

APPROVED

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 Buddress 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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