

APPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: February 2, 2011

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: Anne E. Campbell, Secretary
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Priscilla Aquino-Dichoso, Peter Burchyns,
Jacquie McEvoy, Karen Philip, Denise Porterfield,
Megan Price, Glenn Siegel, Brian Simmons,
Gary Waddell, Sue Wieser

1. CALL TO ORDER

Board President Alvaro called the meeting to order at 7:04 p.m., and noted that the meeting was being taped.

2. APPROVAL OF AGENDA

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board unanimously approved the February 2, 2011, agenda as presented.

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

There were no persons wishing to address the Board.

4. APPROVAL OF MINUTES OF JANUARY 19, 2011, REGULAR MEETING

After a motion by Ms. Ceccato and a second by Mr. Lempert, the Board unanimously approved the January 19, 2011, regular meeting minutes as presented.

5. **FISCAL AND OPERATIONAL SERVICES DIVISION**

a. **Establish Process for Small School District Purchase of Supplies and Equipment**

Deputy Superintendent Denise Porterfield explained that each year the Board must establish a process through which the small school districts in the County can purchase supplies and equipment. The staff's recommendation is that the Board adopt the process that allows the County Office to procure materials at a considerable savings through the Office Depot contract with The Cooperating Purchasing Network (TCPN) Program that will continue to produce annual cost savings to the districts and the County Office. Ms. Porterfield added that most school districts in the county take advantage of the TCPN Program.

After a motion by Ms. Gerard and a second by Ms. Ceccato, the Board voted unanimously to establish the recommended process for Small School District Purchase of Supplies and Equipment.

b. **Receive Update on State Budget**

Deputy Superintendent Denise Porterfield reminded the Board that at their last meeting she provided a summary of the Governor's January Proposed State Budget and its impact on education, and said that at this time very little has changed. New events that have taken place include:

- January 20 – Governor Brown reaffirmed the fiscal emergency that was declared by former Governor Arnold Schwarzenegger.
- January 24 – The Legislative Analyst's Office (LAO) began publishing its analysis of the impacts of the January Proposed State Budget on schools and other government-provided services. In these reports the LAO provides advice to the Legislature on what it should accept or reject in that proposal, and on what the Legislature should propose in its budget. She said that in some cases those recommendations could have a negative impact on education.
- January 31 – The Governor delivered his State of the State Address and urged the Legislature to give the people of California the opportunity to weigh in on the future direction of the State.

Ms. Porterfield said that discussion continues in educational communities concerning how to approach budget development, and in most cases the advice is to develop two budgets – one on the proposal as it stands and one if the extension of the temporary taxes does not occur. The vote also has two milestones: (1) getting on the ballot in March; and (2) the measure passing in June. Ms. Porterfield said that as a result of having to base the budget on future actions, districts and county offices of education must be conservative and flexible in their budget development and develop plans to meet the challenges of whatever budget comes from the State while still meeting the educational needs of the students. She said that the Fiscal and Operational Services Division will continue to monitor this process and keep the Board updated. She then answered questions from the Board.

FISCAL AND OPERATIONAL SERVICES DIVISION (continued)

Mr. Cannon commented that the Board's Budget Planning Subcommittee met with Cabinet earlier in the day and said that the Subcommittee felt good about the process that the Administration has put in place.

Mr. Hsiao commented that given the condition of the State Budget, the Board's Budget Planning Subcommittee discussed how it could work with the Superintendent on advocating for the temporary tax being placed on the June ballot.

Ms. Alvaro commented that she is impressed with Ms. Porterfield's ability to understand and manage the budget process and explain what's going on in a way that everyone can understand.

c. Introduction of New Staff Member Priscilla Aquino-Dichoso, Administrator, District Business Services, Fiscal and Operational Services Division

Deputy Superintendent Denise Porterfield said that she was happy to report that after a very long search the Fiscal and Operational Services Division has found the right person to fill the position of District Business Services Administrator. She reported that this position provides guidance and support to the 23 school districts in the areas of finance, payroll and retirement contribution reporting. Ms. Porterfield introduced Priscilla Aquino-Dichoso, Administrator, District Business Services, Fiscal and Operational Services Division, and said that she comes to the County Office with both district and county office experience. Ms. Aquino-Dichoso is known by many in the educational finance community, has a reputation for being very knowledgeable and providing quality support to districts. Ms. Porterfield then asked Ms. Aquino-Dichoso to share her background with the Board.

Ms. Aquino-Dichoso thanked the Board for the opportunity to meet and address them and related that during the three weeks she has been working at the County Office she has learned about the districts in San Mateo County, their staffs and the district Chief Business Officers (CBOs) with whom she will be working. She said she met many CBOs at a recent meeting and that she is pleased with the financial status of the districts in San Mateo County.

Ms. Aquino-Dichoso reported that she has over 12 years of experience in public education, working most of that time for County Offices of Education. She served as: Senior Director of Business Services at the Marin County Office of Education for six years; Director for District Business and Advisory Services at the Alameda County Office of Education; CBO at the Benicia Unified School District in Solano County; and as an Auditor and Consulting Services Manager for Gilbert Associates, Inc. in Sacramento.

Ms. Aquino-Dichoso said that she is a licensed Certified Public Accountant and that she has a Business Administration Degree with a major in Accounting, and a Bachelor of Law degree. She added that she loves working in public education and that now, with a child going to public school, public education has become even more relevant to her. She thanked Ms. Porterfield and Superintendent Campbell for trusting in her talents and skills and said that she is happy to be working at the San Mateo County Office and will do her very best to meet the County Office's expectations in her new position.

6. STUDENT SERVICES DIVISION

a. Receive Report on Court and Community Schools Program

Deputy Superintendent Karen Philip commented that the County Office of Education is committed to ensuring and improving the quality of learning for all students in San Mateo County. She said that the Court and Community Schools Programs offers a special challenge because the students are in these programs for a very short time, making it imperative that they receive a quality, intensive educational program that focuses on:

- On-going student assessment
- Analysis of student assessment data
- Targeted instruction and intervention
- Aligned curriculum among all sites
- Career Technical Education
- Articulation with district partners
- Protocols and criteria for measuring success

Ms. Philip introduced Jacquie McEvoy, Educational Services Director of the Court Schools Program, and Megan Price, Educational Services Manager of the Community Schools Program, who shared their goals to create effective instruction and services that educate students in these programs.

Dr. McEvoy thanked the Board for the opportunity to share the progress they have made on their goals for this year. She reported that the Goals for 2010-2011 include:

- Improving the accuracy and use of student data
- Improving the academic assessment of students
- Providing targeted instruction and interventions
- Aligning curriculum horizontally across the system
- Extending student learning to include Career Technical Education

Dr. McEvoy said that before assessment can take place you must have access to data. She said that full implementation of the AERIES Student Information System took place this year, allowing: access to student data such as transcripts; master scheduling to help arrange the course of study for each student; access to other student records (discipline and interventions); teacher access to the system; and online grading which rolls into the student's transcript. Dr. McEvoy explained that to assess effectively students who will move through the system in short periods of time, the Measure of Academic Progress (MAP) is being implemented, to allow more effective testing and academic intervention as students transition from one place to another. She said that the methodology for credit acquisition is also being reviewed and revised to help students move ahead and acquire credits so they can get back on track for graduation.

Ms. Price explained that this year an Intervention Team was put in place at the Community Schools, consisting of two Resource Specialist Program (RSP) teachers, one Numeracy/Literacy Coach and two Paraeducators. This team visits the various community schools and based on assessment data for the students at each school makes recommendations

STUDENT SERVICES DIVISION (continued)

for interventions aligned with their needs. All the interventions are recorded into the AERIES System and will follow the student. She said that frequent assessments are done for each student using the MAP, California High School Exit Examination (CAHSEE), California English Language Development Test (CELDT) and Standardized Testing and Reporting (STAR), and then explained how the testing process is used for targeted instruction and interventions. Students are separated into three groups and receive either the regular instructional program; strategic instruction, a technique used for supporting students who need extra help in smaller groups; or intensive instruction, for students who need one-to-one assistance. She noted that staff use a variety of scaffolding techniques to give all students the support they need.

Ms. Price said that this year all of the Court and Community Schools sites are using Character Based Literacy, a standards-based English Language Arts program out of Santa Clara University, that incorporates character education so that when the students move from one location to another within the Court and Community Schools they are all reading the same materials and using the same process. Courses align with the graduation requirements for the Court and Community Schools programs and the district programs so that when students return to the districts the courses fall in line with district graduation requirements. Staff members have begun conversations to align courses with the Common Core Standards to support the students while they are in the Court Schools programs.

Work Experience Education has now been implemented and Shelly Caress-Mouton, Work Experience Coordinator at the Gateway Community School, is working in conjunction with the Regional Occupational Program (ROP) to ensure that students are able to get work experience opportunities. Ms. Price said that work experience helps make education relevant to the students and that staff is also looking at additional Career Technical Education courses and pathways offered through ROP to help students demonstrate mastery and earn credit at an accelerated rate so that when they return to their district programs they will be close to where they should be in terms of their grade level.

Dr. McEvoy said that the Court and Community Schools Programs work with a wide variety of groups such as: Probation; feeder districts; County Mental Health; and the Boys and Girls Club. An on-going task will be to ensure that communication is concise and clear with all stakeholders. She said that they are also discussing how they will evaluate the programs by establishing criteria and collecting and analyzing data. They need to stay focused and target the things that students need to be educationally successful. Dr. McEvoy then answered questions from the Board.

Ms. Philip said that Dr. McEvoy and Ms. Price hold Advisory School meetings each month with the districts to share information. She said that the Transition Pilot Program at Sequoia High School has shown the importance of supporting youth as they transition back to the districts; the Cleo Eulau Center and Ms. Caress-Mouton also assist during the transition meetings. Ms. Philip reminded the Board about the Intervention Model used by the Sacramento County Office of Education and its approach to quick intervention. She said that a

STUDENT SERVICES DIVISION (continued)

prescriptive teaching model based on data assessment is key and commended Dr. McEvoy and Ms. Price on their work this year with the teachers and for the positive results they are producing, including growth in the Academic Performance Index (API) scores over the past year.

7. INSTRUCTIONAL SERVICES DIVISION

a. **Report on Program Improvement and District Assistance and Intervention Team (PI/DAIT) Work**

Gary Waddell, Associate Superintendent of Instructional Services, introduced Brian Simmons, Director of the Networks for Success Unit, to report on the work of Program Improvement and District Assistance and Intervention Team (PI/DAIT) in San Mateo County. Dr. Waddell explained that this Program Improvement work is in the context of the State framework for accountability and is part of the state accountability system and model. He said that the volume of Mr. Simmons' work has exploded in the past few years and that he is now serving a variety of districts and schools across the county, with good progress taking place.

Mr. Simmons reported that Networks For Success promotes an excellence and equity agenda and that progress is being made in Program Improvement (PI) in San Mateo County. He said that his work is guided by the elements identified in the No Child Left Behind (NCLB) law of 2001 which means attaining Adequately Yearly Progress (AYP) steadily so that by 2014 all students in all significant subgroups in all schools and districts will be at the proficient level on their respective state tests. He reviewed the NCLB goals that need to be attained and explained that until 2014 the curve is very steep and that graduation rates are now part of the mix.

Mr. Simmons reviewed PI statistics in San Mateo County and the process of how schools and districts exit PI. The critical years for districts in PI are year 1 and year 3; this year there are six districts in year 3, with four of those districts awaiting a decision on corrective action by the State Board of Education. Mr. Simmons said that both the State and Networks for Success are promoting systemic reform with effective standards-based instruction and data-driven interventions that require aligned programs and practice. The Networks for Success team works with the schools and districts to help them revise formal plans for student achievement and articulate processes to achieve their goals. He said that content specialists from the Curriculum Services Team also support specific implementation of programs and best practice when necessary. Periodically, collaborative, data driven benchmark assessments are administered and analyzed to help the schools and districts focus on the areas that need improvement.

Mr. Simmons reported that for 2009-10 the PI districts showed higher growth in English Language Arts (ELA) and Math on the California Standards Test (CST) than non-PI schools and districts in both San Mateo County and across California. Progress for the various subgroups also showed accelerated growth in ELA and Math. He reported that in the past year Garden Village Elementary in the Jefferson Elementary School District exited PI and English Learners in the Ravenswood Elementary School District met Adequate Yearly Progress (AYP) for the first time.

INSTRUCTIONAL SERVICES DIVISION (continued)

In looking ahead, Mr. Simmons said that districts in year 3 now await decisions regarding further sanctions by the State Board of Education. He also noted that rising proficiency targets will bring more districts into PI and that the Elementary and Secondary Education Act (ESEA) re-authorization is anticipated in 2012. Mr. Simmons then answered questions from the Board.

Mr. Lempert asked several questions about what is being done to close the achievement gap, who decides what to do and whether Networks for Success provides teachers in PI schools and districts support that they otherwise wouldn't have.

Mr. Simmons replied that Networks For Success does not provide direct support but rather helps districts and schools organize themselves better. He said that the kind of specific teaching that happens in each class can be very different and that what Networks For Success does is counsel districts on how to use a set of strategies that includes a common set of standards-aligned curricular expectations, common uses of data, follow-up support, working with leaders in coaching, and supporting teachers.

8. OFFICE OF THE SUPERINTENDENT

a. Receive Update on County Office of Education Budget Development

Superintendent Campbell reported that earlier in the day Cabinet met with the Board Budget Planning Committee and drew the Board's attention to a copy of the agenda and other documents from the meeting.

Ms. Campbell said that those documents included several reports from School Services of California that give an overview of the current status of the proposed California State Budget and its potential impact on education. She said that Ron Bennett, President and CEO of School Services of California, gave a passionate plea to those in public education to step up to the plate in support of the Governor, who is trying to solve a very difficult problem through both budget cuts and maintaining revenue; Mr. Bennett said that educators need to assist in that process as much as possible. Ms. Campbell said that she will make a presentation at the next meeting, which will provide the Board with useful information when advocating on behalf of education.

Ms. Campbell reviewed the County Office of Education's goals, which relate to: mandated and statutory services; the services provided for local school districts; erasing the Achievement Gap in San Mateo County; becoming a provider of Science, Technology, Engineering, and Mathematics (STEM) staff development; and promoting effective and innovative teaching that meets the needs of 21st century students. She reviewed the program budget evaluation scoring directions and said that the organization as a whole will be evaluated to make sure that the Divisions are aligned with the County Office of Education's mission, mandates and strategic goals.

OFFICE OF THE SUPERINTENDENT (continued)

Ms. Campbell said that because of the various things that must take place prior to the final budget submission, the County Office will need to be flexible and will develop two budgets. One will assume that there will be an election in June and that the election will be successful, and the other one will assume that the revenue enhancement measure will not be approved by the voters. Ms. Campbell asked the Board to save June 29, 2011, for a Special Meeting to approve the budget, if necessary.

Ms. Alvaro requested that her colleagues bring to the next Board meeting questions and ideas related to the Board's role in advocacy.

b. Superintendent's Comments

Ms. Campbell reported that on January 25th and 26th she attended the California County Superintendents Educational Services Association (CCSESA) where quite a bit of time was dedicated to the adoption of Common Core Standards in California. She acknowledged Dr. Waddell for his leadership in chairing the Statewide Math Committee in its work related to the implementation of Math Standards. Ms. Campbell mentioned that future student assessments will be more problem solution-oriented and added that with advancements in technology that testing and scoring might occur in real time.

Ms. Campbell reported that she also participated in a Shared Services Professional Learning Community session with Robert Miyashiro, Vice President School Services of California, presenting the results of the shared services survey that School Services of California conducted for San Mateo County over the past summer and early fall. She said that this session was well attended by many people interested in how to embark on sharing services.

Ms. Campbell reported that from January 27-29 she attended the Association of California School Administrators Superintendents' Symposium where the theme of Leading Forward provided an emphasis on meeting the needs of 21st Century students. She mentioned that Dr. Tony Wagner, Co-director, Change Leadership Group from the Harvard School of Education, talked about Overcoming the Global Achievement Gap, how students today learn by multi-tasking in a multi-media world, and the challenge and need for developing "the muscle of sustained concentration."

Ms. Campbell reported that the new California Superintendent of Public Instruction Tom Torlakson shared his goals which include: the 55% threshold for parcel tax approval; approval of the "Dream Bill;" help for the community college system; and more resources going into Career Technical Education and Early Childhood Education. She said that there was much discussion regarding the Online Course Revolution and Online Learning by colleges and high schools and whether this will make learning in the traditional classroom obsolete.

Ms. Campbell reported that in another interesting session she attended, sponsored by Apple, Jason Ediger, Director, iTunesU and Mobility Program, and John Couch, Vice President of Education, provided information on the iPad, its use as a tablet, how it has been embraced by users, and its potential for replacing textbooks.

OFFICE OF THE SUPERINTENDENT (continued)

Ms. Campbell reported that both the CCSESA meeting and the ACSA Conference devoted attention to the budget. She said that the political point of view was that Governor Brown has made public education a priority in his budget and is protecting it as much as possible. She said that doesn't guarantee the budget will look the same in June as it does today. The presenters advised caution as budgets are developed because if the tax extension doesn't pass in June, public schools can expect an average of \$349 per student in additional cuts. For revenue limit districts in 2011, 45% of their funding is deferred so they must plan ahead to ensure that they have cash on hand. Ms. Campbell said that we must all "be prepared to adjust."

Ms. Campbell announced that the following school districts will be putting parcel taxes on the ballot: Brisbane Elementary School District; San Carlos Elementary School District; and Ravenswood City Elementary School District.

Ms. Campbell announced that the Jefferson School District took action in January to change its name to Jefferson Elementary School District.

Ms. Campbell reported that she attended the San Mateo County Science Fair at the Hiller Aviation Museum and thanked April Cherrington, Math Coordinator, Curriculum Services, for her efforts in organizing this fair. She said that the sophistication and different approaches for the science projects were very commendable and she shared some of her favorite projects.

Ms. Campbell thanked Mr. Cannon for his request at a prior meeting to see what an Individualized Education Program (IEP) looked like and drew the Board's attention to a sample that was located at their places.

Ms. Campbell announced that she would attend Assemblymember Jerry Hill's Roundtable Discussion about California's budget on February 4 and Senator Joe Simitian's Education Update on February 5.

9. BOARD MEMBERS

a. Discuss and/or Act on Legislation

There was no report on Legislation.

b. Receive Report on County Committee on School District Organization's Responsibilities Relating to Census Data and County Board Trustee Areas

Peter Burchyns, Special Advisor to the Board and Superintendent, provided the Board with a summary of the County Committee on School District Organization's responsibilities with regard to reviewing the Boundaries of the trustee areas of the County Board of Education. He explained that once the Census data are released, the Committee must analyze the data and

BOARD MEMBERS (continued)

determine whether any changes have occurred that warrant adjustments in the trustee areas. If changes are warranted, the Committee would need to make the revisions and file them with the Board of Supervisors by March 1, 2012, with appropriate notice to the County Board and other interested parties. Mr. Burchyns then answered questions from the Board.

c. Board Member Comments

Mr. Hsiao

Mr. Hsiao acknowledged the complexities of the current budget process, including the reality of having to consider and create two budget scenarios, and commended Ms. Campbell and Ms. Porterfield for their hard work. He said that the process that has been established has given him confidence and he believes that the Board and the County Office are in very good hands.

Ms. Gerard

Ms. Gerard commented that both the California School Boards Association (CSBA) and the San Mateo County School Boards Association (SMCSBA) are becoming very involved in the advocacy for education and she said that CSBA provided information and samples at the Delegate Assembly meeting in December that the Boards can use. She said that SMCSBA recently sent e-mails asking for volunteers to communicate with Legislators.

Ms. Gerard reported that on January 22 she attended the CSBA Nominating Committee meeting in Sacramento. She said that the CSBA Board of Directors meeting also took place that same day and the Directors were working on reorganization of the organization. Ms. Gerard mentioned that the Nominating Committee met with advisors who provided updates on the direction in which CSBA is moving, so the Committee can focus on finding candidates who will align their leadership with CSBA's new criteria and strategic plan.

Ms. Gerard commended the staff who made the informative presentations earlier in the meeting and said that the information they presented is pertinent to what is going on in education today.

Ms. Gerard thanked and commended Ms. Campbell for the excellent job she is doing.

Mr. Cannon

Mr. Cannon echoed his colleagues' comments regarding the budget and the presentations, and said that he appreciates the balance in the presentations.

Mr. Cannon reported that he attended the SMCSBA Dinner Meeting on January 24, and commented that he is very impressed with the work being done by SMCSBA President Shelly Masur and Alisa MacAvoy, both of whom are Members of the Redwood City Elementary School District Governing Board, and by Seth Rosenblatt, Member of the San Carlos Elementary School District Governing Board.

BOARD MEMBERS (continued)

Mr. Lempert

Mr. Lempert urged his fellow Board members to talk with their colleagues in city government who believe that Sacramento is taking money from cities and giving it to education. He suggested that the Board Members speak up for education and ask for suggestions from their City Council members regarding how to work this out. Mr. Lempert said he believes that San Mateo County can have an influence on what happens statewide and that the cities are advocating very effectively in Sacramento now.

Mr. Cannon said that he would like to discuss this in greater detail at their next meeting.

Mr. Lempert commended Ms. Campbell on her interests, comments and leadership regarding educational technology, and said that some schools have rules about not allowing some technology during school. He added that if students have the technology but are unable to use it during the school day, they are not receiving the skills they need such as learning how to concentrate with the technology available. He said he thinks that San Mateo County districts should consider changing their policies about the use of some technology that is banned today. Mr. Lempert expressed the concern that students will think schools are irrelevant if they cannot use their technological devices in school.

Ms. Ceccato

Ms. Ceccato said that she agrees with Mr. Cannon's comments about becoming better advocates and would like to hear more at the next Board meeting about what is being proposed on the ballot.

Ms. Ceccato said that she wonders if educators are thinking about how to use technology today in the Court and Community schools and that maybe the use of technology could become part of the curriculum in the Court and Community Schools.

Ms. Ceccato requested to learn more about how the Court and Community Schools are doing financially and what we expect for the next fiscal year.

Mr. Morantes

Mr. Morantes thanked Ms. Porterfield for the informative update on the budget, Mr. Simmons for the report on Network for Success's work on Program Improvement, Dr. Waddell for his support to that effort, and Dr. McEvoy and Ms. Price for their efforts to help the Court and Community School Students. He said that he agrees with Ms. Ceccato and would like to understand more about the budget for the Court and Community Schools.

Mr. Morantes thanked Ms. Campbell for attending the Redwood City Chamber of Commerce Education Committee earlier in the day and sharing information about the budget.

BOARD MEMBERS (continued)

Mr. Morantes echoed his colleagues' comments about getting more information to help the advocacy efforts. He said that Dr. Jim Lianides, Superintendent of Sequoia Union High School District, brought up the subject of redevelopment agency money, which is another piece of the puzzle that affects education funding, and that he would like a broader view of what affects the budget.

Mr. Morantes reported that he attended the SMCSBA Dinner meeting on January 24 and thought that it was an excellent meeting. He commended Ms. Masur for the great job she is doing with the organization and said that SMCSBA has just completed a revision of its bylaws and thanked Ms. Masur for keeping the work on track. Mr. Morantes also acknowledged the work of Ms. MacAvoy and Mr. Rosenblatt.

Ms. Alvaro


Ms. Alvaro thanked Mr. Hsiao for his leadership in the budget process, including chairing the Board's Budget Planning Committee and for the process of merit-based evaluation.

Ms. Alvaro announced that she would attend the roundtable discussion about California's budget hosted by Assemblymember Jerry Hill on February 4.

Ms. Alvaro reported that she has spoken with Members of the Juvenile Justice Commission who have interest in educational equity and said that she was invited to participate in a meeting which Dr. McEvoy will also be attending. She said that she has received very positive comments from the Committee about Dr. McEvoy's work and the changes the Committee members are witnessing in the Court and Community School Programs.

10. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:18 p.m.



Anne E. Campbell, Secretary
msg