

SAN MATEO COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION (CCSDO)

Regular Meeting

Monday, December 1, 2025

Minutes

Date: Monday, December 1, 2025

Place: San Mateo County Office of Education

101 Twin Dolphin Drive

Redwood City, CA 94065

County Committee on School District Organization Members Present:

Virginia Bamford, Jenny Bloom, Lynne Esselstein, Samuel Leinbach, Bill Lock, Lillian Markind, Dennis McBride, Hilary Paulson,

County Committee on School District Organization Members Absent:

Ligia Andrade-Zuñiga, Mina Richardson, Rosie Tejada

Staff Present:

Marco Chavez, Deputy Superintendent

1. CALL TO ORDER

Chairperson Samuel Leinbach called the meeting to order at 7:06 p.m.

2. APPROVAL OF AGENDA

Motion made by Markind to approve the agenda for the December 1, 2025 meeting as presented.

Seconded by Paulson.

Motion unanimously approved.

3. APPROVAL OF MINUTES

A. November 3, 2025, District Governing Board Representatives Meeting

Motion to approve the minutes of November 3, 2025, CCSDO Governing Board Representatives Meeting made by McBride.

Seconded by Bloom.

Motion unanimously approved.

B. November 3, 2025 Regular CCSDO Meeting

Motion to approve the minutes of the November 3, 2025, **Regular CCSDO Meeting** made by Markind.

Seconded by Lock.

Motion unanimously approved.

4. GENERAL STAFF REPORT

Deputy Superintendent Chavez, subbing in for CCSDO Secretary Prolo, reported that there was no activity brought up to the committee. He expressed gratitude to the committee and wished everyone a happy holiday season.

County Attorney Fox reported that some districts were confused about the distinction between governing board representatives and the CCSDO.

To address this, he presented clarifying information to superintendents at their monthly association meeting, emphasizing the roles and responsibilities of governing board representatives prior to their annual organizational meetings.

He noted that confusion had arisen when one district attempted to substitute a third board member as an “alternate to the alternate,” which is not permitted under law; as a result, that vote was invalid.

The District Attorney explained that state law allows the county committee to authorize absentee ballot voting for governing board representatives. A resolution to implement absentee voting for the November 2026 elections will be brought forward at a future meeting.

He clarified that only the individual elected at a district’s organizational meeting may cast votes on behalf of that district going forward.

He encouraged CCSDO members whose terms may be expiring in November 2026 to communicate with governing board representatives.

5. PUBLIC COMMENT

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

6. ELECTION OF 2026 CHAIRPERSON AND VICE-CHAIRPERSON

Motion to elect Sam Leinbach as the Chairperson for 2026 made by Paulson

Seconded by Bamford.

Motion approved unanimously.

Motion to elect Hilary Paulson as the Vice-Chairperson for 2026 made by Bamford

Seconded by Markind.

Motion approved unanimously.

7. APPROVAL OF 2026 MEETING SCHEDULE

After discussing the calendar of meetings for 2026, the group identified date changes.

A motion to pass the 2026 meeting schedule as drafted including the changes identified was made by Paulson.

Seconded by Markind.

Motion approved.

A request was made to make an additional change to the approved calendar due to voting day in November.

A motion was made to make the change to the November meeting by Paulson.

Seconded by Bloom.

Motion approved.

The 2026 meeting dates are: January 5, February 2, March 2, April 6, May 11, June 8, July 13, August 3, September 14, October 5, November 9, December 7

8. COMMITTEE MEMBER COMMENTS

A member thanked Mr. Fox for giving the presentations to the districts.

A member would like to have the meetings in a smaller room than Corte Madera.

9. ADJOURNMENT

Chairperson Leinbach announced the adjournment of the meeting at 7:29 p.m. The next regular CCSDO meeting will take place on Monday, January 5, 2026, at 7:00 p.m.,

CCSDO members have to take action to allow absentee voting