17,166,128	0
2) Classified Salaries	2000-2999	17,059,881	17,091,781	31,900
3) Employee Benefits	3000-3999	10,393,030	10,393,030	0
4) Books and Supplies	4000-4999	2,202,074	2,214,819	12,745
5) Services and Other Operating Expenditures	5000-5999	16,071,386	16,072,104	718
6) Capital Outlay	6000-6999	378,400	346,500	(31,900)
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	72,578,959	72,578,520	(439)
8) Transfers of Indirect/Direct Support Costs	7300-7399	(74,434)	(74,434)	0
9) TOTAL EXPENDITURES		135,775,424	135,788,448	13,024
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		607,445	(114,937)	(722,382)
D. OTHER FINANCING SOURCES/USES				
1) Interfund Transfers				
1a) Transfers In	8910-8929	0	0	0
1b) Transfers Out	7610-7629	73,905	73,905	0
2) Other Sources/Uses				
2a) Sources	8930-8979	0	0	0
2b) Uses	7630-7699	0	0	0
3) Contributions	8980-8999	0	0	0
4) TOTAL OTHER FINANCING SOURCES/USES		(73,905)	(73,905)	0
E. NET INCREASE(DECREASE) IN FUND BALANCE (C + D4)		533,540	(188,842)	(722,382)
F. FUND BALANCE, RESERVES				
1) Beginning Fund Balance				
1a) As of July 1 - Unaudited	9791	25,461,821	25,461,821	0
1b) Audit Adjustments	9793	0	0	0
1c) As of July 1 - audited (F1a + F1b)		25,461,821	25,461,821	0
1d) Other Restatements	9795	0	0	0
1e) Adjusted Beginning Balance (F1c + F1d)		25,461,821	25,461,821	0
2) Ending Balance, June 30 (E + F1e)		25,995,361	25,272,979	(722,382)
Components of Ending Fund Balance				
2a) Reserve for				
Revolving Cash	9711	3,275	3,275	0
Stores	9712	6,907	6,907	0
Prepaid Expenditures	9713	0	0	0
All Others	9719	0	0	0
General Reserve	9730	0	0	0
Legally Restricted Balance	9740	2,595,861	3,910,059	1,314,198
2b) Designated Amounts				
Designated for Economic Uncertainties	9770	2,489,125	2,314,596	(174,529)
Designated for the Unrealized Gains of Investments and Cash in County Treasury	9775	0	0	0
Other Designations	9780	20,900,193	19,038,142	(1,862,051)
2c) Undesignated Amount	9790	(0)	0	0

**San Mateo County Office of Education
2009-10 First Interim Financial Report
Components of Ending Fund Balance**

Unrestricted:

Revolving Cash	\$ 3,275.00
Stores/Prepaid Expenditures	6,906.88
Designated for Economic Uncertainties	2,314,596.00
Other Unrestricted Designations	<u>19,038,141.93</u> (See detail below)
	\$21,362,919.81

Restricted:

Legally Restricted Balance	\$ <u>3,910,058.86</u> (See detail below)
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Total Ending Fund Balance:

\$25,272,978.67

Other Unrestricted Designations (Legal/Board) Balance - Detail

Resource	Description	Amount
0000	Capital Outlay – Outdoor Education	\$ 1,086,910.00
0000	Excess Property Taxes [per E.C. 2558(e)]	11,174,149.00
0000	Other Postemployment Benefits (OPEB)	491,646.00
0000	Post realignment of SFSF	859,462.00
0000	Potential State Reductions	1,573,008.05
0001-0099	Flexibility Transfers SBX3 4	2,059,189.36
0000	CalPERS/STRS estimated rate increase for Employer	857,063.00
0000	Deferred Maintenance	485,750.00
1100	Lottery	<u>450,964.52</u>
TOTAL UNRESTRICTED DESIGNATIONS BALANCE		<u>\$19,038,141.93</u>

Legally Restricted Balance – Detail

Resource	Description	Amount
3200	ARRA – State Fiscal Stabilization Funds (SFSF)	413,240.00
5640	Medi-Cal Billing Option	733,218.80
6286	English Language Learners	2,801.00
6300	Lottery: Instructional Materials	247,436.91
6355	ROC/P: Training & Certification for Community Care	25,330.00
6360	Pupils with Disabilities Attending ROC/P	48,215.47
6500	Special Education	1,839,503.55
6510	Special Ed: Early Ed Individuals with Exceptional Needs	518,920.13
7157	Instructional Materials: English Language Learners (One-Time)	2,714.00
7158	Instructional Materials – Williams Case	67,679.00
7400	Quality Education Investment Act	<u>11,000.00</u>
TOTAL LEGALLY RESTRICTED BALANCE		<u>\$3,910,058.86</u>




SAN MATEO COUNTY OFFICE OF EDUCATION

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

December 3, 2009

To: Dr. Jean Holbrook, County Superintendent of Schools

From: Peter Burchyns, Special Advisor to the Board and Superintendent 

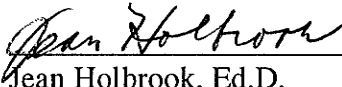
Subject: **Presentation on San Mateo County Schools and The 2010 Census**

Staff from the local office of the U.S. Census Bureau and from the office of San Mateo County Supervisor Rose Jacobs Gibson will attend the Board meeting on December 9, 2009, to make a presentation on the outreach efforts the Census Bureau is making to ensure a full count of all San Mateo County residents in the 2010 Census.

The presenters will discuss the importance of accurate data collection, how the data affect local funding and other significant consequences of the Census. The presentation will also highlight activities that are being planned in local communities and schools to help achieve a complete count of San Mateo County residents.

Copies of the presentation slides are attached.

Forward to the Board:




Jean Holbrook, Ed.D.
County Superintendent of Schools

Attachments

San Mateo County Schools & The 2010 Census

What is the Census?



**When is Census
2010?**

Who gets counted?

- every resident
- citizens, non-citizens, green card holders, visa bearers
- homeowners, renters, students, transient residents, homeless

Why is the Census important to our communities?

- Funding
- Congressional Representation
- Community planning

Why is it the Census important to schools?

Census data used for:


- Title 1 grants to LEAs
- Special Education grants to States
- Magnet school assistance
- Funds for improvement of education

Census-Influenced Federal Funding for San Mateo County

PROGRAM NAME	FY 2008
TITLE I GRANTS TO LEAs	6.5 M
SPECIAL EDUCATION-GRANTS TO STATES	21.4 M
MAGNET SCHOOLS ASSISTANCE	2.3 M
SAFE AND DRUG-FREE SCHOOLS	9 M
SUB-TOTAL	31.1 M
OTHER	9 M
Total	32.0 M

Census in Schools:
Reaching Out To Our Future

90,000 x



Be Counted Contest



Art Poster Submissions

Goals

- Achieve multiplier effect
- Highlight talent of youth
- Reach Hard-To-Count (HTC) Groups
- Encourage good citizenship
- Increase Census FUN ding

