

SAN MATEO COUNTY BOARD OF EDUCATION

Regular Meeting
July 16, 2008
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
June 2008 Employee of the Month, Becky Romero, Administrative Assistant III,
Curriculum Services, Instructional Services Division
4. INTRODUCTION OF NEW STAFF MEMBER SUSAN BENZ, EDUCATION SERVICES
MANAGER, COURT AND COMMUNITY SCHOOL PROGRAM, STUDENT SERVICES
DIVISION
5. SPECIAL OLYMPICS PRESENTATION
6. PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS
7. APPROVAL OF MINUTES OF JUNE 18, 2008, REGULAR MEETING
8. CONSENT AGENDA
Board action to approve the following items is taken simultaneously 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 the Public so requests, any
item shall be removed from this section and placed in the regular order of business. The
action indicated on each item is deemed to have been considered in full, and action taken by
the Board as worded therein.
 - a. Receive Staffing Reports
 - b. Adopt Joint Resolution No. 08-19 Commending Kate Riveira on Her Retirement
9. STUDENT SERVICES
 - a. Receive Quarterly Report on Williams Uniform Complaints
 - b. Receive Update on Proposition 63, the Mental Health Services Act

10. FISCAL AND OPERATIONAL SERVICES

No Items

11. INSTRUCTIONAL SERVICES

No Items

12. OFFICE OF THE SUPERINTENDENT

- a. Public Disclosure: Cost of Agreement (2007-2008) Between San Mateo County Superintendent of Schools and California School Employees Association (CSEA), Chapter 158, Relating to Negotiating the Effects of Layoffs
- b. Public Disclosure: Cost of Agreement (2007-2008) Between San Mateo County Superintendent of Schools and California School Employees Association (CSEA), Chapter 789, Relating to Negotiating the Effects of Layoffs
- c. Public Disclosure: Cost of Agreement (2007-2008) Between San Mateo County Superintendent of Schools and Service Employees International Union (SEIU), Local 521, Relating to Negotiating the Effects of Layoffs
- d. Public Disclosure: Cost of Agreement (2007-2008) Between San Mateo County Superintendent of Schools and San Mateo County Office of Education Confidential Employees, Relating to Negotiating the Effects of Layoffs
- e. Receive Update on the Loma Mar Property
- f. Superintendent's Comments

13. BOARD MEMBERS

- a. Legislation
- b. Discuss Change to the Brown Act
- c. Discuss and/or Act on Nomination of California School Boards Association (CSBA) 2008 Outstanding Legislator of the Year
- d. Discuss and/or Act on Process for Board Policy Review
- e. Discuss and/or Act on Scheduling Special Board Meeting
- f. Board Member Comments

NOTE: THERE WILL BE NO MEETING ON AUGUST 6, 2008

NEXT REGULAR MEETING: AUGUST 20, 2008

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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 or in the Superintendent's Office (802-5552).




SAN MATEO COUNTY OFFICE OF EDUCATION

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

July 16, 2008

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

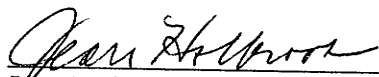
FROM: Karen Philip 
Deputy Superintendent

SUBJECT: Special Olympics Presentation

The Special Olympics School Coordinator for San Mateo County Office of Education, Pat Diskin, will give an update regarding the Special Olympics Program for the 2007-08 School Year. This update will include an overview of the components of the program and will address the ongoing activities conducted at school sites throughout the year, as well as the unique events of the Special Olympics Awards Ceremony of April 3rd, and Super Sports Day of May 9th.

The San Mateo County Office of Education Special Olympics Program is a collaborative partnership between San Mateo County Office of Education and Special Olympics of Northern California.

Forward to the Board



Jean Holbrook, Ed.D.
County Superintendent of Schools

Student Services Division

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

Date: June 18, 2008

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

Present: Susan Alvaro, Jim Cannon, Rhonda Ceccato,
Beverly Gerard, Rod Hsiao, Memo Morantes

Absent: Ted Lempert

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

Jeannie Bosley, Peter Burchyns, Carol Harriman,
Cheryl Hightower, Theresa Parsons, Karen Philip,
Porter Sexton, Glenn Siegel

CALL TO ORDER

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

APPROVAL OF AGENDA

Ms. Gerard announced that Agenda Item No. 3 EMPLOYEE OF THE MONTH would be removed and placed on the July 16, 2008, agenda.

It was moved by Ms. Alvaro, seconded by Ms. Ceccato, and the Board unanimously approved the June 18, 2008, agenda as amended.

PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS

Bonnie L. Morr, Alternate Vice President – West, United Transportation Union (UTU), shared her concerns regarding the agreement between Durham School Services and UTU, Local 1741.

APPROVAL OF MINUTES OF MAY 21, 2008, REGULAR MEETING

It was moved by Ms. Alvaro, seconded by Mr. Hsiao, and the Board approved the May 21, 2008, regular meeting minutes, by a vote of four in favor (Alvaro, Gerard, Hsiao, Morantes), none opposed and two abstentions (Cannon, Ceccato).

APPROVAL OF MINUTES OF JUNE 4, 2008, REGULAR MEETING

It was moved by Ms. Ceccato, seconded by Mr. Morantes, and the Board approved the June 4, 2008, regular meeting minutes by a vote of five in favor (Alvaro, Ceccato, Gerard, Hsiao, Morantes), none opposed and one abstention (Cannon).

CONSENT AGENDA

It was moved by Ms. Alvaro, seconded by Mr. Morantes, and the Board unanimously approved the Consent Agenda taking the following action:

- a. Receive Staffing Reports
- b. Adopt Joint Resolution No. 08-10 Commending Remedios Abapo on Her Retirement
- c. Adopt Joint Resolution No. 08-11 Commending Amy Booth on Her Retirement
- d. Adopt Joint Resolution No. 08-12 Commending Romeo Espino on His Retirement
- e. Adopt Joint Resolution No. 08-13 Commending Kay Kekauoha on Her Retirement
- f. Adopt Joint Resolution No. 08-14 Commending Marilyn Kendrick on Her Retirement
- g. Adopt Joint Resolution No. 08-15 Commending Cecile Lusby on Her Retirement
- h. Adopt Joint Resolution No. 08-16 Commending Victoria Palmer on Her Retirement
- i. Adopt Joint Resolution No. 08-17 Commending Vera Parr on Her Retirement
- j. Adopt Joint Resolution No. 08-18 Commending Robert Rettenbacher on His Retirement

INSTRUCTIONAL SERVICES

Cheryl Hightower, Associate Superintendent of the Instructional Services Division, addressed the Board regarding the San Mateo County Office of Education (SMCOE) Early Childhood Language Development Institute project.

It was moved by Ms. Ceccato, seconded by Mr. Hsiao, the Board voted unanimously to approve submission of project: SMCOE Early Childhood Language Development Institute.

STUDENT SERVICES

Karen Philip, Deputy Superintendent, reported that the Lottery Advisory Committee met and reviewed the 2008-2009 lottery expenditure proposals. The committee included members representing the San Mateo County Educators Association (SMCEA), California School Employees Association (CSEA), Chapter 158, Special Education, Regional Occupational Program (ROP), Court and Community School Programs and a representative from the community. Ms. Philip reported that each year an allocation of \$225,000 is made to programs to cover expenditures for proposals made by teachers to support their educational programs in the Court Schools, Community Schools, Inmate Education/GED, Special Education, and ROP. She noted that the proposals are generally for supplies and specialized equipment for classrooms that wouldn't be considered standard, and said that the total expenditures will not exceed the allocation and unexpended funds, if any, will be returned to the lottery reserve account.

FISCAL AND OPERATIONAL SERVICES

Theresa Parsons, Associate Superintendent of the Fiscal and Operational Services Division, requested approval of the 2008-2009 Budget from the Board.

It was moved by Mr. Morantes, seconded by Ms. Ceccato, and the Board voted unanimously to adopt the 2008-2009 Budget.

OFFICE OF THE SUPERINTENDENT

Dr. Holbrook thanked Ms. Parsons and her staff for their work on the budget.

Dr. Holbrook welcomed Mr. Cannon back to the County Board of Education.

Dr. Holbrook shared the news that Evelyn Mulready, mother of Jeannie Bosley, Associate Superintendent of Human Resources, passed away and requested that the Board consider adjourning its meeting in her memory.

Dr. Holbrook reported that on June 6th she, Ms. Philip and Carol Harriman, Senior Administrator of Special Education Services, attended a retirement dinner in San Francisco for Steve Waterman, Superintendent of Brisbane and Bayshore Elementary School Districts. She said that about 200 people attended the event including Paulette Johnson, former Director of Communications, and Mr. Waterman's family.

Dr. Holbrook reported that the County Office reached a tentative agreement with the Service Employees International Union (SEIU), Local 521, and said that the membership is scheduled to vote on the proposed agreement on June 20th.

Dr. Holbrook reported that a tentative agreement has also been reached with CSEA Chapters 158 and 789, and SEIU, Local 521, related to the effects of the layoffs, and added that County Office staff is meeting with a mediator and unions (CSEA, Chapter 158, and SMCEA) on items that have reached impasse.

Dr. Holbrook reported that she attended the first Community Education Center Preschool For All (PFA) Graduation ceremony on June 17th at Hoover Elementary School in the Redwood City Elementary District. She thanked Jeanie McLoughlin, Director of the PFA program, for coordinating this as a media event through Preschool California to highlight the importance of high quality preschool programs. Dr. Holbrook drew the Board's attention to an article in the San Mateo Daily Journal on the graduation, and a Research Brief issued by the RAND Corporation, which cited the San Mateo County PFA program for its excellence, which were at their places.

OFFICE OF THE SUPERINTENDENT (continued)

Dr. Holbrook reported that she attended the Special Education K-12 Graduation ceremony on June 10th along with Ms. Alvaro and Mr. Morantes. Dr. Holbrook acknowledged K.C. Anderson, a teacher in the K-12 program, for taking a leadership role in planning and organizing the graduation.

Dr. Holbrook reported that she attended the Community Schools Graduation that was held at the County Office on June 11th. She and San Mateo County Chief Probation Officer Loren Bুদ্ধress participated in the ceremony for the Community Schools and Chris Cantor, Director of Development, Boys and Girls Club of the Peninsula delivered the keynote speech. Dr. Holbrook thanked Judith Tichy, Director of the Court and Community Schools, and the Court and Community Schools staff for organizing the celebration for the graduates and their families.

Dr. Holbrook reported that the Peninsula Partnership Leadership Council (PPLC) has been working on finalizing a Children's Bill of Rights, and said that she and Mr. Hsiao will bring this to the Board for its consideration. She said that the PPLC also hosted Senator Leland Yee who updated the group on the budget and answered questions.

Dr. Holbrook reported that she met with San Mateo County Supervisor Rose Jacobs Gibson and Ravenswood City Elementary School District Superintendent Maria De La Vega earlier in the day to discuss the work of the District Assistance and Intervention Team.

Dr. Holbrook wished Mr. Cannon, Mr. Lempert and Ms. Serpa-Garcia a happy birthday.

Dr. Holbrook announced that ROP has moved to its new facility at 1800 Rollins Road in Millbrae and asked Ms. Philip to give the Board an update on the move.

Ms. Philip reported that she has visited the Rollins Road facility since the move and said that staff is settling in. She said that there is still work to be done before the open house which is scheduled for September.

Dr. Holbrook announced that other departments will be moving to different locations within the County Office facility and that she will report to the Board as those moves are finalized.

Dr. Holbrook announced that Superintendent Dr. Dan Vinson, from the Woodside Elementary District, has retired. She said that their Board has appointed Tim Hanretty as Acting Superintendent while it conducts a search for an interim superintendent. Mr. Hanretty is the Chief Business Official for the Woodside and Portola Valley Elementary Districts.

OFFICE OF THE SUPERINTENDENT (continued)

Dr. Holbrook drew the Board's attention to an article at their places about local parcel tax elections. She said that the San Mateo County Times reported that Pacifica's parcel tax passed by one vote, and that the final vote for Millbrae was short of the 2/3 needed for passage.

Dr. Holbrook reported that following the Board meeting of May 21st, public notice of the vacancy and provisional appointment of Jim Cannon to the Board was made as required by the Education Code. The appointment is considered provisional for 30 days during which time registered voters can petition the County Superintendent to call an election. Dr. Holbrook said that if she does not receive a valid petition by the end of the day on Friday, June 20th (the 30th day), the appointment will become permanent.

Dr. Holbrook reported that she recently sent the Board an email regarding her concerns about potential fire danger at the Loma Mar property given the dry, hot weather. She said that Peter Burchyns, Senior Administrator, Board and Superintendent Support Services, has talked with Joe McGuire of Buena Vista Services, LLC, to arrange for fire prevention work at Loma Mar and asked Mr. Burchyns to give the Board an update.

Mr. Burchyns reported meeting with Mr. McGuire who identified the four most common causes of fires on this type of property:

- 1) Catastrophic Inferno Spreading
- 2) Power Lines
- 3) Fuel Catching Fire and Spreading
- 4) Trespassers

The main concern here is #3. Mr. McGuire recommends that we pursue what he terms a "fuel treatment" of the grassland along Pescadero Road, which would include "understory clearing" and trimming of lower tree branches in that area to a height of 10 feet. The first step will be for Mr. Burchyns and Mr. McGuire to make a site visit with a representative of California Department of Forestry and Fire Protection to look at current conditions and devise a treatment plan and determine which contractors are most suitable for the work that will need to be performed. It is likely that we will be advised to do annual mowing to keep the "flashy grass fuels" down to a safe level. We should also consider posting the land to reduce the possibility of trespassers.

The estimated cost is in a range of \$5-\$8,000. We will move as quickly as possible, although the consultant has told us that the firms that do this work are extremely busy this year, due to the recent fires and heightened awareness of fire danger this season have resulted in the contractors being very busy and having full schedules.

OFFICE OF THE SUPERINTENDENT (continued)

Dr. Holbrook reported that she has arranged for Mr. Burchyns to begin work on updating Board Policies beginning on July 1st, and proposed the following process as a means of organizing this work:

1. Mr. Burchyns will begin by comparing the current list of Policies with those of other county offices, which will help identify any areas in which the SMCOE might be lacking Policies.
2. Staff will develop new Policies for critical areas, if any.
3. Staff will agendize "Board Policy Review" as a standing item at each Board meeting.

Dr. Holbrook volunteered to bring forward more details for discussion at the July Board meeting and reminded the Board that Ms. Alvaro, Mr. Cannon and Ms. Ceccato are the current members of the Board Policy Subcommittee. She also suggested that the practice could be to bring all the new/revised policies to the Board for first readings stating that if at the first reading the Board feels there are no substantive issues that require further study, the Board could adopt the Policy(ies) at its next meeting. Dr. Holbrook said that if there are substantive issues, then the Board could refer the Policy(ies) to the Subcommittee for refinement before the Board's Second Reading and action.

Dr. Holbrook said that in addition, staff would develop and present to the Board a proposed "Master Schedule" according to which the Board could review/develop policies, taking into account the importance of the Policy area, the length of time since that Policy has been reviewed and the interest of the Board in an immediate focus on any particular Policy area.

Dr. Holbrook thanked Mr. Burchyns in advance for his work on board policies and especially for the support he has provided to the Board and her over the past six months.

Dr. Holbrook reported that a copy of the most recent San Mateo County Civil Grand Jury Report on the County Office of Education was at their places. She said that this report had just been made public earlier in the day, and added that a written response is required to the recommendations. She stated that the Grand Jury decided to focus this year on how well the County Office serves the districts, the County Office's fiscal responsibility, and the way the County Office interfaces with the public. She said that the report concludes: 1) The County Superintendent of Schools and her team are broadly appreciated for effective and responsive leadership; and 2) The services offered to the school districts by the County Office of Education are widely used. Dr. Holbrook conveyed that there are also three recommendations about posting information on the County Office Web Site and conducting discussions with the districts about County Office services.

Dr. Holbrook informed the Board that Sandy Planz, an Administrative Assistant in the Instructional Services Division for 13 years before her retirement in 2003, passed away in early June. Dr. Holbrook requested that the Board consider adjourning its meeting in memory of Ms. Planz.

BOARD MEMBERS

Legislation

There was no report on Legislation.

Discuss and/or Act on Election of Vice President

It was moved by Mr. Hsiao, seconded by Ms. Alvaro, and the Board voted unanimously to affirm Mr. Cannon as Vice President of the Board.

Discuss and/or Act on the County Board of Education Candidate Policy Form

After discussion by the Board, it concurred that the Candidate Policy Form would be completed in compliance with Board policy and returned to the County Elections Office – Registration Division for the November 4, 2008, School District Governing Board General Election.

Mr. Cannon

Mr. Cannon thanked his colleagues for their support.

Mr. Cannon thanked Dr. Holbrook and the County Office staff for their professionalism, for educating him and allowing him to make his own decision regarding recent events.

Mr. Cannon thanked Ms. Parsons and her staff for the excellent job they did on the 2008-2009 Fiscal Budget.

Mr. Cannon expressed his appreciation of the highly positive findings and conclusions in the latest Grand Jury Report.

Mr. Cannon thanked Mr. Burchyns for all of his hard work on behalf of the Board and mentioned that he had worked with Mr. Burchyns on various projects throughout the years.

Ms. Alvaro

Ms. Alvaro welcomed Mr. Cannon back as a Member of the Board and said that he is an integral part of the San Mateo County Board of Education.

BOARD MEMBERS (continued)

Ms. Alvaro wished Mr. Cannon a happy birthday.

Ms. Alvaro thanked Mr. Burchyns for all of his hard work.

Ms. Alvaro reported that she attended a surprise retirement luncheon for Kate Riveira, Teacher at Camp Glenwood. She said that Ms. Riveira is an extraordinary teacher which was obvious when the staff and students made very positive, moving speeches about her.

Ms. Alvaro thanked Porter Sexton, Senior Administrator, Board and Superintendent Support, for being a guest at Camp Glenwood and observing her poetry class.

Ms. Alvaro announced that the Habitat for Humanity graduation ceremony will take place for the participating Camp Glenwood students on August 14, 2008.

Ms. Alvaro reported that she attended the Special Education K-12 Graduation ceremony on June 10th, and commended Mr. Anderson for the wonderful event.

Ms. Alvaro commented that she recently attended a meeting of the Community Schools Task Force as a representative of the County Board of Education. She said that Ms. Tichy chaired the meeting and that she was very impressed with the level of commitment from this group. Ms. Alvaro suggested that she would like to have the Community Schools Task Force make a report to the Board later in the year.

Mr. Hsiao

Mr. Hsiao welcomed Mr. Cannon back to County Board and said that he was missed.

Mr. Hsiao thanked Mr. Burchyns for all of his incisive analytical work, along with his patience and masterful facilitating abilities.

Ms. Hsiao reported that the PPLC has done a lot of work on the Children's Bill of Health and said that he and Dr. Holbrook will bring it to the Board for their consideration when it has been completed.

BOARD MEMBERS (continued)

Ms. Ceccato

Ms. Ceccato welcomed Mr. Cannon back to the County Board.

Ms. Ceccato wish Mr. Cannon a happy birthday.

Ms. Ceccato thanked Mr. Burchyns for his hard work and said that he is an incredible resource and an invaluable member of the County Office staff.

Mr. Morantes

Mr. Morantes welcomed Mr. Cannon back to the Board, and said that he was missed.

Mr. Morantes thanked Mr. Burchyns for all of his support to the County Board.

Mr. Morantes thanked Ms. Parsons for doing such a wonderful job on the Budget and for keeping the Board informed.

Mr. Morantes congratulated Dr. Holbrook and the County Office staff for the recent Grand Jury Report and said the feedback shows that everyone is working as a team. He mentioned that he was involved in the process with the Grand Jury this time and said that it was a very interesting process.

Mr. Morantes reported that he attended the Special Education K-12 Graduation ceremony and said this event is always very special.

Mr. Morantes reported that on June 12th he attended the Hoover Elementary Eighth Grade Graduation ceremony in the Redwood City Elementary School District and the Sequoia District Adult Graduation in the Sequoia Union High School District.

Mr. Morantes said that he looks forward to a good year in 2008-2009.

Ms. Gerard

Ms. Gerard added her welcome to Mr. Cannon and said that it was nice to have him back.

BOARD MEMBERS (continued)

Ms. Gerard wished Mr. Cannon a happy birthday.

Ms. Gerard thanked Mr. Burchyns for all of his hard work and mentioned that she has worked with him for the past 20 years. She commended Mr. Burchyns for his extraordinary ability to provide in-depth, clear information to the Board and for his invaluable support to Dr. Holbrook.

Ms. Gerard extended her congratulations to County Office staff on the Preschool For All successes recently recognized by the RAND Corporation research, and added that she hears many positive comments about San Mateo County's preschool program.

Ms. Gerard added her concurrence with comments made by her colleagues regarding the team work within the County Board of Education and also with the County Office staff. She said that she is grateful for the good working relationship.

Ms. Gerard announced that she and Liz Parker, President, Orange County Board of Education, will be conducting Boardsmanship Training later in the year.

Ms. Gerard congratulated Dr. Holbrook and the County Office staff on the recent Grand Jury Report.

There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m. in memory of Sandy Planz and Evelyn Mulready.

Jean Holbrook, Ed.D., Secretary

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STAFFING REPORT CERTIFICATED

NEW EMPLOYEES

NAME	POSITION	DIV./DEPT.	DATE OF HIRE	REMARKS
Kelly Delaney	Certificated Substitute Teacher	Special Education & Court and Community/SSD	06/26/2008	
Susan Benz	Manager, Education Services	Court Schools/SSD	07/01/2008	
Janet Calderaro	Certificated Substitute Teacher	Special Education & Court and Community/SSD	07/01/2008	
Melinda Fore	Coordinator, Categorical Programs and Accountability	Curriculum Services/SSD	07/01/2008	
Leonisa Ramos	Certificated Substitute Teacher	Special Education & Court and Community/SSD	07/01/2008	
Colleen Wilcox	Director, Silicon Valley Alliance for Teachers	Superintendent's Office	07/01/2008	

SEPARATIONS

NAME	POSITION	DIV./DEPT.	DATE OF CHANGE	REMARKS
<i>*Rose Marie Berta</i>	<i>Instructor, Computerized Accounting</i>	<i>ROP/SSD</i>	<i>06/06/2008</i>	<i>Retirement</i>
Vicki Fishstrom	School Nurse	Special Education K-12/SSD	06/13/2008	Resigned
Valerie Kuhner	Teacher	Special Education K-12/SSD	06/13/2008	Resigned
Francisco Lazalde	Teacher	Court Schools/SSD	06/13/2008	Resigned
John McCullough	Teacher	Special Education K-12/SSD	06/13/2008	Resigned
Linda Pucillo	Teacher	Early Childhood Education/SSD	6/13/2008	Retirement
Stephanie Stuart	Speech and Language Specialist	Designated Instructional Services/SSD	06/13/2008	Resigned
Susie Wiser	Teacher	Early Childhood Education/SSD	6/13/2008	Resigned
Arturo Aldana	Teacher	Community Schools/SSD	06/16/2008	Resigned
Katharine Riveira	Teacher	Court Schools/SSD	06/16/2008	Retired
Paul Swanson	Teacher	Community Schools/SSD	06/16/2008	Temporary Release

** Not listed on previous staffing report (May 3, 2008-June 11, 2008)*

STAFFING REPORT
CLASSIFIED

POSITIONS OPEN – RECRUITMENT/TESTING IN PROGRESS

POSITION	DIV. / DEPT.	REPLACING	DATE OPENED
Para-Educator, Special Ed. (Substitutes)	SSD/Special Education	New Positions	Continuous
Administrator, DBS	FOSD/District Business Services	Maureen Fitzgerald	4/3/08
Senior Accounting Assistant	FOSD/Internal Bus Servs	Shellene McGee Lucas	5/9/08
Health Care Specialist	ISD/Outdoor Education	Caitlyn Long	5/23/08

PROMOTIONS

POSITION FILLED	DIV./DEPT.	FILLED BY	REPLACING
None to report			

TRANSFERS

POSITION FILLED	FILLED BY	FROM DIV./DEPT.	TO DIV./DEPT.	DATE
School Administrative Asst I – 50%	Angelica Flores	SSD/Court & Community Schools	SSD/Special Education – ECE	7/1/08
School Administrative Assistant I	Tracie Sekioka	SSD/Spec. Education District Office	SSD/Court & Comm. Schls	7/1/08
Receptionist	Mary Jane Alvarado	SSD/Regional Occupational Prgm	SUPT/Human Resources	7/1/08
Financial Systems Analyst	Terry Blanchard	SSD/Special Ed. District Office	FOSD/ IBS	7/1/08
Administrative Assistant I	Buena Dandan	ISD/Curriculum Services	ISD/BTSA	7/1/08
Administrative Assistant II	Tricia Giovanazzi	SSD/Regional Occupational Prgm	ISD/BTSA	7/1/08
School Administrative Assistant I	Lisa Suruki	ISD/BTSA	SSD/Special Ed. District Office	7/1/08
Administrative Assistant II	Betty Wyren	ISD/Tech & Media Services	ISD/Curriculum Services	7/1/08
Facilities Services Assistant	Dave Eldon	FOSD/Facilities Services	Position change only	7/1/08

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Library Technical Services Specialist	ISD/SMERC Library	Leslie Kanno	6/16/08

NEW EMPLOYEES – SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report			

STAFFING REPORT
CLASSIFIED

SEPARATIONS

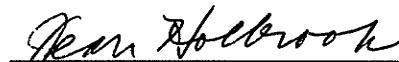
POSITION	DIV./DEPT.	VACATING EMPLOYEE	REMARKS
Administrative Assistant I	ISD/BTSA	Erica McClure	Resigned
Customer Support Tech.	FOSD/ITS	Robert Rettenbacher	Retired
Accounts Payable Auditor	FOSD/DBS	Romeo Espino	Retired
Records Mgmt Specialist	FOSD/ITS	Catherine Kekauoha	Retired
Publications/Graphics Spec.	SUPT/District Office	Marilyn Kendrick	Retired
Receptionist	SUPT/HR	Brian Baterina	Laid Off
Custodian	FOSD/Facilities Servs.	Martin Beirne	Laid Off
Admin. Asst. I – CONF	SUPT/District Office	Lisa Marie Garcia	Laid Off
Office Assistant	SSD/C & C Schools	Krystyna Gniady	Laid Off
Information Tech Analyst	FOSD/ITS	Robert Hoesk	Laid Off
Human Resources Tech	SUPT/Personnel	Lori Okada	Laid Off
Sr. Media Servs. Tech	ISD/Tech & Media Srvs	Brenda Padilla	Laid Off
Media Services Tech	ISD/Tech & Media Srvs	Gary Reece	Laid Off
Office Assistant	SSD/C & C Schools	Cathleen Torres	Laid Off
Adminstr. Asst. I	ISD/CYFS	Mauricio Vindell	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Bayani Abante	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Sonia Aguilar	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Luba-Itzel Benuto	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Lou Botti	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Loreto Cabral	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Mariano Capacillo III	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Tina Cardaris	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Mary Clark	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Robin Craner-Skammel	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Krystal DeBruin	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Christina DeLeon	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Victoria Diaz De Guzman	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Adria Dito	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Stacy Frink	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Maria Harrera	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Clarissa Hortalenza	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Masami Kanamitsu	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Danielle Keller	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Thomas Knox	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Marya Lasdon	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Agnes Joy Laudenorio	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Katharine Liberatore	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Lee McKusick	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Michele Mouton	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Nelda Navarro	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Wayne Owens	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Gloria Pador	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – DIS	Sofia Plotnikova	Laid Off

STAFFING REPORT
CLASSIFIED

SEPARATIONS (cont.)

POSITION	DIV./DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Vladimir Ricaldi	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Laura Robinson	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Maria Rodriguez	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Luz Ruiz	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Mahendra Singh	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Scott Sinor	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Tula Blas Uribe	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Peggy Warner	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Mariem Wee	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – K12	Cheryl Williams	Laid Off
Paraeducator, Special Ed.	SSD/Special Ed. – ECE	Paula Williams	Laid Off

Forward to the Board:



Jean Holbrook, Ed. D.
County Superintendent of Schools

**Joint Resolution No. 08-19
San Mateo County Board of Education
and
San Mateo County Superintendent of Schools
State of California**

Commending Kate Riveira

Whereas, Kate Riveira held positions as community school teacher, English teacher, and as head teacher; and

Whereas, Kate Riveira provided an excellent and rich professional environment at Camp Glenwood for a period of ten years, and provided professional mentoring and guidance to her co-workers and staff; and

Whereas, Kate Riveira demonstrated professionalism when working with community partners and a caring attitude towards individuals, including students, school and probation staff, and administrators; and

Whereas, Kate Riveira headed the Camp Glenwood wreath-making and mask-making programs which have raised funds for the camp activity program; and

Whereas, Kate Riveira was instrumental in her students winning the *Laws of Life* poetry contest and enriching their writing skills; and

Whereas, Kate Riveira presided over numerous student graduations, holiday programs and staff meetings; and

Whereas, Kate Rivera was successful in her students graduating with high school diplomas and earning their GEDs, acted as guidance counselor while extolling all students to seek higher education, and faithfully served the students of San Mateo County with kindness and compassion; and

Whereas, Kate Riveira retired effective June 16, 2008,

Now, Therefore Be It Resolved that the San Mateo County Board of Education and the County Superintendent of Schools commend Kate Riveira on her years of commitment, dedication and creative dynamic energies serving the students at Camp Glenwood and the Community Schools. Words cannot express our gratitude for her years of teaching, mentoring and leadership.

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

**SAN MATEO COUNTY
BOARD OF EDUCATION**

Passed and Adopted on this
Eighteenth Day of June 2008

President




SAN MATEO COUNTY OFFICE OF EDUCATION

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

July 16, 2008

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

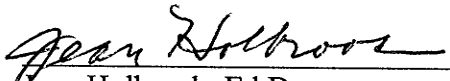
FROM: Karen Philip 
Deputy Superintendent

SUBJECT: Quarterly Report of Williams Uniform Complaints

Per Education Code §35186 relating to the Williams lawsuit, a Uniform Complaint Procedure must be posted in every classroom. Each LEA must then provide a quarterly report to the Governing Board regarding the number of complaints received and the number of complaints resolved or unresolved. The Quarterly Report for the period covering April 1, 2008 – June 30, 2008 indicates that no complaints were filed.

I have attached the report for your review and signature.

Forward to the Board



Jean Holbrook, Ed.D.
County Superintendent of Schools

Student Services Division

SAN MATEO COUNTY OFFICE OF EDUCATION

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: San Mateo County Office of Education

Person completing this form: Karen Philip Title: Deputy Superintendent

Quarterly Report Submission Date:
(check one)

- October 2007 (Covers 7/1/07 – 9/30/07)
- January 2008 (Covers 10/1/07 – 12/31/07)
- April 2008 (Covers 1/1/08 – 3/31/08)
- July 2008 (Covers 4/1/08 – 6/30/08)**

Date for information to be reported publicly at governing board meeting: **July 16, 2008**

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Jean Holbrook, Ed.D.
Print Name of District Superintendent


Signature of District Superintendent

6/20/08
Date

Return by Pony or fax (802-5363) to Mefula Fairley at San Mateo County Office of Education.




SAN MATEO COUNTY OFFICE OF EDUCATION

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

July 16, 2008

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

FROM: Karen Philip 
Deputy Superintendent

SUBJECT: Update on Proposition 63
The Mental Health Services Act

On July 2, 2008, I attended the San Mateo Mental Health Board Meeting where the proposal was presented for Prevention and Early Intervention Mental Health Services, funded by Proposition 63, The Mental Health Services Act (MHSA).

If you recall, Proposition 63 provides significant new funding for prevention services, with 51% targeted for preschool through 25 years, or \$2,720,187 (\$906,729 each year for three years.)

This July 2 Board Meeting was the culmination of many months of planning meetings, beginning with the initial Steering Committee Meeting of January 30, 2008, chaired by Supervisor Richard Gordon.

There were three other educators who also attended all of the planning meetings for the school-age population: Dr. Joan Rosas, Assistant Superintendent of Student Services, San Mateo-Foster City (SM/FC) School District; Kate Nasse, Counselor, also from SM/FC School District; and Debbie Mar, Director, Special Education Services (K-12) for the San Mateo County Office of Education. All three educators were vigilant in their dedication to the children of San Mateo County; and our voices joined as one in advocating for school-based, mental health prevention services for school age children.

As a result of many months of planning, there are three evidence-based programs proposed for school age and transition age youth: Teaching Prosocial Skills, Project Success, and Seeking Safety. There is also an evidence-based preschool program: Early Childhood Community Team.

A summary of these programs and a budget summary of the entire proposal are attached for your information.

Student Services Division

101 Twin Dolphin Drive · Redwood City, CA 94065-1064 · (650) 802-5589 · TDD (650) 802-5480 · Fax (650) 802-5503

The timeline is as follows:

July 2, 2008 3:00-5:00pm

Mental Health Prevention Services Proposal (Proposition 63, MHSA) was presented to San Mateo County Mental Health Board and released for a 30-day public comment period.

Location: Mental Health Services, 225 37th Avenue, San Mateo, Room 100.

July 31, 2008 5:30pm

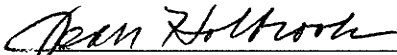
Mental Health Board will hold a Public Hearing and takes action on the Proposition 63 MHSA Proposal. All are invited to attend. (same location as July 2)

Early August:

MHSA Proposal will be submitted to the State Mental Health Board.

Following receipt of state approval, Request For Proposals (RFPs) will be distributed.

Forward to the Board



Jean Holbrook, Ed.D.

County Superintendent of Schools



SAN MATEO COUNTY HEALTH DEPARTMENT
BEHAVIORAL HEALTH AND RECOVERY SERVICES DIVISION
 MENTAL HEALTH SERVICES ACT: TRANSFORMING THE SYSTEM

PREVENTION AND EARLY INTERVENTION Planning Summary

TARGET AGE	PROJECT NAME	PROJECTED ANNUAL COSTS	\$S AVAILABLE PER LOCAL GUIDELINES
0 - 25	Early Childhood Community Team	\$370,531	\$2,720,187 (3 years)
	Community Interventions for School Age and Transition Age Youth	\$536,198	
	Teaching Prosocial Skills	\$187,548	
	Project Success	\$258,000	
	Seeking Safety	\$90,650	
Subtotal		\$906,729	\$906,729 (per year)
18 - 65+	Adult/Older Adult Primary Care Behavioral Health Integration	\$580,775	\$1,993,512 (3 years)
	Total Wellness for Adults and Older Adults (Total Cost: \$1,071,946)¹	\$83,729	
Subtotal		\$664,504	\$664,504 (per year)
0 - 65+	Stigma Initiative (one time funding)	\$500,000	\$500,000
	Community Mobilization	\$235,000	
	Anti-Stigma Advisory Council	\$10,000	
	Project Evaluation	\$25,000	
	Culture, language, age-appropriate materials for PEI projects	\$50,000	
	Anti-Stigma Training	\$100,000	
	Consumer Presenter Expansion	\$50,000	
	Community College Initiative	\$30,000	
TOTALS (3 years)		\$5,213,699	\$5,213,699

¹ BHRS intends to seek a modest contribution for the Total Wellness component from PEI funds, for leverage in seeking other funding sources to address this need.

AGE GROUP: 0 to 5

PROJECT: Early Childhood Community Team

Target Population

The PEI Workgroup that focused on ages 0-5 identified families at risk due to demographics, children in families with known risk, and ultimately all families among their priority populations.

Project Description

The project would incorporate several major components that build on current models in our community, in order to **support healthy social emotional development of young children**. A community team would be comprised of a **community outreach worker**, an **early childhood mental health consultant**, and a **licensed clinician**. BHRS PEI funding will support at least one team; if additional partnership funding for community outreach worker(s) can be developed, there might be two teams, and if the model is demonstrated as successful, other funding sources might support replication with additional teams serving additional communities. Each team would be targeted to serve a specific geographic community within San Mateo County, in order to build close networking relationships with local community partners also available to support young families. The initial BHRS PEI team site will be targeted to serve a community with a high proportion of Latino and/or isolated farm worker families or a community experiencing a significant degree of interpersonal violence, which has significant impact on families and young children.

Project Elements

The **first team member -a community outreach worker**, would network within the community and community based services to identify young families with children between birth and three and connect them with necessary supports. Another role would be to offer groups for families with young children, using the **Touchpoints Program**. This approach is based on the concept of building relationships between children, parents and providers around the framework of "Touchpoints," or key points in early development. The Touchpoints groups would include fathers as well as mothers and other caregivers, and the team(s) would be connected to the countywide Fatherhood Collaborative, expanding resources in support of fathers.

The **second team member** would focus on supporting social emotional development in child care settings by providing **Early Childhood Mental Health Consultation**. This service typically consists of at least the following activities: observing the interaction of the caregiver(s) with young children; observing a child's interaction with caregiver(s) and other young children; consulting with the caregiver(s) regarding overall support of positive social emotional development; consulting with the caregiver(s) on developmental or behavioral concerns regarding a specific child; facilitating family and caregiver meetings; facilitating referrals for additional services for children and families.

The **third team member** will be a licensed clinician who provides brief, focused services to families that are identified with a need by the community outreach worker, the early childhood mental health consultant or partners in the network of community services such as primary care. The clinician will screen for postpartum depression and facilitate appropriate service plans with primary care and/or mental health services. Preferably, the clinician will be trained in **Child-Parent Psychotherapy (CPP)** for children exposed to trauma and violence. This practice supports and strengthens the parent-child relationship as a vehicle to long-term healthy child development. With trauma-exposed individuals, these treatments incorporate a focus on trauma experienced by the parent, the child, or both.

Related to the initiation of these community teams there is an opportunity to improve the coordination among countywide agencies and local community based services in the selected community(ies).

AGE GROUP: 6 to 25

PROJECT: Community Interventions for School Age and Transition Age Youth

Target Population

The PEI Workgroup that focused on ages 6-25 worked in subgroups focused on 6-17 and 18-25. They identified students at risk, youth who are un-served or underserved, and those experiencing early onset of psychotic illnesses among their priority populations.

Project Description

This project will focus on school age and transition age youth, reaching out to them in non-traditional settings such as schools and community based agencies, such as substance abuse programs, drop-in centers, youth focused and other organizations operating in communities with a high proportion of under-served populations. The project will use community based agencies to provide population and group based interventions to at-risk children and youth 6-25.

Project Elements

The first intervention, **Teaching Prosocial Skills**, addresses the social skill needs of students who display aggression, immaturity, withdrawal, or other problem behaviors. Students are at risk due to issues such as growing up poor; peer rejection; low quality day care and preschool experiences; after-school care with poor supervision; school failure, among others. **Teaching Prosocial Skills** is based on **Aggression Replacement Training**; the model includes three key components: *Skillstreaming* (the behavioral component)--teaches what to do; *Anger Control Training* (the emotional component)--teaches what not to do; *Moral Reasoning Training* (the values component)--teaches why to use the skills. This intervention will target 6 to 9 yrs. old. Of the three components mentioned above, *Skillstreaming* is the key one for this particular age group.

The second intervention, **Project SUCCESS** (Schools Using Coordinated Community Efforts to Strengthen Students), is a research-based program that builds on the findings of other successful prevention programs by using interventions that are effective in **reducing risk factors and enhancing protective factors**. Project SUCCESS counselors use intervention strategies such as information dissemination; normative and prevention education; problem identification and referral; community based process and environmental approaches. In addition, resistance and social competency skills, such as communication, decision making, stress and anger management, problem solving, and resisting peer pressure are taught. The counselors primarily work with adolescents individually and in small groups; conduct large group prevention/education discussions and programs, train and consult on prevention issues with alternative school staff; coordinate the substance abuse services and policies of the school and refer and follow-up with students and families needing substance abuse treatment or mental health services in the community.

The third intervention, **Seeking Safety**, is an approach to help people attain safety from trauma/PTSD and substance abuse. It will be targeted toward Transition Age Youth through their contacts with community based organizations. The treatment has been conducted in **group and individual** format; with **diverse populations**; for **women, men, and mixed-gender** groups; using all topics or fewer topics; in a **variety of settings**; and for both **substance abuse and dependence**. It has also been used with **people who have a trauma history**, but do not meet criteria for PTSD. The key principles of Seeking Safety are: 1) Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions); 2) Integrated treatment (working on both PTSD and substance abuse at the same time); 3) A focus on ideals to counteract the loss of ideals in both PTSD and substance abuse; 4) Four content areas: cognitive, behavioral, interpersonal, case management; 5) Attention to clinician processes (helping clinicians work on counter-transference, self-care, and other issues).



SAN MATEO COUNTY OFFICE OF EDUCATION

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

TO: Dr. Jean Holbrook
County Superintendent of Schools

FROM: Theresa Parsons, Associate Superintendent *TP*
Fiscal and Operational Services Division

DATE: July 10, 2008

SUBJECT: PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING
AGREEMENT FORMS BETWEEN SAN MATEO COUNTY OFFICE
OF EDUCATION AND:

California School Employees Association (CSEA), Chapter 158
California School Employees Association (CSEA), Chapter 789
Service Employees International Union (SEIU), Local 521
Confidential Employees

This is to recommend that during the July 16, 2008 meeting the Board, in accordance with AB 1200, publicly review the Disclosure of Collective Bargaining Agreement Forms for the bargaining units stated above.

This disclosure of collective bargaining pertains to the negotiated effects of the layoffs in the 2007-08 fiscal year. Therefore, employees eligible for this benefit must meet the following criteria:

Received a layoff notice effective June 30, 2008
Currently (2007-08) enrolled in a County Office offered medical plan
Remained in an unemployed status as of July 1, 2008
Did not retire from San Mateo County Office of Education on July 1, 2008

Based on the information received from employees to date, the financial impact of the negotiated effects of the layoffs and the number of employees eligible are reflected on each agreement.

I will be available to respond to questions.

Approved and Forwarded to the Board:

Jean Holbrook

County Superintendent of Schools

7/10/08

Date

Fiscal and Operational Services Division

SAN MATEO COUNTY DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

School District: San Mateo County Office of Education
 Bargaining Unit: CSEA 158 Cert _____ Class X # of Employees 39
 What are the effective dates of the proposed agreement? From July 2008 To September 2008
 Date of Public Meeting: July 16, 2008 Date Disclosure Available: July 11, 2008

A. Percentage of Proposed Change in Salary and Benefits

Year of Proposed Agreement	Yr: 2008-09	Yr:	Yr:
Indicate % of Salary Change over Prior Salary Schedule	N/A		
Are Salary Costs Ongoing or One-time?			
Indicate % Change in H & W Benefits over Prior Schedule	N/A		
Are H & W Costs Ongoing or One-time?			

B. Cost of Agreement

Year of Proposed Agreement	Yr: 2008-09	Yr:	Yr:
Salary Cost (including Mandates)	N/A		\$
Benefits Cost (H & W)	N/A		\$
Other Costs (Provide detail in Section D)	\$64,350		\$
Total Cost	\$64,350		\$

C. Source of Funding

Cost of 1% increase in total compensation for this bargaining unit Not applicable.
 Fiscal impact on current year ending fund balance as a result of this proposed agreement -0-.
 Amount previously available in fund balance for this agreement -0-.
 Source of Funding: Current year revenue.
 Will staff reductions be required to implement this agreement this year? N/A Next year? N/A.

D. Major Provisions

Attach a narrative listing the major provisions of this agreement and describing any "OTHER" non-salary or benefit costs of the proposed agreement for the current and two subsequent fiscal years.

Costs incurred for the negotiated effects of layoffs in 2007-08. Thirty-nine employees of the CSEA 158 bargaining unit may select to receive 3 months of employer paid health benefits at the current negotiated cap of \$550 per month.

In accordance with the requirements of Government Code Section 3547.5(b), we hereby certify that the District can meet the costs incurred under this agreement for the current and subsequent fiscal years.

Jean Holbrook
 Superintendent
Theresa Parsons
 Chief Business Official

7/10/08
 Date
07/09/08
 Date

 Contact Person

 Contact Person

SAN MATEO COUNTY DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

School District: San Mateo County Office of Education
 Bargaining Unit: CSEA 789 Cert _____ Class X # of Employees 3
 What are the effective dates of the proposed agreement? From July 2008 To September 2008
 Date of Public Meeting: July 16, 2008 Date Disclosure Available: July 11, 2008

A. Percentage of Proposed Change in Salary and Benefits

Year of Proposed Agreement	Yr: 2008-09	Yr:	Yr:
Indicate % of Salary Change over Prior Salary Schedule	N/A		
Are Salary Costs Ongoing or One-time?			
Indicate % Change in H & W Benefits over Prior Schedule	N/A		
Are H & W Costs Ongoing or One-time?			

B. Cost of Agreement

Year of Proposed Agreement	Yr: 2008-09	Yr:	Yr:
Salary Cost (including Mandates)	N/A		
Benefits Cost (H & W)	N/A		
Other Costs (Provide detail in Section D)	\$ 4,950		
Total Cost	\$ 4,950		

C. Source of Funding



Cost of 1% increase in total compensation for this bargaining unit Not applicable.
 Fiscal impact on current year ending fund balance as a result of this proposed agreement \$4,950.
 Amount previously available in fund balance for this agreement \$4,950.
 Source of Funding: Unrestricted Ending Fund Balance.
 Will staff reductions be required to implement this agreement this year? N/A Next year? N/A.

D. Major Provisions

Attach a narrative listing the major provisions of this agreement and describing any "OTHER" non-salary or benefit costs of the proposed agreement for the current and two subsequent fiscal years.

Costs incurred for the negotiated effects of the layoffs in 2007-08. Three employees of the CSEA 789 bargaining unit may select to receive 3 months of employer paid health benefits at the current negotiated cap of \$550 per month.

In accordance with the requirements of Government Code Section 3547.5(b), we hereby certify that the District can meet the costs incurred under this agreement for the current and subsequent fiscal years.

 _____ Superintendent	<u>7/10/08</u> _____ Date	_____ Contact Person
 _____ Chief Business Official	<u>07/09/08</u> _____ Date	_____ Contact Person

SAN MATEO COUNTY DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

School District: San Mateo County Office of Education
 Bargaining Unit: Confidential Cert _____ Class X # of Employees 2
 What are the effective dates of the proposed agreement? From July 2008 To September 2008
 Date of Public Meeting: July 16, 2008 Date Disclosure Available: July 11, 2008

A. Percentage of Proposed Change in Salary and Benefits

Year of Proposed Agreement	Yr: 2008-09	Yr:	Yr:
Indicate % of Salary Change over Prior Salary Schedule	N/A		
Are Salary Costs Ongoing or One-time?			
Indicate % Change in H & W Benefits over Prior Schedule	N/A		
Are H & W Costs Ongoing or One-time?			

B. Cost of Agreement

Year of Proposed Agreement	Yr: 2008-09	Yr	Yr:
Salary Cost (including Mandates)	N/A		
Benefits Cost (H & W)	N/A		
Other Costs (Provide detail in Section D)	\$3,300		
Total Cost	\$3,300		

C. Source of Funding

Cost of 1% increase in total compensation for this bargaining unit - Not applicable
 Fiscal impact on current year ending fund balance as a result of this proposed agreement \$3,300
 Amount previously available in fund balance for this agreement \$3,300
 Source of Funding: Unrestricted ending fund balance

Will staff reductions be required to implement this agreement this year? N/A Next year? N/A

D. Major Provisions

Attach a narrative listing the major provisions of this agreement and describing any "OTHER" non-salary or benefit costs of the proposed agreement for the current and two subsequent fiscal years.

Costs incurred for the negotiated effects of layoffs in 2007-08. Two Confidential employees may select to receive 3 months of employer paid health benefits at the current negotiated cap of \$550 per month.

In accordance with the requirements of Government Code Section 3547.5(b), we hereby certify that the District can meet the costs incurred under this agreement for the current and subsequent fiscal years.

Jean Atbrook
 Superintendent

7/10/08
 Date

 Contact Person

Theresa Parsons
 Chief Business Official

07/09/08
 Date

 Contact Person



SAN MATEO COUNTY OFFICE OF EDUCATION

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

July 10, 2008

TO: County Board of Education

FROM: Dr. Jean Holbrook, County Superintendent of Schools

SUBJ: **Update on the Loma Mar Property**

On July 7th, Peter Burchyns and Porter Sexton met with Joe McGuire, Registered Professional Forester, and Steve Richmond, Cal Fire Division Chief, and did a walk through of the Loma Mar property. Mr. McGuire is now preparing cost estimates and options for maintaining the property to protect against fire hazard, trespass, ecological and other concerns.

Options for maintaining the property will include:

1. signage to restrict trespass and warn of fire danger;
2. replacement of the fence along Pescadero Road;
3. trimming/thinning grasses, weeds, undergrowth and/or branches (up to 10 feet) along Pescadero Road;
4. clearing/mowing the meadow to the immediate north of Pescadero Road;
5. removal of culverts under access roads throughout the property;
6. inspection and monitoring around power lines running through the southwest corner of the property; and
7. other options to which his investigation may lead.

We expect to receive Mr. McGuire's report within the next few weeks. As I said at the June 18 Board meeting, we will move forward as quickly as possible to implement those options that are consistent with our objective to mitigate fire danger and act as responsible stewards of the land.

I will be prepared to make a recommendation related to the Loma Mar property at a date of the Board's choosing.

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

July 10, 2008

TO: County Board of Education

FROM: Dr. Jean Holbrook, County Superintendent of Schools

SUBJ: **Change to the Brown Act**

Effective July 1, 2008, SB 343 (Chapter 298/2007) amends the Brown Act to require that any materials prepared in relation to a public meeting agenda item that is distributed within 72 hours of the meeting must be made available for public inspection at the time that it is distributed. The materials must be made available at an office location that has been designated by the agency and listed on the public meeting agenda, or by posting on the agency's Internet web site in a manner that clearly relates it to the upcoming meeting agenda.

In order to comply with the requirements of the Brown Act and to best provide the public with access to materials, we have added information at the end of the agenda directing the public to the Superintendent's office or the Web site to view the materials. Beginning with the July 16, 2008, Board meeting, back-up agenda materials will be posted on the Web site, along with the agenda.

In the course of revising Board policies, I recommend that the appropriate Board policy/policies be amended to reflect this change in law.

Forward to the Board

Jean Holbrook, County Superintendent of Schools

OUTSTANDING

Legislator of the Year

Official Nomination Form

Nominations must be postmarked or received by
August 22, 2008

INSTRUCTIONS: There are three ways to submit a nomination for a candidate for a 2008 Outstanding Legislator of the Year award. The completed form with supporting documents may be submitted:

1. Via the U.S. Postal Service to: CSBA 2008 Outstanding Legislator of the Year Awards, 925 L St., Ste. 890, Sacramento, CA 95814. **All submissions must be postmarked by August 22, 2008.**
2. By fax to: 916.325.4030. Fax submissions **must be received by midnight (PST) on August 22, 2008.**
3. Online at: www.csba.org. Online submissions **must be made before midnight (PST) on August 22, 2008.**

- Nominations postmarked or received after August 22, 2008 cannot be considered.
- Nomination forms are to be submitted by a local school board only and must be typed or printed.
- A resolution adopted by the board or board minutes showing the vote must be included (see criteria on reverse).
- Prior year nominations will not be considered unless renominated.
- A separate nomination form must be used for each candidate.

NOMINATED LEGISLATOR

LEGISLATIVE DISTRICT

Explain below why this person should be honored. Please address your comments to the criteria provided on the reverse side and include state as well as local involvement in public education.

Nominating School Board: _____

Contact Name: _____

Telephone: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code _____

CSBA 2008 Outstanding Legislator Awards, 925 L St., Ste. 890, Sacramento, CA 95814, (916) 325-4020

2008
OUTSTANDING
Legislator of the Year

Criteria

Each award nominee must:

- Demonstrate significant commitment and legislative contributions to public education
- Demonstrate legislative leadership on behalf of public education
- Recognize and support local governance for schools
- Support key K-12 legislative proposals
- Support and espouse CSBA's Legislative Platform
- Recognize the significance of CSBA's role in public education
- Be active on local school issues and visit K-12 schools regularly
- Be a member of the California State Legislature at the time of nomination
- Represent your school district
- Be endorsed by a vote or resolution of a local school or county board in California



California School Boards Association



SAN MATEO COUNTY OFFICE OF EDUCATION

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

July 12, 2008

To: Dr. Jean Holbrook, County Superintendent of Schools

From: Peter Burchyns *Peter Burchyns*

Subject: **Proposed Process for Board Policy Review**

Provided below for review by the Board is the proposed process for updating the Board Policies.

Overview

There are currently 124 separate Board Policies, covering seven broad areas:

<u>Policy Area</u>	<u>Number of Policies</u>
1000 Community Relations	7
2000 Administration	5
3000 Business Services	16
4000 Personnel	24
5000 Students	16
6000 Instruction	24
9000 Board of Education	32
Total	124

As discussed at the Board meeting on June 18, I propose that staff conduct a review of all policies in a systematic manner and bring groups of related policies to the Board for a first reading on a regular basis over the next several months.

The staff review process will include investigation of sample policies from other County Offices and CSBA. This review will also include consideration of the questions of whether any existing policies are no longer needed and whether there are any missing policies that need to be developed.

After its first reading of each group of policies the Board will decide whether these can come back at the next meeting for approval; if there are any substantive issues that need further work, the Board will refer the appropriate policies to its Policy Subcommittee for study and revision before they come back to the full Board for a second reading and action. Staff will provide support to the Policy Subcommittee on any revisions that are needed.

Timeline

On average, it seems reasonable to bring about 10 policies to the Board at each meeting. (Note: in effect, this means that the Board would be looking at approximately 20 policies at each meeting – 10 that have been brought back for their second reading and 10 more coming for their first reading.)

This will enable the Board to review related sets of policies at one time and build consistency across the policies that address the same topics. In addition, this will allow the Board to focus and discuss all policies without devoting excessive amounts of time at any single meeting.

There may be times when we will need to be flexible, depending on what other matters need attention at a given Board meeting (such as expulsion or interdistrict appeals, etc.). Once into the process, we will adjust the pace as directed by the Board.

If we follow this timeline, we would complete a comprehensive review and updating of all the policies around March 2009.

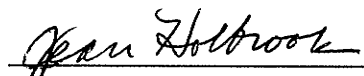
Sequence

I recommend that we start with the 9000 series, dealing with the Board of Education, for two reasons. First, this set of Policies provides the foundation for everything else that the Board does, for it deals with how the Board conducts its business. Thus, it makes sense to begin by making sure this foundation is correctly in place.

Second, many of these policies in the 9000 series are quite old: 22 were last revised in the 1980's; six are from the 90's; and only four are from 2000 or later. That is not to say that they are inadequate, but only that it is time for a fresh look at them.

Following the 9000 series, I recommend that we next review the 1000 series – Community Relations. These policies include such things as public information, responsibilities to districts and complaint procedures. Taking a look at the policies that relate to our external clients will help us to frame the context in which we operate and may inform our thinking about some of the policies that relate to internal matters. Once we have finished with these, we can proceed through the 2000-6000 series.

Recommended to the Board



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