

APPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: January 7, 2009

Meeting Location: Regional Occupational Program
1800 Rollins Road
Burlingame, 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 County Office of
Education Staff Present: Susan Benz, Jeannie Bosley, Carol Harriman,
Cheryl Hightower, Theresa Parsons, Karen
Philip, Ken San Filippo, Porter Sexton, Glenn
Siegel, Judith Tichy

1. **CALL TO ORDER**

Board President Cannon called the meeting to order at 7:05 p.m. and noted that the meeting was being taped.

2. **APPROVAL OF AGENDA**

It was moved by Mr. Morantes, seconded by Mr. Lempert, and the Board unanimously approved the January 7, 2009, agenda as presented.

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

There were no persons wishing to address the Board.

4. A. **APPROVAL OF MINUTES OF DECEMBER 8, 2008, REGULAR MEETING**

It was moved by Ms. Gerard, seconded by Ms. Ceccato, and the Board unanimously approved the December 8, 2008, regular meeting minutes.

4. B. **CONSENT AGENDA**

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

- a. Adopt Joint Resolution No. 09-1 Commending Loren Buddress

Dr. Holbrook requested that Item No. 5 be deferred until Mr. Chavan arrived.

6. **STUDENT SERVICES**

- a. Approve the Single Plan for Student Achievement (SPSA) 2008-09 for Court and Community Schools Program

Deputy Superintendent Karen Philip requested that the Board approve the updated Single Plan for Student Achievement (SPSA) 2008-09, for the Court and Community Schools. She explained that the SPSA is a requirement for programs receiving Title I, Part A, federal funds and said that the plan has updated goals and activities to:

- improve student achievement in English/Language Arts and Mathematics.
- improve achievement for English Learners.
- increase parent involvement.

Ms. Philip mentioned that this year's plan was revised by the Leadership Team for Court and Community Schools with input from staff. She introduced Judith Tichy, Director, and Susan Benz, Manager, Educational Services for the Court and Community Schools Program, who highlighted the SPSA changes and accomplishments which were:

- each site now has their own County-District-School (CDS) code and plan.
- all teachers are fully credentialed and highly qualified.
- Hillcrest is in its third year of Program Improvement. Staff is working with the California Department of Education on a technical issue.
- State targets for English Language Arts and Math have been met for all schools in the Court and Community School Program.
- positive collaboration and partnership with the Probation Department.
- focus on technology and its use.
- creation of the Community School Advisory Committee.

Ms. Tichy and Ms. Benz then answered questions from the Board.

It was moved by Ms. Alvaro, seconded by Mr. Hsiao, and the Board voted unanimously to approve the Single Plan for Student Achievement (SPSA) 2008-09 for the Court and Community Schools Program.

5. FISCAL AND OPERATIONAL SERVICES

a. Receive, 2007-2008 Fiscal Audit Report

The Board received the 2007-2008 Fiscal Audit Report. Ms. Theresa Parsons, Associate Superintendent, Fiscal and Operational Services, introduced Mr. Sheldon Chavan C.P.A., Audit Manager, C. G. Uhlenberg LLP, who presented a review of the audit of the County School Service Fund. Mr. Chavan reported that there were three audit exceptions, and complimented the Fiscal and Operational Services Division staff for their competence and cooperation. He then answered questions from the Board.

Dr. Holbrook acknowledged Margie Gustafson, Administrator for Internal Business Services, and Mr. Chavan for their work during the audit.

6. STUDENT SERVICES

b. Certification of AB 2448 Regional Occupational Program (ROP) Course Sequencing

Ms. Philip welcomed the Board to the new ROP facility and thanked the staff for providing refreshments and hosting tours of the new facility. She thanked Ken San Filippo, Administrator; Andy Klase, Director of Educational Services; Andrea Vizenor, Instructor and Supervisor/Manager of Instruction; Lionel Cooper and Lauren Sneed, Counselors; and all of the staff of the ROP Program who organized the ROP Open House Event.

Ms. Philip reported that a significant portion of AB 2448 has now been implemented by ROP. She asked Mr. San Filippo to give the Board an overview of the ROP Course Sequencing.

Mr. San Filippo said that San Mateo County's ROP has met all five components of the AB 2448 legislation, and reviewed the process used to accomplish this task. Mr. San Filippo reviewed the AB 2448 Course Sequencing for 2008 – 2009 and said that San Mateo County will be the third County to submit their plan to the State. He then answered questions from the Board.

Mr. San Filippo thanked all of the staff at the ROP Program for their efforts and introduced the staff who attended the Board Meeting.

- Steve Camilleri, Auto Body Instructor
- Andrea Vizenor, Hotel and Hospitality Instructor
- Andy Klase, Director of Educational Services
- Dayna Danielson, Business Office Instructor
- Dave Dyssegard, Auto Technology Instructor
- Barbara Corzonkoff, Business Office Instructor
- Lionel Cooper, Counselor
- Maryanne Koliopoulos, Business Office Instructor
- Bob Silva, Consultant

STUDENT SERVICES (continued)

Ms. Philip also recognized Lauren Sneed, Counselor, who she said was unable to attend the Board meeting, and Dr. Ben Loewy, LCI Placement Specialist, for their efforts in making the ROP facility project a success.

Ms. Alvaro thanked Ms. Parsons for the role she had in the ROP renovation project prior to Mr. San Filippo's arrival to the County Office staff.

Ms. Gerard complimented the staff on the outcome of the building facility in addition to the Open House Event that was planned. She said that she has been at the facility now and then for the past 20 years and is glad to see the changes.

Dr. Holbrook introduced John Sparr, Architect, from HTI Inc., Architects, and Gary Kruz, Project Manager, from Rodan Builders, who worked on the Regional Occupational Program's facility redevelopment, and thanked them for their work on the project.

It was moved by Ms. Ceccato, seconded by Mr. Morantes, and the Board voted unanimously to certify AB 2448 Regional Occupational Program (ROP) Course Sequencing.

7. OFFICE OF THE SUPERINTENDENT

a. Receive 2009-10 Budget Development Timeline

Dr. Holbrook advised the Board that a timeline for the 2009-10 Budget Development had been sent to them, and drew their attention to a revised version located at their places.

b. Superintendent's Comments

Dr. Holbrook extended her thanks to all of the ROP staff, and to Kamran Fahimi, Computer Network Technician, for his technology support at the off-site Board meeting. She also thanked Ms. Gustafson, and Jeannie Bencharsky, Facilities Services Manager, and her staff for work on the ROP Facility Project. Dr. Holbrook thanked Ms. Serpa-Garcia for ensuring that everything was ready for the Board's meeting.

Dr. Holbrook announced that the Summit Institute appealed the Board's denial of the Everest Charter School Petition to the State Board of Education. She said that Porter Sexton, Senior Administrator, Board and Superintendent Support, was contacted by the consultant in the charter schools office at the California Department of Education who is reviewing the Everest appeal and plans to present her analysis to the Advisory Commission on Charter Schools on February 3. Dr. Holbrook said that she would keep the Board informed about the progress of this appeal.

Dr. Holbrook said that she attended the Redwood City Chamber of Commerce Education Committee meeting earlier in the day and reported that Dr. Pat Gemma, Superintendent, Sequoia Union High School District, and a member of the public who attended the Board's December 8

OFFICE OF THE SUPERINTENDENT (continued)

meeting, both complimented the Board for the professional way the Everest Charter School Petition meeting was handled.

Dr. Holbrook announced that this year's San Mateo County Teacher of the Year is Inez Paepcke. Ms. Paepcke teaches computer applications and German at Menlo Atherton High School. Dr. Holbrook said that a copy of the press release was at their places.

Dr. Holbrook announced that San Mateo County's Preschool For All program will be submitted to the Kent Awards as the County Office's applicant.

Dr. Holbrook reminded the Board that she forwarded an email to them regarding legislation introduced by Senator Dianne Feinstein, and drew their attention to summary of that legislation located at their places. She said that the legislation would bring \$10 billion to local governments that suffered losses due to investments in failed financial institutions. She said that the Lehman Brothers losses in California amounted to approximately \$280 million, and that \$155 million of that amount was in San Mateo County. Dr. Holbrook asked the Board if they would like to the staff to prepare a letter of support to Senator Feinstein for their consideration at the next Board meeting. The consensus of the Board was positive regarding sending a letter of support to Senator Feinstein.

Dr. Holbrook requested that the Board consider adjourning its meeting in memory of Forrest Ayer who passed away on December 29. She said that Mr. Ayer was the Personnel Director at the County Office for 20 years, worked for the Personnel Commission, and had hired Glenn Siegel as a young intern for that position.

[NOTE: A letter of commendation was received for Lori Musso, Reading/Language Arts Coordinator, from Susan Spain, Deputy Superintendent, Marin County Office of Education.]

8. BOARD POLICY REVIEW

a. Second Reading and Action

The Board conducted a second reading of proposed revisions to policies:

- (1) BP 2150 Superintendent Activities/Expenses
- (2) BP 2310 Administrative Regulations
- (3) BP 2322 Employee Personal Information
- (4) BP 4594 Employment of Interns
- (5) BP 6142 Health Education

It was moved by Ms. Gerard, seconded by Ms. Ceccato, and the Board voted unanimously to approve the proposed revisions.

BOARD POLICY REVIEW (continued)

b. First Reading

The Board had a first reading of proposed policies:

- (1) BP 3120 Strategic Planning/Budget Process
- (2) BP 4110 Registration of Certification Document
- (3) BP 4115 Suspension or Revocation of a Certificate
- (4) BP 4136 Assistance to Probationary Teachers
- (5) BP 4137 Competence of Evaluators of Teachers
- (6) BP 4156 Leave of Absence for Study or Travel
- (7) BP 4210 Merit System and Personnel Commission

9. BOARD MEMBERS

a. Legislation

Mr. Lempert expressed an interest in having the Board support Senator Feinstein's "TARP Assistance for Local Governments Act."

b. Board Committee Assignments

The Board discussed and agreed to the following committee assignments for 2009:

<u>ASSIGNMENT</u>	<u>BOARD MEMBER</u>	<u>ALTERNATE</u>
1. Budget Planning Committee – 2009/2010 (Formerly "Strategic Planning")	Mr. Cannon Ms. Ceccato Mr. Hsiao	
2. Teacher-of-the-Year Selection Committee	Mr. Lempert	
3. San Mateo County School Boards Association (SMCSBA) Nominating Committee	Mr. Morantes	
4. Board Policy Review Committee	Ms. Alvaro Mr. Cannon Ms. Ceccato	
5. Superintendent's Salary Committee	Mr. Cannon Ms. Ceccato Ms. Gerard	Ms. Alvaro

BOARD MEMBERS (continued)

Ms. Gerard thanked Ms. Serpa-Garcia for her support.

Mr. Hsiao

Mr. Hsiao commented that he enjoyed attending the ROP Open House and said that he was impressed with the classrooms, and touched by the enthusiasm of the teachers. He thanked Mr. San Filippo and all of the staff at ROP for their hard work.

Mr. Hsiao reported that he attended the Camp Glenwood Holiday Dinner and said that he enjoyed the event. He thanked the teachers and probation staff for their excellent work at Camp Glenwood.

Ms. Alvaro

Ms. Alvaro echoed her colleagues' comments about the ROP Open House and said that it is good to see the project finished.

Ms. Alvaro reported that she attended Camp Glenwood's Holiday Dinner and especially enjoyed the talent show.

Ms. Alvaro drew the Board's attention to the Special Olympics basketball season schedule which was at their places.

Ms. Alvaro advised the Board that she had been contacted about a Town Hall Event with San Francisco Mayor Gavin Newsom that will be held on Tuesday, January 13, at the Hiller Aviation Museum.

Mr. Cannon

Mr. Cannon thanked the staff for a wonderful evening and said that it was nice to meet the ROP staff.

Mr. Cannon congratulated Ms. Philip and the ROP Leadership Team for developing the Course Sequencing plan.

Mr. Cannon thanked Ms. Serpa-Garcia for her support of the Board.

Mr. Cannon thanked Dr. Holbrook for her leadership and the staff she has been able to place on the County Office team.

There being no further business to come before the Board, the meeting was adjourned at 8:32 p.m. in memory of Forrest Ayer.

Jean Holbrook, Ed.D., Secretary

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