

**SAN MATEO COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION
(CCSDO) –
Regular Meeting
MINUTES**

Date: Monday, May 11, 2026

Place: San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065

County Committee on School District Organization Members Present:

Jenny Bloom , Lynne Esselstein, Samuel Leinbach, Lillian Markind, Dennis McBride, Hilary Paulson, Mina Richardson

County Committee on School District Organization Members Absent:

Ligia Andrade-Zuñiga, Virginia Bamford, , Bill Lock, Rosie Tejada

Staff Present:

Jared Prolo, Secretary
Tim Fox, Lead Deputy County Attorney

1. CALL TO ORDER

Chairperson Samuel Leinbach called the meeting to order at 7:05.

2. APPROVAL OF AGENDA

Motion made by Hilary Paulson to approve the agenda for the May 11, 2026 meeting as presented.
Seconded by Dennis McBride.
Motion unanimously approved.

3. APPROVAL OF MINUTES

A. December 1, 2025 Regular CCSDO Meeting

Motion made by Hilary Paulson to approve the December 1, 2025 Regular CCSDO Meeting Minutes.
Seconded by Dennis McBride
Motion approved.

4. PUBLIC COMMENT

No members of the public wished to make comments at this time.

5. GENERAL STAFF REPORT

No petitions or actions received for this committee this year thus far.

Community members have reached out with questions regards uncertainty around exactly where school districts' boundaries are.

Some districts are contracting vendors that help identify where the school districts are and these vendors sometimes have incorrect information.

The County Superintendent is responsible for maintaining school boundary records and the vendors need to make corrections if needed.

6. DISCUSSION

A. Review Bylaws and SMCOE Transfer of Territory Transfers Handbook-

Chairperson Leinbach stated that the current bylaws are from 2014 so it's time to review them.

Secretary Prolo stated that there are no rules about how, what, or anything that must be in these bylaws. He said they're really meant to guide our practice in governance and guide our work in the future.

Areas discussed for updates included:

- Governance & Structure
 - Officer roles (Chair, Vice Chair)
 - Election procedures (including absentee ballots)
- Meeting Procedures
 - Regular & special meetings
 - Agenda development process
 - Public comments rules (time limits, decorum)
- Administrative Practices
 - Minutes and recordkeeping
 - Attendance and vacancies (note: largely governed by law)
 - Petition hearing procedures (reference handbook instead of bylaws)
- Clarifications Needed
 - Voting eligibility (designated representatives only)
 - Absentee ballot submission rules
- Operational Topics
 - Agenda item requests (no final consensus; flexible process preferred)
 - Contact list of committee members (with consent, not public distribution)
- Items NOT recommended for bylaws
 - Conflict of interest rules (already governed by law)
 - Detailed legal provisions (better to reference statutes instead)
 - Overly rigid agenda-setting formulas
- Additional Discussion Points
 - Consider candidate statement word limits for elections

- Debate on how many members are needed to add agenda items (no final number set)
- Suggestion to periodically review bylaws (no requirement established; staff may monitor instead)
- Outcome
 - Staff will draft revised bylaws incorporating discussion feedback
 - Staff will provide supporting references (e.g., legal codes, handbook materials)
 - Committee will review and take action at a future meeting

Handbook included for information – if something is missing contact Jared directly.

7. COMMITTEE MEMBER COMMENTS

- Members are generally supportive of sharing contact information internally. Must comply with Brown Act rules.
- A concern was raised by a County Office of Education trustee about the boundary of a development area that will fall in two districts (Brisbane and Bayshore). The next step is to direct the inquiry to Mr. Prolo.
- The committee acknowledged the passing of Nancy Magee who passed away on April 26, 2026.

8. ADJOURNMENT

Chairperson Samuel Leinbach adjourned the meeting at 8:28 p.m. in honor of Nancy Magee.

The next regular CCSDO meeting is scheduled for Monday, June 8, 2026, at 7:00 p.m.