

APPROVED

MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: April 16, 2025

Meeting Location: San Mateo County Office of Education
101 Twin Dolphin Dr.
Redwood City, California 94065

Board Members Present: Susan Alvaro, Chelsea Bonini, Beverly Gerard,
Patricia Love, Mike O'Neill, Hugo Torres

Board Members Absent: Edith Arias

County Attorney Present: Lisa Cho, Deputy County Attorney

Staff Officials Present: Marco Chávez, Deputy Superintendent,
Educational Services Division; Jennifer
Perna, Executive Assistant

Staff Officials Absent: Nancy Magee, Superintendent

Other Staff Present: Ian Bain, Kevin Bultema, Tami Moore,
Marchelle Moten, Kris Shouse

1. OPENING ITEMS

A. Call to Order

Board President Hugo Torres called the meeting to order at 7:00 p.m.

B. Approval of Agenda

Board President Torres noted that Items 5, 6, and 7 would be removed from the agenda. After a motion by Board Member Gerard and a second by Board Member O'Neill, the April 16, 2025, agenda as amended was approved by a vote of six in favor (Alvaro, Bonini, Gerard, Love, O'Neill, and Torres) and one absent (Arias).

2. PUBLIC COMMENT

There were no persons wishing to address the Board.

3. **EMPLOYEE OF THE MONTH**

- A. April 2025 Employee of the Month Luz Ariza, Administrative Assistant I, P-3 and Early Learning Services, Educational Services Division

Board President Torres recognized the April 2025 Employee of the Month Luz Ariza, Administrative Assistant I, P-3 and Early Learning Services, Educational Services Division, and honored her on behalf of the Board.

4. **RECEIVE AND OPEN BIDS FOR THE LEASE OF THE 1800 ROLLINS ROAD SITE**

- A. Open, Examine, and Declare all Bids Received, and Also Call for Oral Bids

Kevin Bultema, Deputy Superintendent, Business Services Division, explained that no written or verbal bids were received by the deadline so the additional agenda items were not needed. In efforts to generate revenue from the property, the team will revisit the matter and report back to the Board.

5. **CLOSED SESSION**

- A. Conference with Real Property Negotiators (Government Code 54956.8); Site: 1800 Rollins Rd. Burlingame, CA; SMCOE's Negotiators: Nancy Magee, Kevin Bultema

This item was removed from the agenda.

6. **OPEN SESSION: REPORT ON CLOSED SESSION**

- A. Report on Actions Taken in Closed Session

This item was removed from the agenda.

7. **ACCEPT THE HIGHEST CONFORMING BID AND AUTHORIZE THE SUPERINTENDENT TO EXECUTE THE OPTION TO LEASE AGREEMENT**

- A. Discuss/Act on Accepting the Highest Conforming Bid and Executing the Option to Lease Agreement at this Meeting or at any Adjourned Session of This Same Meeting Held Within 10 Days

This item was removed from the agenda.

8. **APPROVAL OF MINUTES**

- A. April 2, 2025, Regular Board Meeting

APPROVAL OF MINUTES (continued)

After a motion by Board Member Alvaro and a second by Board Member Gerard, the Minutes of the April 2, 2025, Regular Board Meeting were approved by a vote of six in favor (Alvaro, Bonini, Gerard, Love, O'Neill, and Torres) and one absent (Arias).

9. CONSENT AGENDA

- B. Receive Staffing Reports
- C. Receive Quarterly Report on Complaints, as Required by the Williams Settlement
- D. Adopt Joint Resolution No. 25-23 Recognizing May 2025 as Asian American and Pacific Islander Heritage Month
- E. Adopt Joint Resolution No. 25-24 Recognizing May 5-9, 2025, as National Teacher Appreciation Week
- F. Adopt Joint Resolution No. 25-25 Recognizing May 2025 as Mental Health Awareness Month
- G. Adopt Joint Resolution No. 25-26 Recognizing May 2025 as Jewish American Heritage Month
- H. Adopt Joint Resolution No. 25-27 Recognizing May 2025 as Foster Youth Awareness Month
- I. Adopt Joint Resolution No. 25-28 Recognizing April 28 - May 2, 2025, as Workforce Readiness Week
- J. Adopt Joint Resolution No. 25-29 Recognizing April 2025 as Deaf History Month
- K. Approve Board Support of Pending Legislation: Assembly Bill 1224, Assembly Bill 959, and Assembly Bill 927

After a motion by Board Member Gerard and a second by Board Member Alvaro, the Consent Agenda was approved by a vote of six in favor (Alvaro, Bonini, Gerard, Love, O'Neill, and Torres) and one absent (Arias).

10. OFFICE OF THE SUPERINTENDENT

- A. Public Disclosure of Compensation Adjustments for San Mateo County Office of Education (SMCOE) Confidential and Management Employees for 2024-2025

Kevin Bultema, Deputy Superintendent, Business Services Division, presented the public disclosure of the compensation adjustments for San Mateo County Office of Education (SMCOE) Confidential and Management Employees for 2024-2025.

There were no questions from the Board.

- B. Superintendent's Comments

Deputy Superintendent Chávez wished happy upcoming birthdays to Board President Torres on April 25, Superintendent Magee on April 29, and Lisa Cho, Deputy County Attorney, on April 30.

11. **BOARD MEMBERS**

A. Discuss Suggested Protocol for Community Members and Groups Seeking Letters of Support

Deputy Superintendent Chávez provided information on the suggested protocol for community members and groups seeking letters of support.

Board Member Alvaro suggested checking with the trustee in the area for pertinent information or considerations. This will help move the matter through the appropriate channels, including the board president.

Board Member Love asked if unofficial letters go to the full Board. Deputy Superintendent Chávez noted if that was the desire of the Board, that could happen. Board Member Alvaro added that in the past, unofficial letters have been written as individuals rather than as board members. If a matter involves the Board, it is brought to the whole Board; otherwise, personal matters are handled individually.

Board Member O'Neill noted that sometimes urgent requests, like letters of support for grants, need a quicker turnaround than 15 days. He asked if the strict 15-day deadline was appropriate and suggested considering a more flexible timeframe and a "preference" of 15 business days.

Board Member Love proposed having the board president sign and decide on support letters, after consulting with the trustee in the area, rather than involving the whole Board. This would expedite decisions, especially for quick support letters. Board Member O'Neill noted the request would still have to fit the necessary guidelines.

Youth Commission Liaison Zhao asked if these concerns were addressed by the line indicating that urgent requests may be considered on a case-by-case basis. Board Member O'Neill agreed that might work. Board President Torres proposed following Board Member Love's protocol for urgent cases.

Board Member Bonini asked for clarifying language on the process for urgent requests. Board President Torres asked what constitutes an "urgent" request – whether it is the topic, the timeline, or other criteria. Board Member Bonini said the request would likely be noted as urgent. It would go to the board president and the superintendent, and there would be discussion. Board President Torres stated that urgent requests would have a collaborative approach with the board president, vice president, and board member in the designated area. Board Member Bonini proposed language that if there is an urgent request that doesn't fit within the timeline, there is discretion for the board president and superintendent to make a decision.

Deputy Superintendent Chávez summarized the team will edit the protocol and bring it back to the Board.

Board Member Alvaro shared that although urgent requests have not been common, it is beneficial to have a process in place. She recalled past instances where timely action was needed, and the superintendent or county attorney sent the request to the Board, allowing members to respond if

BOARD MEMBERS (continued)

they had concerns, otherwise staff would move forward. This approach enables quick action when necessary. Board President Torres suggested outlining this process clearly for future reference. Board Member O'Neill commented that consultation between the superintendent and the board president would be appropriate even in an urgent request.

B. Receive Information and Discuss the Board Policy Regarding Student Trustees

Lisa Cho, Deputy County Attorney, provided information on the board policy regarding student trustees.

Board Member Alvaro asked if having a student from the Court and Community Schools as a member of the Board precludes having a liaison to the Youth Commission. Deputy County Attorney Cho said it does not; Education Code 1000 allows the Board to select more than one student trustee, so both a student liaison and a Court and Community Schools student can be included.

Board Member Love noted Santa Clara County has a court school student who joins meetings via Zoom, and Sacramento County has a former student who is paid to serve as a liaison. There are various options to consider, and further study on this topic might be beneficial. Deputy County Attorney Cho agreed students in custody could attend meetings via Zoom, promoting inclusion. She questioned Sacramento County's appointment of a former student as a liaison, noting that Education Code requires student board members to be currently enrolled in high school. She noted Sacramento County possibly managed this unique appointment through a resolution.

Board Member Bonini emphasized the need for communication to inform students about participating and shared the Board has been interested in having a student from our schools involved. She also expressed hopes to maintain the relationship with the Youth Commission.

Board Member Bonini asked if the Board could appoint a student from a different school if they don't receive one from SMCOE schools. She further asked what that process would look like and if there could be outreach. Deputy County Attorney Cho explained Education Code states that in the absence of a petition, the Board can select students from high schools in the county or from the Court and Community Schools. The Board could consider a hybrid model with both a petition from the Court and Community Schools and a student liaison position. In terms of outreach, information could be made available on the website, and teachers and administration at the Court and Community Schools could advertise the opportunity to students, highlighting the chance to have their voice on the Board and earn credit.

Board Member Bonini asked, given the inconsistency in SMCOE's student populations, whether the term could be adjusted if a student won't be there the entire school year and if there could be a queue of students to ensure consistent representation. Deputy County Attorney Cho assured flexibility is possible. If a student can't complete the term, another student from the programs can be selected. Alternatively, a student returning to their home school could continue serving on the Board for the remainder of the year, providing valuable perspective.

BOARD MEMBERS (continued)

Youth Commission Liaison Zhao asked if the petition is just signatures or has other requirements. Deputy County Attorney Cho explained Education Code allows the Board to set the procedure for petitions, including requirements and submission methods. The Board can make it simple, possibly using an online platform for submissions. Youth Commission Liaison Zhao suggested the Board come up with more specific requirements for the petition and maybe even draft a petition to facilitate the process for students. Board President Torres emphasized the need for the process to be equitable, accessible, and doable.

C. Discuss/Act on Participation of Board Members in the 2025 National Association of Latino Elected and Appointed Officials (NALEO) Conference in Atlanta, GA July 22-24, 2025

Deputy Superintendent Chávez provided information on the participation of board members in the 2025 National Association of Latino Elected and Appointed Officials (NALEO) Conference in Atlanta, GA July 22-24, 2025.

Board President Torres discussed attending his first NALEO conference last year. He found it to be an excellent conference in terms of content and networking with elected officials across the U.S. and in California. The connections he made are still valuable today, and he highly praised the people involved in the conference.

After a motion by Board Member Bonini and a second by Board Member Gerard, the Board approved the participation of Board Member Arias and Board President Torres in the 2025 NALEO Conference in Atlanta, GA July 22-24, 2025, by a vote of six in favor (Alvaro, Bonini, Gerard, Love, O'Neill, and Torres) and one absent (Arias).

D. Receive Reports from the Board Ad Hoc Subcommittees and Representatives

Board Member Love discussed the upcoming task force meeting on Monday, April 21 at 6:00 p.m. via Zoom, marking the start of the adequate funding initiative, with the goal of aligning everyone's understanding. She shared the Board/Superintendent Advocacy Subcommittee has not yet had the opportunity to address suggested legislation from other board members.

Board Member O'Neill noted the meeting would be recorded and available for later viewing. Deputy Superintendent Bultema indicated he was not aware the meeting would be recorded.

Board Member Bonini asked whether forwarding a request to the Subcommittee for review was the appropriate protocol. Board Member Love replied that it was. Board Member Bonini's request was on the agenda for the meeting scheduled for the previous day, but the meeting was cancelled.

E. Suggested Topics for Future Agendas

Youth Commission Liaison Zhao asked to get started on drafting the requirements for the student board member petition and drafting a petition that students could use.

BOARD MEMBERS (continued)

Board Member Love asked if new board members could attend a “boot camp” regarding the Interdistrict Attendance Appeal process.

F. Board Member Comments

Board Member Alvaro

Board Member Alvaro expressed happiness that the Employee of the Month is still in place, because there was time when a former superintendent wanted to discontinue it, but the Board opposed the idea. The Employee of the Month is a meaningful way to recognize staff, and she is grateful for its continuation.

Board Member Alvaro reported she attended the first nonprofit day on the coast on April 5, with nonprofit leaders from Pescadero to Half Moon Bay. Thirty-two nonprofits were represented and the event was uplifting. She passed out decals, printed by the city, featuring local mountains and ocean, symbolizing community belonging.

Board Member Bonini

Board Member Bonini congratulated Ms. Ariza and noted how much it means to have staff attend in support.

Board Member Bonini thanked the Board and Superintendent Magee for including National Teacher Appreciation Week on the Consent Agenda, highlighting its importance in celebrating teachers' hard work. She also expressed gratitude for the Mental Health Awareness Month resolution.

Board Member Love

Board Member Love shared her appreciation for the Foster Youth Awareness Month and Deaf History Month resolutions, recognizing the work of County Office staff who do this work.

Board Member Love said she visited the Lost Childhoods art exhibit at the Redwood City Library, which was moving and offered various ways to help.

Board Member Love said she visited Arroyo and Mariposa Upper Elementary Schools for the Kent Awards, and found the student involvement and engagement uplifting.

Board Member Love discussed her attendance at the County Board Governance Workshop in Sacramento. She enjoyed the one-day format and connecting with other county board members.

Board Member O'Neill

Board Member O'Neill shared he also attended the County Board Governance Workshop.

Board Member O'Neill discussed how Medicaid is the fourth largest source of funds for K-12 education in the U.S., with over \$7 billion at risk of being cut. These funds support special education programs, medical equipment, transportation, and specialists like audiologists and speech therapists. He emphasized the importance of being aware of the potential impact on students as discussions in Washington continue.

BOARD MEMBERS (continued)

Youth Commission Liaison Zhao

Youth Commission Liaison Zhao reported she attended the Close-Up program in Washington, D.C. and enjoyed meeting students from diverse backgrounds. Despite polarized times, they had open and respectful conversations.

Youth Commission Liaison Zhao also shared that the Youth Commission's annual showcase is on May 2. Her subcommittee is working on resolutions about whippet abuse and teen dating violence, aiming to present them to the Board of Supervisors.

Youth Commission Liaison Zhao happily announced she was appointed to the State Commission on the Status of Women and Girls Youth Advisory Council, and their first meeting is in May.

Board Member Gerard

Board Member Gerard wished happy birthday to the April birthdays.

Board Member Gerard agreed with the importance of the Employee of the Month, which is her favorite part of the meetings.

Board Member Gerard expressed appreciation for the powerful resolutions on the Consent Agenda, and highlighted their significance.

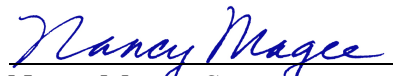
Board Member Gerard invited the Board to the Association of California County Boards of Education (ACCBE) training on April 28 focused on board relationships, boardsmanship, and board culture, stressing the importance of getting to know each other better.

Board President Torres

Board President Torres announced he attended the County Board Governance Workshop and appreciated efforts to address county board members' concerns. However, he felt the conference lacked sufficient support for new board members, and he hopes the feedback provided will be considered for future planning. He expressed optimism that ACCBE will continue to enhance board membership and culture.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m. Board President Torres announced the next regular meeting would be the Board Study Session on Friday, April 25, 2025, at 12:00 p.m.



Nancy Magee, Secretary

jlj