

APPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: December 9, 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, Sherree Brown, Peter Burchyns,
Karen Philip, Pamela Ptacek, Glenn Siegel

1. CALL TO ORDER

Board President Cannon called the meeting to order at 7:02 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 Ms. Gerard and a second by Ms. Ceccato, the Board unanimously approved the December 9, 2009, agenda as presented.

4. EMPLOYEE OF THE MONTH

Mr. Cannon introduced the December 2009 Employee of the Month, Kamran Fahimi, a Computer/Network Technician in the Information Technology Services Program. Mr. Cannon congratulated Mr. Fahimi on behalf of the Board and the Superintendent and presented him with a clock and a check.

5. ANNUAL ORGANIZATION MEETING

a. Election of President

Dr. Holbrook presided over the Election of a President for the County Board of Education and called for nominations. Ms. Alvaro was nominated. Hearing no other nominations, after a motion by Ms. Gerard and a second by Mr. Morantes, the Board voted unanimously to elect Ms. Alvaro as President of the County Board of Education.

b. Election of Vice President

Ms. Alvaro presided over the Election of a Vice President for the County Board of Education and called for nominations. Mr. Hsiao was nominated. Hearing no other nominations, after a motion by Ms. Ceccato and a second by Mr. Lempert, the Board voted unanimously to elect Mr. Hsiao as Vice President of the County Board of Education.

Ms. Alvaro thanked her colleagues for electing her President of the Board and congratulated Mr. Hsiao on his election as Vice President of the Board.

6. PRESENTATION TO BOARD PRESIDENT JIM CANNON

Dr. Holbrook presented a plaque to Mr. Cannon and on behalf of all of the staff at the County Office of Education thanked him for his generosity, dedication and distinguished service as President of the San Mateo County Board of Education, 2008-2009.

Mr. Cannon said that he enjoyed working with his colleagues on the Board and with the County Office staff. He expressed his appreciation for the reports given by Cabinet and County Office administrators. He thanked Ms. Serpa-Garcia for her support, and said that the highlight of the past year for him was everything he learned from Dr. Holbrook.

Ms. Alvaro acknowledged Mr. Cannon's daughter, Adrienne Cannon, who was in the audience. The meeting was recessed at 7:12 p.m. for a reception in honor of Mr. Cannon and resumed at 7:27 p.m.

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

There were no persons wishing to address the Board.

8. APPROVAL OF MINUTES OF NOVEMBER 14, 2009, BOARD/SUPERINTENDENT RETREAT

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board voted by a vote of five in favor (Alvaro, Cannon, Ceccato, Hsiao, Lempert), none opposed and two abstentions (Gerard, Morantes), to approve the November 14, 2009, Board/Superintendent Retreat minutes as presented.

9. APPROVAL OF MINUTES OF NOVEMBER 18, 2009, REGULAR MEETING

After a motion by Ms. Ceccato and a second by Ms. Gerard, the Board voted unanimously to approve the November 18, 2009, regular meeting minutes as presented.

10. CONSENT AGENDA

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

- a. Receive Staffing Reports

11. STUDENT SERVICES

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

Following a brief discussion and after a motion by Ms. Ceccato and a second by Mr. Morantes, the Board voted unanimously to approve the Duties and Responsibilities for a 1:1 Paraeducator Position.

- b. Special Education Local Plan Area (SELPA) Report

Deputy Superintendent Karen Philip introduced Pamela Ptacek, Administrator, Special Education Local Plan Area (SELPA), who provided a report on the SELPA.

Ms. Ptacek explained that in 1977 the California Department of Education and the Legislature developed a Master Plan in response to the Federal legislation now known as the Individuals with Disabilities Education Act. Districts in California were required to form regional SELPAs that would provide a full continuum of services for all students with disabilities in the geographic area. San Mateo County Office of Education and all of the districts within the County chose to form one SELPA that now serves approximately 10,000 students.

Each SELPA has an Administrative Unit (AU) that serves as the agency that receives State and Federal funds, applies for grants and distributes the funds to the Local Education Agencies (LEAs), based on a budget allocation plan.

Ms. Ptacek described her responsibilities as including: general oversight of the SELPA; assistance with compliance issues; policy development; assistance with budget development; conflict resolution; and, this year, assisting districts with the required Special Education SELPA Review Process. She noted that Jane Van Epps, SELPA Program Coordinator, provides compliance support to districts, oversees the Low Incidence Services Fund, and offers staff development. Dr. Ben Loewy, Licensed Children's Institution (LCI) Placement Specialist, is responsible for students who are from other counties but who have received out-of-home placements in San Mateo County. Administrative assistants Lilian Flores and Sandra Timko provide administrative support to the team.

STUDENT SERVICES (continued)

Ms. Ptacek reported that she visited each district last summer, to meet with District Superintendents and Special Education Directors to gather information and develop priorities. The top priorities for the year include: identifying gaps in services and developing a plan for a cohesive service delivery system; increasing understanding of special education funding; providing training and technical assistance to districts about the SELPA Review; responding to compliance complaints; and providing support in resolving disputes through training and facilitation at Individualized Education Plan (IEP) meetings. She reported that she had created three Committees to work on these priorities: a Service Delivery Committee; a Dispute Resolution Committee; and Special Circumstance Instructional Assistance Committee.

Ms. Ptacek reviewed her accomplishments to date, which include the creation and dissemination of a SELPA Procedural Handbook and the development of a comprehensive Budget Allocation Plan that includes all state and federal funding along with descriptions and reporting requirements. She thanked Theresa Parsons, former Associate Superintendent, and Margie Gustafson, Internal Business Services Administrator, for their help with the budget document. Ms. Ptacek then answered questions from the Board.

12. FISCAL AND OPERATIONAL SERVICES

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

Sherree Brown, Interim Associate Superintendent, Fiscal and Operational Services, made a presentation on the First Interim Financial Report and acknowledged Ms. Parsons, Ms. Gustafson, and Joan Kuo, Fiscal Services Manager, for their hard work. After a motion by Mr. Morantes and a second by Ms. Ceccato, the Board voted unanimously to approve with a positive certification the 2009-2010 First Interim Financial Report, and thanked Ms. Brown for the clear presentation.

13. OFFICE OF THE SUPERINTENDENT

- a. Report on Census 2010 and Census in the Schools

Peter Burchyns, Special Advisor to the Board and the Superintendent, introduced three guests who would be making a presentation on the Census in the Schools project: Pnina Levermore, Partnership Specialist with the Census Bureau; Teleza Newkirk, Partnership Assistant, with the Census Bureau; and Margo Grant, the San Mateo County Census Coordinator, from the office of San Mateo County Supervisor Rose Jacobs Gibson. Mr. Burchyns also noted that Connie Guerrero, a Partnership Assistant with the Census Bureau, is also a member of the team providing outreach in San Mateo County but was not able to attend the meeting.

Ms. Levermore reported that the census is a count of every resident in the country, is mandated in the Constitution and has taken place every ten years since 1790. The Census Bureau is making a concerted effort to inform everyone about the importance of a complete count and realizes that

OFFICE OF THE SUPERINTENDENT (continued)

children in the schools can help bring the message to their parents. Census data determines the distribution of state and federal funding, congressional representation, community planning, funding of Title I grants to Local Educational Agencies, special education grants, magnet school assistance and other funding for the improvement of education. Ms. Levermore reviewed statistics of census-influenced federal funding for San Mateo County and provided 2010 Census Web Site information to the Board.

Ms. Grant provided details about the reasons why schools play such an important role in helping census workers reach families, particularly families in which the adults may not speak English and/or have difficulty in completing forms. She reported about an Art Poster Contest will be held for students to express their thoughts about the census. Ms. Grant and Ms. Levermore then answered questions from the Board.

b. Superintendent's Comments

Dr. Holbrook reported that on November 24 she attended the 17th District Parent Teachers Association (PTA) Superintendents' Luncheon, along with Mr. Cannon, Mr. Hsiao and Mr. Morantes. She said that all of the attending superintendents were honored and the new State PTA President, Jo Loss, made a presentation.

Dr. Holbrook reported that the Eco-Team (Environmental Committee) motto contest winner was *Believe in Tomorrow: Think Green Today*, and was submitted by Jane Danbold, the Reading and Language Arts Coordinator in the Curriculum Services Program. For a Grand Prize, the Eco-Team including Board members Ms. Ceccato, Mr. Hsiao and Mr. Morantes, will provide breakfast on December 15 to Ms. Danbold and her colleagues.

Dr. Holbrook reported that the Peninsula Partnership Leadership Council (PPLC) has been awarded the Alliance for Regional Collaboration to Heighten Educational Success (ARCHES) grant for the collaborative work that will be funded by the State. She thanked Mr. Hsiao, who was on the ARCHES steering committee. Dr. Holbrook said that the focus now is to set up policy-level strategies for preparing all students for postsecondary education or training.

Dr. Holbrook reported that she, along with Ms. Alvaro, Ms. Ceccato and Ms. Philip, met with the San Mateo County Probation Department regarding the Group Supervisors at the Community Schools.

Dr. Holbrook reminded the Board that the Holiday Luncheon would take place on Friday, December 11, at the County Office, and said that there has been a wonderful response from the Board, retirees and County Office staff. She thanked the Fiscal and Operational Services Division (FOSD) for its hard work in planning this event.

Dr. Holbrook said that she is looking forward to joining those Board Members who will be attending the Holiday Dinners at Camp Glenwood and Camp Kemp. She drew the Board's attention to a flyer located at their places, regarding holiday wreaths made by the students at Camp Glenwood and said that if they wished to order one to let Ms. Serpa-Garcia know.

OFFICE OF THE SUPERINTENDENT (continued)

Dr. Holbrook announced that the Office will be closed to the public from December 21 through January 3, and added that at least one Cabinet-level manager would be present on the days when any staff would be working.

Dr. Holbrook announced that the Board is invited to the closing ceremonies of the Winter Olympics Program, which will be held at the Youth Services Center on Saturday, January 2. She said that Ms. Philip will be attending the closing ceremonies and asked that Board members let Ms. Serpa-Garcia know if they are able to attend.

Dr. Holbrook said that one of the follow-up items from the Board/Superintendent Retreat is the possible formation of a task force or Board committee to address the Board/County Office of Education role in Closing the Achievement Gap. She said that Committee assignments are on the January 6 Board meeting agenda.

Dr. Holbrook acknowledged the contributions of Sherree Brown in her short tenure at the County Office and said that her last day as the interim Associate Superintendent of FOSD will be December 22. She said that interviews for the permanent position will take place on December 14, with final interviews on December 18.

Dr. Holbrook wished the Board members and their families a safe, healthy and memorable holiday season.

Dr. Holbrook requested that the Board consider adjourning its meeting in memory of Judy Moomaugh who recently passed away. In her seven years at the County Office, Ms. Moomaugh made quite an impression with her passion and vision for school libraries. She started the library at Camp Kemp and soon it will be renamed in her memory.

[NOTE: A letter of commendation was received for Theresa Parsons from Nancy DeNolf, Executive Director of the California Educational Computer Consortium. A letter of commendation was received for Loriann Pearce from Maureen Kilkeary with the American Heart Association. Letters of commendation were received for Dr. Holbrook from Jessica Mihaly in partnership with the Silicon Valley Community Foundation and the Santa Clara County Partnership for School Readiness; from Jean Abeles, Executive Director of the San Mateo Foster City Education Foundation; from Assemblymember Jerry Hill; and San Mateo Union High School District Superintendent Scott Laurence.]

14. BOARD MEMBERS

a. Discuss and/or Act on Legislation

There was no report on Legislation.

BOARD MEMBERS (continued)

b. Board Member Comments

Ms. Gerard

Ms. Gerard commented that Mr. Cannon did an exemplary job as President of the County Board, always putting people at ease and giving his time to each event where representation by the County Board President was appropriate.

Ms. Gerard reported that she attended the 2009 Annual California School Boards Association (CSBA) Conference and Trade Show in San Diego. She noted that a new CSBA Vice President was elected and there was considerable discussion about the State budget. Ms. Gerard said she enjoyed the General Session speakers Soledad O'Brien, Anchor and Special Correspondent for CNN, and Daniel Pink, author of *A Whole New Mind*. She added that she attended the California County Boards of Education (CCBE) meeting where new officers were elected, including the new Vice President Bessie Hironimus, who represents the Butte County Office of Education.

Ms. Gerard wished everyone a happy holiday season.

Mr. Cannon

Mr. Cannon extended his thanks to Ms. Gustafson for her steadfast and capable work.

Mr. Cannon reported that he attended the Thanksgiving Holiday Dinners at Margaret J. Kemp Girls' Camp and Camp Glenwood, and the 17th District PTA Superintendents' Luncheon and he commended Dr. Holbrook for her excellent representation of the County Office and the entire county.

Mr. Cannon reported that he attended the CSBA Conference in San Diego and commented about an interesting session regarding "Pasadena's Efforts to Decrease the Dropout Rate" and another session on school district unification.

Mr. Cannon commented that Ms. Moomaugh had a tremendous spirit and a very positive attitude.

Mr. Cannon said that he appreciates that the members of the County Board of Education have such great respect for each other and the staff, which helps the Board focus on what is needed to maintain professionalism and make good decisions.

Mr. Hsiao

Mr. Hsiao thanked Mr. Cannon for his model leadership and the extraordinary job that he did while serving as the President of the Board.

Mr. Hsiao reported that he attended the PTA Superintendent's Luncheon and said that he appreciates that parents acknowledge the work of the superintendents.

BOARD MEMBERS (continued)

Mr. Hsiao wished his colleagues and County Office staff a happy holiday season.

Mr. Morantes

Mr. Morantes reported that he attended the 2009 California School Boards Association (CSBA) Annual Education Conference in San Diego, December 3-5. He said that he especially enjoyed workshops on DAIT and on diversity and culture, in which the presenters were both informative and passionate about their topics.

Mr. Morantes thanked Mr. Cannon for his leadership as President.

Mr. Morantes reported that he attended the Thanksgiving Holiday Dinner at Margaret J. Kemp Girls' Camp and that he would attend the County Office Holiday Luncheon.

Ms. Ceccato

Ms. Ceccato thanked Mr. Cannon for his exceptional leadership, gracious personality, energy, expertise and generosity with his time.

Ms. Ceccato reported that she attended the Margaret Kemp Girls' Camp Thanksgiving Holiday Dinner.

Ms. Ceccato reported that she, along with Ms. Alvaro and Dr. Holbrook, recently met with Chief Probation Officer Stuart Forrest and Deputy Director of Administrative Services Christy Morrill from San Mateo County Probation. Funding for the Group Supervisors remains an issue but the group continues to work collaboratively toward long-term solutions. Ms. Ceccato thanked Ms. Philip for organizing the Community Schools Task Force meeting that had good representation of people from many cities throughout San Mateo County and that generated a lot of creative ideas.

Ms. Ceccato congratulated Ms. Alvaro and Mr. Hsiao on their election as Officers of the Board.

Ms. Ceccato announced that she would attend the County Office Holiday Luncheon.

Mr. Lempert

Mr. Lempert thanked Mr. Cannon for his service as President of the County Board and commended his leadership abilities. He mentioned that he has known Mr. Cannon and his family for many years and was thrilled when he was elected to the County Board of Education.

Mr. Lempert congratulated Ms. Alvaro on her election as President and said that he looks forward to working with her. He also congratulated Mr. Hsiao on his election as Vice President of the Board.

Mr. Lempert announced that he would attend the County Office Holiday Luncheon.

BOARD MEMBERS (continued)

Ms. Alvaro

Ms. Alvaro reported that Mary McMillan, Deputy County Manager, San Mateo County, attended the Community Schools Task Force meeting.

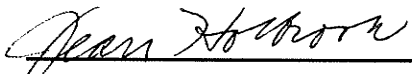
Ms. Alvaro reported that she attended the Thanksgiving Holiday Dinner at Camp Glenwood, and announced that she will also attend the Holiday Gathering on December 17 at Camp Glenwood.

Ms. Alvaro said that Mr. Cannon is a very gracious individual and has raised the bar on representation of the County Board and the County Office in the community. She said that she is pleased to work with him and is grateful that he continues to serve on the County Board. Ms. Alvaro then thanked her colleagues for the opportunity to serve as President of the County Board.

Ms. Alvaro said that Ms. Moomaugh was a vital force in creating the library at Margaret J. Kemp Girls' Camp.

Ms. Alvaro requested the Board's consideration in also adjourning its meeting in memory of Vic Tigerman, for his many years of dedicated volunteer service, especially to Coastside youth and seniors, and for his service on the City Council. She said that Mr. Tigerman recently passed away and reminded the Board that his wife Dorothy had also been a teacher in San Mateo County.

There being no further business to come before the Board, the meeting was adjourned in memory of Judy Moomaugh and Vic Tigerman at 8:58 p.m.



Jean Holbrook, Ed.D., Secretary
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