

# AGENDA

**San Benito County Board of Education**  
460 Fifth Street - Hollister, CA 95023  
**Board Room**

**Thursday, July 12, 2018**  
**12:00 p.m. – Board Workshop**  
**1:00 p.m. – Regular Meeting**

In compliance with Government Code Section 54957.5, all documents related to this meeting are available for public viewing at San Benito County Office of Education, 460 Fifth Street, Hollister, California.

**In accordance with Board Policy 9345, provisions for the public to address the board concerning any item on the agenda or to address the board during public comment shall be as follows:**

- 5 minutes may be allotted to each speaker with a maximum of 20 minutes to a subject area
- No boisterous conduct shall be permitted at any County Board of Education meeting

Individuals requiring special accommodations such as American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the County Superintendent of Schools' Office (831) 637-5393 at least two (2) working days prior to the meeting.

- |                                                                                                          |                                 |
|----------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Call to Order Board Workshop                                                                          | Joan Campbell-Garcia            |
| 2. Public Comment                                                                                        | Joan Campbell-Garcia            |
| 3. Board Evaluation                                                                                      | Joan Campbell-Garcia Pgs. 4-15  |
| 4. Call to Order Regular Meeting                                                                         | Joan Campbell-Garcia            |
| 5. Pledge of Allegiance                                                                                  | Joan Campbell-Garcia            |
| 6. Roll:                                                                                                 | Joan Campbell-Garcia            |
| 6.1 Take action if need – Resolution Regarding Board Member Compensation for Missed Meetings – July 2018 | Pg. 16                          |
| 7. Recognition of Visitors                                                                               | Joan Campbell-Garcia            |
| 8. Public Comments and Presentations                                                                     | Joan Campbell-Garcia            |
| 9. Approval of Agenda                                                                                    | Joan Campbell-Garcia            |
| 10. Approval of Minutes: June 28, 2018                                                                   | Joan Campbell-Garcia Pgs. 17-20 |

## REPORTS/ INFORMATION

- |                             |                                 |            |
|-----------------------------|---------------------------------|------------|
| 11. Department Goals Update | Krystal Lomanto<br>(15 minutes) | Pgs. 21-59 |
|-----------------------------|---------------------------------|------------|



- |                                                                        |                                |            |
|------------------------------------------------------------------------|--------------------------------|------------|
| 12. Strategic Plan Review                                              | Krystal Lomanto<br>(5 minutes) | Pgs. 60-72 |
| 13. Review Board Policies: First Reading <i>Series 7000 Facilities</i> | Krystal Lomanto<br>(5 minutes) | Pgs. 73-81 |
| 14. Board Correspondence<br>(5 minutes)                                | Joan Campbell-Garcia           |            |

**DISCUSSION/ACTION ITEMS**

- |                                                   |                                     |        |
|---------------------------------------------------|-------------------------------------|--------|
| 15. Approve List of Temporary County Certificates | Joan Campbell-Garcia<br>(5 minutes) | Pg. 82 |
| 16. Future Agenda Items                           | Board Members                       | Pg. 83 |
| 17. Date of Next Regular Meeting: August 9, 2018  |                                     |        |
| 18. Adjournment                                   | Joan Campbell-Garcia                |        |

**Meeting Date:** July 12, 2018

**Item Title:** Board Evaluation

**Item type:** Information Item

**Background:** Each year the Board of Education members discuss the statutory functions of the county board and county superintendents. The vision, mission and core values are reviewed. The Board of Education completes a Board Evaluation and Self-Evaluation.

**Fiscal Implications:** None

**Recommendation:** None

**Submitted by:** Krystal Lomanto, Superintendent

Approved for Submission to the Board of Education: *Krystal Lomanto*

Krystal Lomanto, Superintendent

# San Benito County Board of Education

Board Workshop  
July 12, 2018



\* Board Evaluation



\* Statutory Functions of County Boards and County Superintendents

\* Review Vision, Mission and Core Values to establish goals for the 2018-2019 year

## CSBA Professional Governance Standards

- \* The overall purpose of CSBA's Professional Governance Standards are to:
  - \* Help increase the effectiveness of governing boards, and
  - \* Raise parent, public and media awareness about the critical role of governing boards.

## Guidelines (Green handout)

- \* Take a few moments to skim the 29 guidelines as a review.
- \* Highlight the ones that you think are important.





## Self- Evaluation Individual Trustee

- \* On your own, take a few moments to rate *always, often, adequate, rarely or NA* on the Individual Trustee handout (1-9)
  - \* 1. Keeps learning and achievement for all students as the primary focus
  - \* 2. Values, supports, and advocates for public education
  - \* Etc...
  - \* **Once you are done put a colored dot on the big chart paper to determine where you rated each number (1-9).**

## Total Board Responses



- \* Now take a few moments to review numbers 9-29.
- \* Place a light check in the box (*always, often, adequate, rarely or NA*) to rate the board as a whole.
  - \* 1. Keeps focused on student learning and achievement, as well as the role of the county office of education in providing services to school districts and the community
  - \* 2. Works collaboratively with the county superintendent
  - \* Etc...

## Discussion



- \* Each board member with share their ranking (*one number at a time and the superintendent will chart for the board*).
- \* Discussion questions- What does the standard mean to you? Why did you rank the standard as *always, often, adequate, rarely or n/a*?
- \* Decide as a board where you can agree to rank yourselves as a board for each number.

## Discussion



- \* **What are your strengths as a board?**
  - \* What areas do you want to continue to focus on to that you feel you do well as a board?
- \* **What are your growth areas as a board?**
  - \* Are there areas you want to focus on as a board moving forward?





# Statutory Functions of County Board and County Superintendent

Please note detailed handbook  
(Blue Handout)

## Handbook

### SECTIONS

- I. Governance
- II. Duties of County Boards  
Education Reorganization
- III. Duties of the County  
Superintendents
- IV. Budget
- V. Oversight Responsibilities
- VI. Personnel
- VII. County Programs
- VIII. Charter Schools
- IX. School District of
- X. Permissive Education  
Code
- XI. Additional Services

# GOVERNANCE

- The county superintendent and the county board of education have separate duties and responsibilities.
- The interaction between the county board and superintendent is entirely distinct from the relationship of a school district governing board and its employed superintendent.

County Superintendent	Joint Functions	County Board of Education
Superintend the schools in the County (provide information- state and federal, guidance and support to the 11 districts the COE serves)	Budget Development	Approve County Budget
Fiscal oversight of school districts (AB 1200)	Policy Development	Review Annual Audit and Interim Financial Report
Visit schools in the County	Juvenile Court Schools	Set County Superintendent's Salary
Submit Interim fiscal reports to State	School visits	Rule on Interdistrict Attendance and Expulsion appeals
Propose and manage COE budget		Issue temporary teaching certificates
Monitor Credentials		Acquisition and sales of property
Establish policies and procedures		Receive Williams settlement reports
Administer all COE schools and programs		Review and approve the COE LCAP
Review and approve District LCAPs		Fill a vacancy that occurs during the term of an elected county superintendent of schools by appointment
Enforce the course of study and the use of state textbooks and instructional materials		

## BUDGET

- SBCOE is one of three counties who are fiscally dependent (Alpine, San Benito, and San Bernardino)
- In non-fiscally independent counties, the budget is adopted by the following process:
  - The county superintendent submits a proposed annual budget for approval to the county board of education. The county board must approve the proposed budget prior to submission to the county board of supervisors.

## Budget

- Once the budget is adopted, it is submitted to the Superintendent of Public Instruction.
- Administration of the budget is the responsibility of the county superintendent.
- The superintendent has statutory authority to spend within major budget categories without further approval.

## Budget

- A budget revision or a consultant contract in excess of \$25,000 must be incorporated in the next interim financial report or other board report.
- The report must be on the board agenda for discussion and approval at a regularly scheduled public meeting.

## Oversight

- LCAP to the county board of education for adoption.
- Each county office must file its LCAP or annual update with the Superintendent of Public Instruction.
- Each district must file its LCAP or annual update with the county superintendent of schools.
  - If the criteria are met, the county superintendent shall approve the district's LCAP.
  - If the criteria are not met and the LCAP is not approved, shall provide assistance.

## Oversight

### County Superintendent:

- Examine the adopted budgets of the districts.
  - Approve, conditionally approve, or disapprove a district budgets.
  - Provide specific fiscal oversight for districts that receive emergency state loans.
- May review or audit the expenditures and internal controls of school districts in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination.

## Personnel

- Hire Staff
- Set Salaries (EC 1302 - \$10,000 increase threshold)
- Temporary County Certificates
- Discipline, Dismissal, Layoffs, Evaluations, and Leave
- Credential Monitoring Collective Bargaining

## Personnel

- The superintendent, not the county board, is the employer of all staff within the county office of education.
- Education Code §1311 states that classified employees of county offices are employed in the same manner school districts and community colleges.
- Education Code Sections §1293 and §1294 grant to the superintendent the right to employ certificated employees.

## Personnel

- Unlike school district employees, certificated employees of county superintendents must be in a “teaching position” (i.e. classroom instruction) to acquire permanency. (Ed Code §1296; Neumarkel v. Allard).
- Certificated employees of county superintendents in county offices with fewer than **250 ADA** do not acquire permanency. They are “at will” and can be employed during a county superintendent’s term, plus six months. (Ed Code §1293).

## County Programs

- Juvenile Court Schools
- The “county board shall provide for the administration and operation of juvenile court schools” either “by the county superintendent” or “by contract with the respective governing boards of the school districts in which the juvenile court school is located.” The board adopts the curriculum and evaluates the educational program.
- Other Programs through contracted services:
  - Special Education SELPA
  - Early Childhood Special Education
  - County Community Day Schools – now funded through LCFF/Districts

Resolution Regarding Board Member Compensation for Missed Meeting(s)

**Resolution No. 18-19-**

WHEREAS, the San Benito County Office of Education appreciates the services provided by members of the San Benito County Board of Education and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that \_\_\_\_\_ did not attend the Board meeting(s) on

**July 12, 2018**

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the San Benito County Board of Education approves full compensation of the Board of Education member named above for the month of **July 2018**.

PASSED AND ADOPTED THIS **12<sup>th</sup> day of July, 2018** at a regular meeting, by the following vote:

MOTION:

SECOND:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Joan Campbell-Garcia, President  
San Benito County Board of Education



# Minutes

## **San Benito County Board of Education** 460 Fifth Street | Hollister | CA 95023

### **Regular Meeting** **June 28, 2018**

1. The meeting was called to order by President Campbell-Garcia at 5:00 p.m. The following members were present:

Board Members Present:

Joan Campbell – Garcia, President  
Mary Anne Filice, Vice President  
Patricia Ward  
Mitch Dabo

Board Members Absent:

Guadalupe Candelaria

Staff Present:

Krystal Lomanto – Superintendent  
Monica P. Barragan – Executive Administrative Assistant/Office Manager  
Jennifer Logue – Assistant Superintendent, Educational & Administrative Services  
Shannon Hansen – Assistant Superintendent, Business Services  
Mina Canning – Director, Business Services  
Roy Sims – Technology Director  
Bill Sachau – Director, Special Education

Others Present:

Patricia Moore – Board President, Hollister School District Board of Trustees  
Dr. Lisa Andrew – Superintendent, Hollister School District  
Shana & David Velador  
Anthony & Erica Limones

2. The Pledge of Allegiance was led by Ms. Shannon Hansen.
3. Ms. Ward made a motion to not take action on board member compensation for Ms. Candelaria, was seconded by Mr. Dabo a carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None  
Absent: Candelaria
4. Recognition of Visitors – President Campbell-Garcia acknowledged and welcomed all staff and visitors.

5. **Public Comments and Presentations** – There were no public comments made.
6. **Agenda** – The agenda was approved, as amended (remove item #10 List of Temporary County Certificates) in a motion made by Ms. Ward, seconded by Ms. Filice and carried by the following vote:  
 Yes: Campbell-Garcia, Dabo, Filice, Ward  
 No/Abstain: None  
 Absent: Candelaria
7. **Approval of Minutes** –The June 14, 2018 meeting minutes were approved, with a motion made by Mr. Dabo, seconded by Ms. Filice and carried by the following vote:  
 Yes: Campbell-Garcia, Dabo, Filice, Ward  
 No/Abstain: None  
 Absent: Candelaria
8. **Appeal Hearings Regarding Denial of Request for Interdistrict Transfer:**

**8.1 Hollister School District/ Tres Pinos Union School District**

The appeal hearing began 5:04 p.m. President Campbell-Garcia noted that the Board could not receive new information that was not included in the board packet.

Mr. Velador explained to the board his reason for requesting an Interdistrict Appeal Hearing to Tres Pinos Union School District.

Dr. Lisa Andrew explained the reason for Hollister School District’s decision to deny the Interdistrict Attendance Permit.

There was no one in attendance from Tres Pinos Union School District

There being no further discussion, President Campbell-Garcia polled the board members on whether the appeal regarding denial of Request for Interdistrict transfer shall be approved. The board members voted as follows: Mr. Dabo –No; Ms. Filice – No; Ms. Ward – No; Ms. Campbell-Garcia – No.

President Campbell-Garcia announced that the appeal was denied based upon the majority vote of board members present. The hearing closed 5:19 p.m.

**8.2 Hollister School District/ Gilroy Unified School District**

The appeal hearing began at 5:20 p.m. President Campbell-Garcia noted that the Board could not receive new information that was not included in the board packet.

Mrs. Limones explained to the board her reason for requesting an Interdistrict Appeal Hearing to Gilroy Unified School District.

Dr. Andrew explained the reason for Hollister School District’s decision to deny the Interdistrict Attendance Permit.

There was no one in attendance from Gilroy Unified School District.

There being no further discussion, President Campbell-Garcia polled the board members on whether the appeal regarding denial of Request for Interdistrict transfer shall be approved. The board members voted as follows: Mr. Dabo – No; Ms. Filice – No; Ms. Ward – No; Campbell-Garcia – No.

President Campbell-Garcia announced that the appeal was denied based upon the majority vote of board members present. The hearing closed 5:31p.m.

### **REPORTS/ INFORMATION**

9. **Board Correspondence** – There was no board correspondence.

### **DISCUSSION/ACTION ITEMS**

10. **Approve Local Control Accountability Plan (LCAP)** – Ms. Logue reported a reduction in the Supplemental and Concentration Grant Funds to \$72,026. The LCAP was approved, as amended, with motion made by Mr. Dabo, seconded by Ms. Ward and carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None  
Absent: Candelaria
11. **Adopt 2018-2019 Budget** – Ms. Hansen provided an overview of the budget highlights for 2018-2019. The budget was approved with a motion made by Ms. Ward, seconded by Ms. Filice and carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None  
Absent: Candelaria
12. **Approve Resolution No. 17-18-25 Education Protection Account** – The resolution was approved with a motion made by Ms. Filice, seconded by Mr. Dabo and carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None  
Absent: Candelaria
13. **Approve Board Policies: Second Reading Series 5000 Students** – The board policies were approved, with a motion made by Ms. Filice, seconded by Ms. Ward and carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None  
Absent: Candelaria
14. **Approve 2018-2019 San Benito County Office of Education Consolidated Application and Reporting Systems** – The application was approved with a motion made by Mr. Dabo, seconded by Ms. Ward and carried by the following vote:  
Yes: Campbell-Garcia, Dabo, Filice, Ward  
No/Abstain: None

Absent: Candelaria

15. **Future Agenda Items** – Board Evaluation Workshop, First Reading board policies
16. **Next Board Meeting Date:** July 12, 2018 at 1:00 p.m. Board Workshop at 12:00 p.m.
17. There being no further business to discuss, meeting was adjourned at 5:57 p.m. with a motion made by Ms. Ward and seconded by Ms. Filice.

---

Krystal Lomanto, Superintendent  
San Benito County Office of Education

---

Joan Campbell-Garcia, President  
San Benito County Board of Education

**Meeting Date:** July 12, 2018

**Item Title:** San Benito County Office of Education Department Goals Update

**Item type:** Information

**Background:** The San Benito County Office of Education has developed goals and objectives in order to provide focused support services that are measurable. Each department has completed goals that are aligned with their focus area.

**Fiscal Implications:** None

**Recommendation:** None

**Submitted by:** Krystal Lomanto, Superintendent

Approved for Submission to the Board of Education: *Krystal Lomanto*

Krystal Lomanto, Superintendent

**San Benito County Office of Education  
2017-2018 Goals & Objectives**

**Superintendent**

**Name: Krystal Lomanto  
Title: Superintendent of County Schools**

**GOAL 1: By June of 2018, review, update and revise the County Office of Education web page to ensure all information is current and relevant in order to provide a suitable communication tool for the public.**

<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
<p>Work with Director of Technology to continue to format the SBCOE web page.</p> <p>Work with the administrator team to provide relevant and important information for each department that will be displayed on the SBCOE web page.</p>	<p>Review the established organizational chart for each department to include names, job titles and summary of services.</p> <p>Each department will determine what links/resources should be included for their department.</p> <p>Meet to go over layout and design of web page and discuss each area and update as needed.</p> <p>Work with Alternative Education to establish design and website information about our programs</p>	<p>September – May 2018</p>	<p>The Web page is complete when all departments have updated their pages, including relevant information</p>	<p>Each department is working specifically with Mr. Sims to provide updated information on the webpage. The administrative team has decided on an agreed upon process.</p>

Superintendent

<b>GOAL 2: Develop a communications plan with the Administrative team so that the SBCOE may ensure that we are able to appropriately communicate our responsibilities to our districts, our families and our community.</b>				
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
Work with administrators to develop an internal and external communication plan.	<p>Develop internal communication plan for all employees so all sites are consistent. Collaborate during cabinet view other communication plans and come up with expected plan.</p> <p>The SBCOE will share the internal communication plan with each site during a staff meeting to clearly discuss expectations.</p> <p>Develop external communication plan on how we can best communicate with our districts, our community and our own sites. Discuss and develop during cabinet.</p> <p>i.e.,</p> <ul style="list-style-type: none"> <li>-Newsletter per department to provide pertinent info to districts and board members</li> <li>-Internal newsletter for our staff</li> <li>-Newspaper articles</li> <li>-Facebook and twitter- Public Relations</li> <li>- Develop Marketing strategies</li> </ul>	<p>August - September</p> <p>September- October</p> <p>On-going all year</p>	<p>Internal Communication Plan completed.</p> <p>Evaluation at the end of the school year.</p>	<p>Completed internal communication plan that all employees have been provided with. Each site has gone over the plan with their employees and provided the handout.</p> <p>Have complete external communication plan. The administrative team has viewed and discussed during cabinet and most recently at the administrative retreat.</p> <p>The administrative team completed press releases each month (from January- July) the highlighting what the SBCOE is responsible for. The SBCOE has also utilized Facebook and Twitter to provide information to the community.</p> <p>The SBCOE hosted a</p>

Superintendent

<p>County Fair Booth and it was very successful. The Booth won first place and was a team effort with many employees involved. The SBCOE also together a Lights on Celebration float. We had a float full of employees and it was positive exposure in the community.</p>	<p>The SBCOE also participated in the City of Hollister's "Kids Day at the Park." Again, this provided the opportunity for the SBCOE to engage with families in the community.</p>	<p>The administrative team has attended all but 9 of the 11 district board meetings to introduce ourselves and provide information.</p>

**GOAL 3: Work with the SBCOE administrative TEAM to engage in team -building activities, provide guidance and support so that we function as a successful, organized, and efficient TEAM.**

Superintendent



Objective	Activities	Timeline	Measurable Indicators	Progress/Dates
<p>Develop an administrative workshop that focuses on team building, trust and developing a common vision. Review and discuss the 5 principles of an exemplary leader. Utilize the Strengths Finder 2.0 book and activities throughout the year during cabinet.</p>	<ul style="list-style-type: none"> <li>- July 17-18, 2017 administrative retreat</li> <li>- Review Strengths Finder 2.0 during weekly cabinet meetings</li> <li>- Host quarterly team building activities</li> </ul>	<p>July 2017 – June 2018.</p> <p>July 2017 – June 2018.</p>	<p>Use Strengths Finder 2.0 as our guide throughout the year</p>	<p>The SBCOE hosted an administrative workshop out of town and focused on Strength Finders 2.0</p> <p>Have hosted several administrative TEAM building gatherings including a holiday gathering at the County Superintendent's home.</p>
<p>Host cabinet meetings weekly with the entire team and with individual cabinet members to discuss specific information pertaining to their department.</p>	<ul style="list-style-type: none"> <li>- Weekly Cabinet meetings that include nuts and bolts/information discussion as well as team building activities using the Strengths Finder 2.0</li> </ul>			<p>Have held weekly cabinet meetings that included both nuts and bolts conversations, 5 characteristics of exemplary leaders, and Strengths Finder 2.0 review.</p> <p>The SBCOE also hosted a mid-year review with the administrative team in which the team identified both strengths and growth areas as a TEAM.</p>
<p><b>GOAL 4: SBCOE will innovatively, efficiently, and effectively fulfill all statutory and mandated responsibilities.</b></p>				
Objective	Activities to accomplish the	Timeline	Measurable Indicators	Progress/Dates

Superintendent

<p>SBCOE will provide LCAP technical assistance to all districts to ensure that they are analyzing data, reviewing and revising their LCAPs so that they meet the required statutes by May of 2018.</p> <p>SBCOE will review each district budget as required by AB 1200. These activities include conducting reviews, examinations, and audits of districts, and providing written notifications of the results, at least annually, on the fiscal solvency of the districts with disapproved budgets, qualified or negative certifications, or districts facing fiscal uncertainty.</p> <p>The SBCOE will complete the Williams</p>	<p><b>goal</b></p> <p>Hold bi-monthly technical assistance meetings as well as hold one-on-one meeting to provide more intensive support throughout the school year.</p> <p>The SBCOE Assistant Superintendent of Business Services will hold monthly CBO meetings to provide appropriate guidance, training and collaboration for our districts to be fiscally solvent.</p> <p>Superintendent's monthly meetings will have a standing fiscal update agenda item.</p> <p>SBCOE will continue to work with the County Treasury/Controller/Auditor to ensure the accuracy of the school service fund. The SBCOE will continue to work collaboratively with the County to ensure the GL's are received from the County in a timely manner to perform monthly cash reconciliation.</p> <p>Districts are notified in August if they will be visited.</p>	<p>September - May 2018</p> <p>September 2017-June 2018</p> <p>August 2017- November</p>	<p>Evaluation tool provided to Districts as well as the detail to the clarification letters sent by August 15, 2018.</p> <p>Monthly agenda and evaluation completed by CBO's and Superintendent's at the end of the year.</p>	<p>The SBCOE hosted monthly PLN collaborations with our districts to provide information and support with their LCAPs.</p> <p>All letters were sent out to our districts in a timely manner. Clarification letters and final approval letters were provided. This is still an area of focus as we had to provide "conditional budget approval" letters because many of our districts did not submit their LCAPs within the provided timeline.</p> <p>The superintendent continues to hold monthly superintendent collaborations and provided up-to-date information in regards to LCAP and budget information.</p> <p>The SBCOE has put in to place on-going policies</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Superintendent

<p>requirements each year during the established time frame. The SBCOE will verify the sufficiency of textbooks, the condition of the facility, teacher misassignments /teacher vacancies, and the accuracy of the data reported on the school accountability report card.</p>	<p>A letter will be generated and sent to each district with the report included.</p> <p>The county superintendent will visit each school across the county.</p>	<p>2018</p> <p>September 2017- May 2018</p>	<p>and procedures to ensure accuracy for our districts in regards to cash reconciliation.</p> <p>The Williams requirements were followed and completed within the required timeline.</p> <p>The county superintendent continues to visit schools across the county. The county superintendent visited each school at least once across the county.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**GOAL 5: The SBCOE will collaborate with school districts, governmental agencies, and community-based organizations to increase student achievement and to enhance the development of youth in our county.**

<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
<p>The SBCOE will host a dynamic Professional Development program for our alternative education sites and districts that allows for collaboration.</p> <ul style="list-style-type: none"> <li>-NGSS</li> <li>-Instructional Technology</li> <li>-Instructional Leadership Series</li> <li>-MTSS</li> <li>- Math Talks</li> </ul>	<p>See SBCOE PD Calendar-</p>	<p>September- May 2018.</p>	<p>Evaluation at the end of each workshop offered as well as end of your overall evaluation provided to our districts.</p>	<p>The SBCOE provided an end-of-year survey to determine if the PD offered met the needs of our districts and our own sites (Ed Services report).</p> <p>Several of the PD programs have had low attendance and some have been very successful. This is a focal</p>

Superintendent

<p>-B.E.L.I.E.F -Trauma-Informed Compassionate Classroom -Restorative Justice -Curriculum development</p> <p>The SBCOE will host the Foster Youth Collaborative to support the needs of our district as they serve their foster youth.</p> <p>The SBCOE will continue to lead the SBCOE Literacy Initiative “Building Bridges 2 Literacy” by continuing to utilize the FS2B program for our districts, partners and our community.</p>	<p>Foster Youth Collaborative meetings Educational Liaison will work closely with our districts to ensure Foster Youth are being served appropriately.</p> <p>Continue to write grants to help fund the project.</p> <ul style="list-style-type: none"> <li>-Continue to host parent workshops in English and Spanish.</li> <li>-Attend Back to School nights to share FS2B flyer with families.</li> <li>-Attend Farmer Markets to pass out flyers to the community.</li> <li>-Meet with individual business owners to ascertain sponsorships.</li> <li>-Continue to host a dynamic Literacy Collaborative to keep the community involved with the Building Bridges to Literacy SBCOE initiative.</li> </ul>	<p>August – May 2018</p> <p>Literacy Collaborative meetings- quarterly</p>	<p>Use data build into the program as well as benchmark and CAASP scores.</p>	<p>point going into 2018-2019.</p> <p>Dr. Coronado works closely with our Educational Liaison to ensure proper support is provided to our districts in regard to foster youth support. An evaluation was provided to each district to determine the strength and growth areas of the SBCOE Foster Youth collaboration. The SBCOE hosted a successful VAPA Academy for two weeks in June.</p> <p>The SBCOE has continue to focus on rolling out FS2B to the community. Below is a list of accomplishments:</p> <ul style="list-style-type: none"> <li>- Committed Literacy Collaborative</li> <li>- United Way, Community Foundation and Target grants</li> <li>- Focus on pre-schools-</li> <li>- HSD is using</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------	-------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Superintendent

<p>The SBCOE will work Youth Alliance to roll out the Restorative Justice program at the Alternative Education Sites.</p> <p>Roll out the Trauma Informed practices for our alternative education sites and county-wide so that our educators are able to identify the signs, symptoms, and associated factors of complex trauma and the effects on the developing brain.</p>	<ul style="list-style-type: none"> <li>- Sign MOU to establish fulltime employee at the Alternative Education Site by September 1, 2017</li> <li>- Provide staff development time to complete staff circles that will then move into the classroom</li> <li>-Hold a strategic planning session to outline training and time line.</li> <li>-Research and establish appropriate presenters to bring to the County</li> <li>-Establish Dates that will allow staff to attend so we may maximize two full day presentations for our educators.</li> </ul>	<p>August 2017- May of 2019 (two year MOU)</p> <p>October 2017 March 2018</p>	<p>Workshop Evaluations</p>	<p>FS2B with all TK-K students</p> <ul style="list-style-type: none"> <li>- Students crushed the summer 3-million-word challenge over the summer by reading close to 7 million words!</li> </ul> <p>The SBCOE in collaboration with Youth Alliance has rolled out the full Restorative Justice program. The Coordinator is on-site and provides weekly training RJ circles with the staff. The coordinator continues to go into classrooms to provide RJ circles as well as provide RJ circles with the principal with specific students.</p> <p>The SBCOE hosted 2 RJ workshops for the staff and community.</p> <p>The SBCOE in collaboration with Youth Alliance completed a “community event” that allowed staff to join the RJ circle and then learn about RJ after being a part of the circle.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	---------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Superintendent

The SBCOE has provided 3 different Trauma Informed workshops. One was specific to alternative education staff and two were offered county wide. Both were well-attended and received.

The county superintendent is being trained in NeuroRelational Framework in collaboration with First 5. The county superintendent will be a trainer or trainer after completing the curriculum.

Superintendent

**San Benito County Office of Education  
Goals and Objectives  
2017-2018**

**Business Services**

**Name: Shannon Hansen  
Title: Assistant Superintendent, Business Services**

<b>GOAL 1: We will develop tools and processes that will promote consistent &amp; effective communication both internally and externally.</b>				
<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
1. Improve communication internally and externally	1. Weekly staff meetings & monthly business service meetings	07/17	1. Scheduling of Weekly Meeting and the follow-up and engagement of agenda items	Weekly staff meetings and monthly CBO meetings are held and issues are discussed - Implemented
2. Clear communication of deadlines	2. Create calendars for internal and external users of fiscal deadlines	07/17	2. Distribution of calendars	Continue to provide fiscal calendars - Completed
3. Develop user friendly budget documents and that gives the reader an easy understanding of the current fiscal position	3. Create documents that focus on priority areas, revenues, expenditures, and fund balance	07/17	3. Annual, interim, year-end and financial software reports	Statutory deadlines

Business Services

<b>GOAL 2: We will improve the accuracy and timeliness of accounting transactions to ensure that all deadlines are met.</b>				
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
1. Timely postings of accounting transactions	1. Establish monthly deadlines for cash postings AP, AR, & Payroll	07/17	1. Established deadlines are met with accuracy	Processed in a timely manner - Implemented
2. Meet deadlines for annual and interim budget reporting	2. Insure adequate staffing and skills needed to complete assigned accounting task as well as provide opportunities for training	07/17	2. Established deadlines are met with accuracy	Continued monitoring as needed (new staff) – In progress
3. Meet Year-End Close deadlines	3. Monitor closing documents and postings	07/17	3. Established deadlines are met with accuracy	Deadlines met for year-end close – Year End 2016/2017 deadlines met
4. Timely reconciliations of cash accounts	4. Create reconciliation spreadsheets and monitor monthly	07/17	4. Accounts are reconciled and reviewed on monthly basis	Quarterly reviews at CBO meetings – <b>Staff is not able to reconcile due to lack of timely information</b>
5. Timely reconciliation of payroll clearing accounts	5. Quarterly review and reconciliation of payroll clearing	01/18	5. Payroll clearing accounts are reviewed and reconciled quarterly	<b>Cursory review in progress</b>

Business Services



6. Insure proper internal control	accounts (9XXX's) 6. Document current internal controls, segregation of duties	07/17	6. Segregation of controls and desk procedures are documented	Binders have been created with desk procedures that are continually monitored and updated (live document), additionally, several department procedures are stored on the "R" drive
<b>GOAL 3: We will streamline processes and avoid overspending by utilizing our current technology to implement position control and continued use of budget blocking.</b>				
1. Implement Position Control  2. Continued use of budget blocking	Activities 1. Phase I Training  2. Maintain budget blocking and train staff as needed	Timeline 07/17  07/17	Measurable Indicators 1. Budgets and forecast for salaries can be utilized by using the system.  2. Encumbrances are blocked if sufficient funds are not available.	Progress/Dates Worked with SCCOE to move to full implementation, trainings scheduled and attended, working on monthly monitoring of information Continuous implementation

Business Services

**GOAL 4: We will engage in Professional Development activities to enhance skills and abilities.**

<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
1. Staff Development within the department and the county business departments	1. Provide QSS COE based trainings	08/17	1. Continuance of classes offered based on feedback from the participants	Trainings were held during the 2017/2018 fiscal year (available for review if needed)
2. Support staff professional development to improve skill set	2. Attend position related trainings within the state	08/17	2. Individual confidence and empowerment	Staff attended many trainings related to payroll, QSS, STRS/PERS, AP, and budget
3. Field trips to school sites on an annual basis	3. Visit each school site	08/17	3. Building relationships/trust to promote the COE; understand the district/site perspective	Attended the big four sites (two for HSD were for Dr. Seuss Day)
4. Departmental cross training	4. Monthly review of desk duties at Finance Staff meetings	08/17	4. Staff support and cross trained and processes reviewed	Weekly review at finance meetings, cross training in progress

**San Benito County Office of Education  
2017-18 Goals & Objectives**

**Educational Services**

**Name: Jennifer Logue, Rosa E. Coronado, Charles Oles, Colleen Myers,  
Title: Assistant Superintendent, Educational & Administrative Services**

**GOAL 1: Build the capacity of the districts in San Benito County to improve student learning.**

<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
San Benito County Office of Education will provide Professional Development and Technical Assistance opportunities for the teachers and administrators in San Benito County	<ol style="list-style-type: none"> <li>Continue ongoing PD including: <ul style="list-style-type: none"> <li>NGSS</li> <li>Instructional Leadership</li> <li>ELA/ELD strategies</li> <li>Arts</li> <li>Instructional Technology</li> <li>Math Talks</li> <li>CA Preschool Network</li> <li>MTSS (see additional)</li> </ul> </li> <li>Continue TA for districts in: <ul style="list-style-type: none"> <li>Title III</li> <li>Williams compliance</li> <li>LCAP (see additional)</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>September through May</li> <li>September through May</li> <li>August through May</li> <li>September through May</li> <li>September through May</li> <li>Ongoing</li> <li>Ongoing</li> <li>January and</li> </ol>	<ol style="list-style-type: none"> <li>Agendas, schedule of trainings, materials</li> <li>Agendas, Schedule of trainings, materials</li> <li>Agendas, district LCAPs, District data reports, FIA/FIT</li> <li>Agendas, Schedule of trainings, materials</li> <li>Agendas, Schedule of trainings, materials</li> <li>Agendas, Schedule of trainings, materials, CASSPP scores</li> </ol>	<ol style="list-style-type: none"> <li>The following were held this year <ul style="list-style-type: none"> <li>Two strands (6 sessions each) of NGSS-one introductory and one intermediate</li> <li>Instructional Leadership-4 sessions</li> <li>ELA/ELD strategies-6 sessions</li> <li>Arts Workshop-7 sessions</li> <li>Instructional Technology-7 sessions</li> <li>Math Talks-7 sessions</li> <li>CA Preschool Network-8 sessions</li> <li>Protect Training on Human Trafficking</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• MTSS (see additional)</li> </ul> <p>3. Provide Rural school districts with</p> <ul style="list-style-type: none"> <li>• Monthly Rural Principals Meetings</li> <li>• Curriculum support</li> <li>• Assessment support</li> </ul> <p>4. Provide countywide collaborative/Communities of Practice for Mathematics and science</p> <p>5. Hold quarterly meetings with district C &amp; I administrators</p> <p>6. Work with Region 5 Science and Math Communities of Practice groups to support districts in implementing effective science and math instruction</p> <p>7. Assess the effectiveness of each workshop/training.</p> <p>8. Send out a PD survey</p>	<p>March</p>	<p>7. PD Assessment Results</p> <p>8. PD Survey Results</p>	<p>3/30</p> <p>2. The following Technical Assistance has been made available to districts</p> <ul style="list-style-type: none"> <li>• LCAP</li> <li>• MTSS</li> <li>• Title III</li> <li>• Williams</li> <li>• TUPE</li> <li>• Education of Homeless Children and Youth</li> <li>• Foster Youth Coordinating Services Program</li> </ul> <p>3. Rural Principals Mtgs held 8/16/17; 9/20/17; 10/18/17; 11/15/17; 1/17/18, 2/21, 3/21, 4/18, 5/23</p> <p>4. Not completed based on district feedback</p> <p>5. C&amp;I Meetings held in September 25 &amp; January 8, March 28</p> <p>6. Director of C&amp;I and Assistant Superintendent attended statewide Communities</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------	-------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>of Practice in Math and Science. Four districts from San Benito attended trainings in Science. A Regional Math conference focusing on Social Justice in Mathematics was held June 19 with participants from several San Benito County districts.</p> <p>7. Evaluations are given at some of the meetings, but we are developing a new evaluation document that will give us a better idea of how participants learned about the training, why they attended, what they liked and what they would like changed.</p> <p>8. Districts were surveyed in February at the PLN and through an online survey. Districts indicated they would like to see PD offered for History-Social</p>				
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

<p>San Benito County Office of Education will ensure the coordination and delivery of services and collaboration between districts and community partners so Foster Youth and Homeless students receive a cohesive education that mirrors the general population</p>	<p>1. Hold monthly Foster Youth Services Coordinating Program Executive Advisory Council meetings</p> <p>2. Provide training and TA districts and community partners:</p> <ul style="list-style-type: none"> <li>• AB 490 Training</li> <li>• Trauma Informed Practices</li> <li>• Foster Focus</li> <li>• Continuum of Care Reform</li> </ul> <p>3. Provide information and materials to schools to help ensure that office staff, counselors and administration understands Foster Youth rights and the responsibilities of schools. Provide information to Foster Youth regarding their rights.</p> <p>4. Partner with community organizations to provide materials and supplies to Foster Youth and Low-</p>	<p>1. July through June</p> <p>2. September through May</p> <p>3. Ongoing</p> <p>4. Ongoing</p> <p>5. September</p> <p>6. Ongoing</p>	<p>1. Agendas, materials of trainings, materials</p> <p>2. Materials</p> <p>3. Agendas, Schedule of meetings, materials</p> <p>4. Foster Focus Data</p> <p>5. Agendas, Schedule of offering, materials</p>	<p>Science, Trauma-Informed Practices, VAPA, PBIS</p> <p>1. Foster Youth Services Coordinating Program Executive Advisory Council meetings held 8/16; 9/20; 10/18; 11/15; 1/17; 2/21; 3/21; 4/18; 5/23</p> <p>2. The following Technical Assistance and Training was provided to districts</p> <ul style="list-style-type: none"> <li>• AB490 and Continuum of Care Reform-during EAC meetings, via emails, visits and calls</li> <li>• Blueprint Conference for Success-October 2017.</li> <li>• Trauma Informed Practices-October 19, 2017 and May 18, 2018</li> <li>• Foster Focus webinars: 8/10/17, 10/18/17, 2/8/18 with child welfare data</li> </ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Income Pupils. (Ex, Stuff the Bus Campaign, School Supply Kits with United Way)</p> <p>5. Implement Foster Focus Liaisons and school personnel in the education of Homeless through</p> <ul style="list-style-type: none"> <li>• Monthly school/district/community liaison meetings</li> <li>• Offer LEAs PD</li> <li>• Offer LEAs TA</li> <li>• Serve on SBC Homeless Planning group</li> </ul>			<p>upload complete.</p> <p>3. Materials were given to school sites. Materials explain the rights of Foster/Homeless Children Youth and the role of schools as well as the Foster Youth/Homeless Education Toolkits.</p> <p>4. SBCOE provided school supplies through its partnership with United Way's Stuff the Bus event on 8/5/17 and the SBCOE's August Back to School Social on 8/4/17 where we provided school supplies, dental and hygiene /feminine hygiene kits</p> <p>5. Foster Focus district/community partner trainings have taken place (see above) and the Social Services data update has been completed. During February's training the SBCOE, in</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>San Benito County Office of Education will provide a Professional Learning Network (PLN) to build capacity, promote deeper learning and support</p>	<p>1. Host twice monthly LCAP PLN Meetings focusing on the CA School Dashboard, developing goals, determining and collecting data, assessing data and</p>	<p>4. September through May 2. August</p>	<p>1. Agendas, district LCAPs, meeting materials and handouts 2. PLN Contract, agendas, meeting</p>	<p>collaboration with districts, determine data elements needed and authorized district users. 6. Homeless Liaison Meetings • McKinney-Vento Homeless Education-Fall 2017 • Homeless Liaison Training-December 7, 2017 and April 19, 2018 7. Educational Liaison serves on SBC Homeless Planning groups and San Benito County Wellness Coalition. 8. Held Visual and Performing Arts Summer Academy for 40 Foster/Homeless/Migrant students.</p>
<p>San Benito County Office of Education will provide a Professional Learning Network (PLN) to build capacity, promote deeper learning and support</p>	<p>1. Host twice monthly LCAP PLN Meetings focusing on the CA School Dashboard, developing goals, determining and collecting data, assessing data and</p>	<p>4. September through May 2. August</p>	<p>1. Agendas, district LCAPs, meeting materials and handouts 2. PLN Contract, agendas, meeting</p>	<p>1. LCAP PLN Meetings were held the first and third Wednesday of each month Sept-Nov and Jan-May. Topics covered included</p>



<p>continuous improvement in San Benito County schools</p>	<p>making decisions based on data to increase student achievement</p> <ol style="list-style-type: none"> <li>Attend statewide PLX Meetings to build SBCOE capacity in the areas of Improvement Science and Implementation Science</li> <li>Participate in the Statewide LCAP Director's Meetings to share and gather ideas about LCAP</li> </ol>	<p>through June</p> <ol style="list-style-type: none"> <li>August through June</li> </ol>	<p>materials and handouts, district LCAPs, district data reports</p> <ol style="list-style-type: none"> <li>Agendas, training materials and handouts, district data reports, district LCAPs</li> </ol>	<p>Improvement Science techniques, Uploading Local Indicators to School Dashboard, LCAP Addendum, Budget and LCAP and analysis of data</p> <ol style="list-style-type: none"> <li>Assistant Superintendent attended monthly PLX meetings in Pleasanton; Dir of C&amp;I and Asst Supt attended Improvement Science Trainings in Tulare and are using what was learned to help districts identify possible solutions to increase student achievement.</li> <li>Dir of C&amp;I attended LCAP Director's Meetings quarterly.</li> </ol>
<p>San Benito County Office of Education will provide technical assistance and training so that districts across Region 5 develop their capacity to develop an effective Multi-Tiered System of Support</p>	<ol style="list-style-type: none"> <li>Complete all Regional Lead duties necessary for districts to implement MTSS.</li> <li>Work with districts in San Benito county to apply participate in Cohort 1, 2, or 3 grants,</li> </ol>	<ol style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>Agendas, MTSS logs</li> <li>Cohort Grant Award letters, sign-in sheets from PD</li> <li>Agendas, training materials and</li> </ol>	<ol style="list-style-type: none"> <li>Asst Supt has attended all State and Regional SUMS/MTSS meetings, worked with districts to apply for and receive SUMS grants; coordinated</li> </ol>

(MTSS) for all students.	3. Work with the Swift Team to provide MTSS PD for Region 5.		handouts, district data reports, FIA/FIT, MTSS logs	<p>trainings for Cohort 1 and 2 Grant Awardees; established SBCOE MTSS teams with regular meetings.</p> <p>2. All districts have received a SUMS grant: Southside and Alt Ed sides received grant for Cohort 1; HSD, SBHSD, Tres Pinos, Cienega, Bitterwater; Jefferson, Panoche, Willow Grove received grant for Cohort 2; ASJUSD and NCJUSD received grants for Cohort 3.</p> <p>3. SBCOE team worked with the other members of Region 5 and the Swift Team to hold trainings for Cohort 1 (fall 2017) and 2 (spring 2018). Cohort 3 trainings are scheduled for fall of 2018</p>
<b>GOAL 2: The San Benito County Office of Education will increase student achievement and educational access for students who are directly served by the COE.</b>				
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>

<p>San Benito County Office of Education will create a culture focused on increasing student achievement for all students</p>	<ol style="list-style-type: none"> <li>1. Continue to implement the Restorative Justice program at each Alt Ed site</li> <li>2. Provide staff with professional development including training on data collection for instructional programs, current standards (CCSS, NGSS) and instructional strategies and trauma informed training.</li> <li>3. Staff will use established PLCs to analyze data, plan lessons, and determine instructional strategies to use to help students learn the material.</li> <li>4. Develop a testing plan that includes the use of Practice Tests, Interim Assessments and benchmarks to prepare students for the CAASPP</li> </ol>	<ol style="list-style-type: none"> <li>1. August through May</li> <li>2. August through May</li> <li>3. Ongoing</li> <li>4. September</li> </ol>	<ol style="list-style-type: none"> <li>1. Training agendas and schedule, materials, Schoolwide rules, discipline data</li> <li>2. Staff meeting agendas and materials, schoolwide data reports for each program</li> <li>3. PLC Agendas, benchmark data, lesson plans</li> <li>4. Assessment results from Star 360, SBAC Practice and Interim Assessments Schoolwide Testing Plan, SBAC test results</li> </ol>	<p><b>1. Restorative Justice implementation included the following:</b></p> <ul style="list-style-type: none"> <li>• Weekly RJ circles with alt ed staff- first run by RJ coordinator, then by staff</li> <li>• Developed and used RJ Student Code of Conduct beginning in January 2018</li> <li>• In January, Established Student Family Support Unit (SFSU) that holds weekly collaboration meeting with parents, students, counselor, principal, and teachers- January to June 2018</li> </ul> <p><b>2. Staff PD was offered 3 days a week after school during first semester and included Curriculum mapping, lesson building, STAR 360 analysis, Transition strategies and Google</b></p>
-------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Classroom. Second semester Thursday trainings focused on STAR 360 data, grouping of students, CAASPP assessment training and MTSS work</p>	<p>3. A data wall was established, student groups were organized, and data analysis was used to guide instruction/lesson plans. Additional work in this area will continue for next year.</p>	<p>4. An assessment plan was developed that included timelines for Benchmark Assessment and CAASPP Practice test administration. Students are assessed through Star 360 in English and Math. Students showed growth in both areas on Star 360 assessments.</p>	

**San Benito County Office of Education  
2017-18 Goals & Objectives**

**Human Resources**

**Name: Jennifer Logue**  
**Title: Assistant Superintendent, Educational & Administrative Services**

<b>GOAL 1: Ensure that San Benito County Office of Education Human Resources policies and practices meet all legal requirements</b>				
<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
San Benito County Office of Education will develop and implement processes to ensure the smooth operation of the Human Resources Department	<ol style="list-style-type: none"> <li>1. Assess current processes in place</li> <li>2. Work with the HR Department and other departments to revise, develop or keep procedures and processes that ensure smooth operations</li> <li>3. Use Office 365 to keep track of current documents including processes, job descriptions</li> <li>4. Meet monthly with the SBCOE Business Department to ensure HR and Business processes are aligned</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. October</li> <li>4. Monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. Written processes and procedures</li> <li>2. Written processes and procedures</li> </ol>	<ol style="list-style-type: none"> <li>1. Assessed Hiring and Onboarding Process; Substitute onboarding Process; Aesop Reporting Process with Campus Users</li> <li>2. Revised and finalized Hiring and Onboarding process for regular employees and substitutes. Collaborated with Campus Users to revise Absence Reporting Processes and Form.</li> <li>3. Forms, processes and job descriptions have been uploaded into electronic folders in Office 365. Updated</li> </ol>

				<p>documents are added to an electronic folder as they are revised.</p> <p>4. Established monthly HR/Business Meetings. Discussed Position Control, QSS procedures, Worker's Comp, Leaves, and other processes that involve HR and Business.</p>
<p>San Benito County Office of Education will collaborate with the SBCOE Business Department to implement Position Control through QCC</p>	<ol style="list-style-type: none"> <li>1. Verify that all information in QCC is accurate and up-to-date</li> <li>2. Develop and implement systems and processes that provide opportunities for internal audits of information in QCC</li> <li>3. Implement Position Control</li> </ol>	<ol style="list-style-type: none"> <li>1. August/September</li> <li>2. Ongoing</li> <li>3. January</li> </ol>	<ol style="list-style-type: none"> <li>1. QCC reports and procedures</li> <li>2. Written processes</li> <li>3. Position control reports</li> </ol>	<ol style="list-style-type: none"> <li>1. Audited QCC twice this year and made corrections.</li> <li>2. Developed processes for auditing the EA and W-4 Screens in QCC.</li> <li>3. Asst Supt of Business and Asst Supt of Ed/Admin Services attended 2-day QCC training. Currently ensuring all data is reviewed and accurate in the system.</li> </ol>

<p><b>GOAL 2: Ensure that districts across San Benito County know and understand current Human Resources practices so they are able to meet all legal requirements</b></p>				
<p><b>Objective</b></p>	<p><b>Activities to accomplish the goal</b></p>	<p><b>Timeline</b></p>	<p><b>Measurable Indicators</b></p>	<p><b>Progress/Dates</b></p>
<p>San Benito County Office</p>	<p>1. Hold countywide Human</p>	<p>1. October,</p>	<p>1. Agendas and</p>	<p>1. Countywide HR</p>

<p>of Education will communicate Human Resources Department roles and responsibilities to SBC school districts.</p>	<p>Resources Meetings quarterly</p> <ol style="list-style-type: none"> <li>2. Communicate with districts about the roles and responsibilities of HR departments</li> <li>3. Provide resources and best practices to districts concerning Human Resources</li> </ol>	<p>December, February, April</p> <ol style="list-style-type: none"> <li>2. ongoing</li> <li>3. ongoing</li> </ol>	<p>minutes</p> <ol style="list-style-type: none"> <li>2. email, agendas, HR newsletter</li> <li>3. email, agendas, HR newsletter</li> </ol>	<p>Meeting held quarterly—9/6/17; 12/4/17; 1/8/18; 2/10/18; 4/9/18</p> <ol style="list-style-type: none"> <li>2. Communication about roles and responsibilities, updates from CDE and CTC and collaborative problem solving took place in countywide meetings. Additional information is emailed out as necessary.</li> <li>3. Held FRISK Training through the Leadership Series. Best practices and resources was provided during countywide HR meetings. The first San Benito County Recruitment Fair was held in May.</li> </ol>
---------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**San Benito County Office of Education  
Goals & Objectives**

**Technology Department**

**Name: Roy F. Sims II**  
**Title: Technology Director**

**GOAL 1: Upgrade SBCOE fiber drop to 10 GB**

<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
<b>Upgrade SBCOE fiber drop to 10 GB</b>	<ol style="list-style-type: none"> <li>1. Continue work with CENIC, AMS, ENA, K12HSN</li> <li>2. Firewall and URL filter installed</li> </ol>	<ol style="list-style-type: none"> <li>1. December 2017</li> <li>2. December 2017</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan finalized and scope of projects clearly defined and delegated to proper entity.</li> <li>2. functioning filter and firewall with migrated and converted permissions, rules and configurations</li> </ol>	<p>Worked with all organizations to get 10GB drop installed</p> <p>Firepower Firewall installed. migrated old configurations and, permissions, and rules. We will continue to look at traffic and close security risks as we identify them.</p>

**GOAL 3: Ensure that K-12 educational institutions have the capacity, infrastructure, equipment to meet academic and business needs for effective and efficient operations and instruction.**

<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
<b>1.Look for grants and other opportunities to assist districts in attaining better technology access.</b>	<b>1. Work with grant organizations and companies to find opportunities for the various areas.</b>	<b>1. Ongoing</b>	<b>1. Increased bandwidth for district on down to the end user</b>	<b>Completed: ASJUSD NCJUSD Southside</b>



	<p>2. Continue to look for increased bandwidth and reduced rates. Internet Service Providers (ISP) or Line Access/Wireless Access companies.</p>	<p>2. Work with all potential vendors to find reduced costs. a. Erate b. Local Vendors (rural)</p>	<p>2.Ongoing</p>	<p>Tres Pinos Bitter water Jefferson Juvenile Hall Pending: Panoche Cienega Willow Grove</p>
<p>3. Disconnect old systems and services</p>	<p>3. research and pinpoint systems and services that can be or need to be disconnected.</p>	<p>3. Ongoing</p>	<p>3. Disconnections</p>	<p>Went out for Erate at Pinnacles and ECE. We will save money and have faster internet at the locations. I will have particular savings in 18-19</p> <p>Disconnecting all DS3 system, disconnecting and converting old ATT collector into new one for Pinnacles and ECE.</p>
<p><b>GOAL 4: Continue to increase SBCOE technology opportunities to offer additional services not previously available</b></p>				
<p><b>Objective</b></p>	<p><b>Activities</b></p>	<p><b>Timeline</b></p>	<p><b>Measurable Indicators</b></p>	
<p>1. Server room upgrade a. offer Software as a service (SAAS) 1. Domain controlling 2. Database hosting 3. Cloud storage</p>	<p>1. work with vendor to create plan and implement new server room restructure.</p>	<p>1. October 2016</p>	<p>1. installed and configured</p>	<p>We have continued to reshape our server room and network. We also switch our external DNS to Neustar for added security.</p>
<p>2. Xorcom- New Voip Installation a. Offer phone service to schools VIOP</p>	<p>2. With the new implementation of Xorcom we can offer hosted Viop Services.</p>	<p>2. September 2016</p>	<p>2. Connected district Opportunity: 1<sup>st</sup> Southside District. Phone system is hybrid of analog and VOIP</p>	<p>We have not used Xorcom at this point at other sites. We are going to combine NCJUSD M&amp;S.</p>

			causing many issues.	
<p><b>3. Database Hosting - Aeries</b>  a. Back up databases  b. Updates to reporting extracts  c. Assistance with State reporting and formatting  d.</p>	<p><b>3. Host Aeries databases for districts and assist with implementation.</b></p>	<p><b>Implemented</b></p>	<p><b>1. Willow grove is first fully implemented District.</b>  <b>2. Special Services Is next on full implementation</b>  <b>3. Tres Pinos has expressed interest in quote</b></p>	<p><b>We are bringing on Chamberlains and Southside this coming year. Last year we completed Tres Pinos.</b></p>
<p><b>Goal 4: Increase pertinent information distribution to the districts through various communication outlets.</b></p>				
<p><b>Objective</b></p>	<p><b>Activities</b></p>	<p><b>Timeline</b></p>	<p><b>Measurable Indicators</b></p>	<p><b>Progress/Dates</b></p>
<p>Distribution new laws, best practices, trends, and other relative info.</p>	<p>We will send out info after all TTSC meetings   Commit to intergovernmental technology meetings.   Individualized board collaborations   <b>PD Opportunities:</b>   Aeries  Calpads  Calpads in Aeries   Basic security, web etiquette.</p>	<p>On Going</p>		<p><b>We have continued to send out important information. Sent out 2 newsletters last year, intergovernmental was not reestablished.</b>   <b>PD has remained individualized for targeted acquisition of skills.</b></p>



Special Education Department Leadership Team

Name: Bill Sachau  
 Title: Director, Special Services

Name: Tarsha Foye, Ed. S  
 Title: Coordinator, Special Education

GOAL 1: Leading and Supporting the team through the Special Education Department Strategic Plan

Objective	Activities to accomplish the goal	Timeline	Measurable Indicators	MID YEAR REVIEW AUG. - JAN.	End of the Year Review FEB. - JUNE
2017.2018 Strategic Plan Review & establish objectives, and commitment.	<ol style="list-style-type: none"> <li>1. Pre-Service-Introduce Plan</li> <li>2. Monthly updates</li> <li>3. Mid-year-review &amp; data collection</li> <li>4. Year-End Review &amp; data collection, Next Steps</li> </ol>	<p>August, December May</p>	<p>Agenda, charts, staff feedback forms</p>	<p><u>Strategic Plan</u></p> <ol style="list-style-type: none"> <li>1. Introduction of Strategic Plan, our priorities and norms.</li> <li>2. Jan. Strategic Plan mid-year review and updates (feedback from all department members)</li> </ol>	<p><u>Strategic Plan</u></p> <ol style="list-style-type: none"> <li>1. Continue to review our Strategic Plan, norms and site priorities. This will carry over into the 2018.2019 school year.</li> </ol>
Follow written policy and procedures as outlined in the Special Education Department Toolbox and SELPA Handbook.	<ol style="list-style-type: none"> <li>1. Provide updated Department Toolbox with resources.</li> <li>2. Provide and review updated Plan-Ahead Guide for each department.</li> <li>3. Model the Way-Pre-service professional development e.g. exemplary report writing and IEP note taking.</li> <li>4. Plan - Ahead Guide, Student Service Logs, Report Template converted to Cloud 365.</li> </ol>	<p>Ongoing with Monthly check in</p>	<p>Completion of transition of the Special Education Department Handbook into Office 365 Cloud Toolbox</p>	<p><u>Written Policies and Procedures</u> <u>Department Meetings...</u></p> <ol style="list-style-type: none"> <li>1. Communication Plan</li> <li>2. SIRAS</li> <li>3. Who Moved My Cheese</li> <li>4. Strengthfinders</li> <li>5. Strategies for students on the Autism Spectrum</li> <li>6. Monthly Plan Ahead Guide</li> <li>7. Reports for assessments</li> </ol>	<p><u>Written Policies and Procedures</u> <u>Department Meetings...</u></p> <ol style="list-style-type: none"> <li>1. Communication Plan</li> <li>2. SIRAS</li> <li>3. Who Moved My Cheese</li> <li>4. Strengthfinders</li> <li>5. Strategies for students on the Autism Spectrum</li> <li>6. Monthly Plan Ahead Guide</li> <li>7. Reports for assessments</li> </ol>

<p>Expand the use of technology to improve department communication and the delivery of instruction to improve compliance, monitoring, and data collection</p>	<ol style="list-style-type: none"> <li>1. Communicate updated federal and state guidelines electronically and verbally via department meetings.</li> <li>2. Staff Development on Office 365 and Google Docs.</li> <li>3. Assessment Teams will begin to use Cloud to coordinate/draft integrated assessment reports.</li> <li>4. Staff will be invited to use the Google Classroom where important documents will be shared and assignments will be created</li> </ol>	<p>August In-service Implementation September 2017</p>	<p>Department Sign in sheet. Ongoing... Completed Assessment Reports We will model and discuss at our staff meetings</p>	<p>7. Monthly Plan Ahead Guide with targets for the month 8. Integrated Reports for all assessments <u>Technology</u> 1. Office 365 2. Monthly technology update, using google docs and Office 365 i.e. Attaching videos in documents, calendar expansion, 3. All staff use Outlook Calendars for Work/Student Service Schedules 4. Plan-Ahead Guide 5. Teams – Weekly notes in One Drive 6. Electronic Service Logs 7. Case management Tools via Office 365</p>	<p><u>Technology</u> 1. Office 365 2. Monthly Technology Updates...Department Meetings and Outlook Calendars...updating and sharing, needs to be more consistent 3. Team Meeting notes...electronically shared... 4. Electronic Service Logs...Shared at the end of the 2017.2018 school year by the various departments</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**GOAL 2: Building the Leadership Capacity of the Department**

<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>MID YEAR REVIEW AUG. – JAN.</b>	<b>End of the Year Review FEB. – JUNE</b>
<p>Continue to coordinate and calibrate department leadership</p>	<ol style="list-style-type: none"> <li>1. Director, coordinator, receptionist, &amp; admin assistant will continue to meet weekly.</li> <li>2. Mentors for Intern Teachers</li> </ol>	<p>Ongoing w/ monthly</p>	<p>Meeting Notes PD evaluations</p>	<p><u>Department Leadership</u> 1. Weekly Office Meetings 2. Weekly Admin. Coordination 3. Weekly Psychologist Coordination <u>Department Capacity</u> 1. Veteran Teachers Continue to Support recently credentialed teachers.</p>	<p><u>Department Leadership</u> 1. Weekly Office Meetings...Every Friday 2. Weekly Admin. Coordination...Monday <u>Department Capacity</u> 1. Veteran Teachers Continue to Support recently credentialed teachers.</p>

Continue to build department capacity				<p>2. Participation in SELPA led Professional Development i.e. Trauma Informed Practices, Dyslexia, SIRAS. Participation in Inclusion workshop.</p> <p>3. MTSS (Tarsha participated in this.)</p>	<p>2. Participation in SELPA led Professional Development i.e. Trauma Informed Practices, Dyslexia, SIRAS. Participation in Inclusion workshop.</p> <p>3. MTSS (Tarsha participated in this.)</p>
<b>GOAL 3: Recruitment &amp; Finances</b>					
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>MID YEAR REVIEW AUG. –JAN.</b>	<b>End of the Year Review FEB. –JUNE</b>
<p><b>Recruitment</b></p> <p><b>Finances</b></p>	<ol style="list-style-type: none"> <li>Ed join – Cold Call email searches</li> <li>Work with HR to improve the SLP &amp; School Psychologist hiring incentives.</li> <li>SLP - Recruitment Fairs (In State)</li> <li>Maintain University Contracts</li> <li>Continue Tuition Reimbursement Program</li> <li>LEA- Medical Billings</li> <li>Increase SARC Intake Assessment Revenue</li> <li>Work closely with the rural schools to ensure they are aware of their Special Ed spending</li> <li>Staff Mileage Monthly</li> <li>Submit all invoices on time.</li> <li>Support Transportation w/ Excess Cost Billing.</li> </ol>	<p>Summer 2017</p> <p>Fall/Winter 2017</p> <p>Ongoing w/ monthly monitoring</p> <p>December 2017</p> <p>Ongoing w/ monthly monitoring</p>	<p>For the 2018.2019 school year: replace 50% of contracted staff w/ new hires.</p> <p><b>ALL</b> staff mileage will be submitted monthly</p>	<p><u>Recruitment</u></p> <ol style="list-style-type: none"> <li>Came to a TA with Teachers union that will allow us to hire our own Psych's and SLP's.</li> <li>Schedule visits to local Universities to recruit possible candidates in conjunction with the SBCOE</li> </ol> <p><u>Finances</u></p> <ol style="list-style-type: none"> <li>Participated in a Medi-Cal Billing workshop (Bill, Tarsha, Melinda)</li> <li>Total Medi-Cal LEA reimbursement from the fiscal year 2016-17 \$115,467. Currently being used to provide counseling services to early start and pre-school students and families.</li> <li>Our SARC intakes have increased dramatically. We currently have 31 referrals. At this time last school year, we had 25.</li> </ol>	<p><u>Recruitment</u></p> <ol style="list-style-type: none"> <li>Still having difficulty attracting School Psychologist and SLP's. We were unable to hire staff for the 2017.2018 school year. We did hire one SLP for the 2018.2019 school year.</li> <li>Contacted CSUMB to work with Psychologist Interns.</li> </ol> <p><u>Finances</u></p> <ol style="list-style-type: none"> <li>Continue to participate in Medi-Cal Billing... Working very closely with their point person.</li> <li>Continue to foster the relationship with SARC (Weekly meetings). We ended the year with 43 referrals. We had approximately 13 additional referrals that SARC did on our behalf.</li> <li>Staff submitting mileage has improved but can be better.</li> </ol>

					4. Continue to encourage staff to submit mileage in a timely manner.	
--	--	--	--	--	----------------------------------------------------------------------	--

\*Updated 06.2018

**San Benito County Office of Education**

**2017-2018 Goals & Objectives**

**SELPA**

**Name:** Chris Lompa  
**Title:** SELPA Director

**GOAL 1: Review and update SELPA Live Binder to address best practice for delivery of services and procedures for legal compliance in order to provide an effective technical assistance to all LEA's.**

<b>Objective</b>	<b>Activities to accomplish the goal</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Final Progress/Dates</b>
<p>Work with the SEC team to provide feedback on current practice as well as revise state and federal aspects based on changes in education code to support requirements of the local plan.</p>	<p>-compare and contrast current policies and procedures to that of other SELPAs and required components under ed code</p> <p>-provide legal updates and templates for review to SEC, update current practice, procedures, and legal citations and eliminate dated materials as appropriate</p>	<p>9/17-6/18</p> <p>monthly</p>	<p>-Final IEE Guideline with updated provider list</p> <p>-GC/SEC monthly handouts, meeting minutes</p> <p>-PD series workshop flyers, GC and SEC agendas, certificates of training for ADR and Facilitated IEP's, final protocol templates distributed to all LEA's, PENT certification for 3 LEA's</p>	<p>-9/17-12/17-finalized revisions to IEE guidelines/procedures</p> <p>-1/18-working to revise service animal guidelines</p> <p>-Ongoing updates to sped laws and best practice including facilitated IEP's for fully included students with SD's, mental health assessment, general crisis protocol, PWN's, child find, behavior support plans and FBA's</p>

<p>-agendas, meeting minutes, draft plan distribution and final Allocation Plan Adoption</p>				<p>-Allocation Plan Review and adoption in 5/18  -11/17-draft ERMHS Template Revisions submitted  -12/17-1/18-developed draft Extraordinary Cost and ERMHS  Extraordinary Cost Pool Criteria and Procedures with coordinated worksheets  -presented to GC for feedback in 1/18-6/18 for ongoing feedback and adjustment  - Final Extraordinary Cost and ERMHS  Extraordinary Cost Pool Criteria and Procedures with coordinated worksheets adopted by GC 5/18 and 6/18</p>
	<p>-Final Extraordinary Cost and ERMHS  Extraordinary Cost Pool Criteria and Procedures</p>			



<p>Work with the Director of Technology to reformat the SELPA link to the SBCOE web page to include a Live Binder tab.</p>	<p>-meet to go over layout and linkage to districts</p>	<p>12/17 &amp; 6/18</p>	<p>SELPA Web Page and Links</p> <ul style="list-style-type: none"> <li>-SEC handouts and portion of Live Binder is updated and accessible to all LEA's with password off the SBCOE web page</li> <li>-Live Binder Update Complete per SEC input</li> <li>-SELPA Web Page Updated, implementation of additions to come in 18/19 school years</li> </ul>	<ul style="list-style-type: none"> <li>-9/17-Link is up, active, and accessible to the public per Local Plan</li> <li>-updated Live Binder independently</li> <li>-4/18 SEC Strategic Planning Session addressed additional revisions/additions to Live Binder</li> <li>-5/18 SELPA Team systematically implemented technical revisions based on LEA feedback to Live Binder and SIRAS IEP System</li> <li>-6/18 forwarded additional changes to SELPA web page to IT for upload including photos and special links</li> </ul>
----------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------	-------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>GOAL 2: Provide appropriate technical assistance to LEA's regarding best practice, professional development, implementation and delivery of Regional ERMHS services and Trauma Informed Care SELPA –wide.</b>				
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
Work with SEC and LEA's regarding the implementation of best practice in service delivery of ERMHS.	-ERMHS Program Coordinator enroll and complete course in Cognitive Behavior Therapy (CBT)	6/30/18	-Course Completion	-9/17-CBT course completion -8/18-present-active participation in CSOC -10/17-funded multiple mental health providers tuition to Trauma Informed Care and integrated content and practice into monthly collaborative -1/18-CBT PD commenced and offered through 5/18 -1/18-provided trauma focused PD -Ongoing monthly collaboration w/ LEA's and local agencies
Work with local and statewide ERMHS cohorts, community stakeholders on developing "wrap" type services to decrease the need for NPS and or RTC placements.	-provide professional development opportunities in the area of CBT and Trauma Informed Care  -attend Children's System of Care meetings to better facilitate the development of mutual client/student support plans and services for preventative and critical care  -meet with SELPA ERMHS Collaborative and LEA's to strategically plan for evolving needs and comprehensive services	monthly  6/30/18	-Attendee Evaluations  -CSOC Attendance and Agency/LEA Feedback  -Certification of Service providers  -Agendas/Attendee Evaluations -Agendas/Minutes/IEP meeting notes  -GC/SEC Agenda, Minutes, Proposals	-1/18-6/18 LEA/NPA funding analysis -intensive caseload analysis

<b>GOAL 3: The SELPA will collaborate with LEA's to provide technical assistance regarding the implementation of a free and appropriate public education (FAPE) in the least restrictive environment (LRE).</b>				
<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Measurable Indicators</b>	<b>Progress/Dates</b>
The SELPA will host professional development activities for LEA's to promote LRE.	-SELPA 17/18 PD Calendar	8/17-5/18	-CDE documentation and communications	-Ongoing-topics covered include mental health, Dyslexia, behavior, Autism, dispute resolution, facilitated IEPS, Instruction in LRE
The SELPA will collaborate with LEA's with strategic planning to ensure students with disabilities receive instruction in the LRE.	-action plans for the Inclusion Strategic Plan Year 2 will be developed and implemented to assist LEA's in returning students from Regional Programs to DOR as appropriate.	On-going	-individual LEA plans -LEA Board Meeting Minutes	-Ongoing-collaboration with 4 LEAs to refine and or develop 1 and 2 year plans to support students in LRE i.e. coaching and implementation as well as board presentations
SELPA will provide guidance to identified LEA's in the area of PIR indicator #8/ LRE to assist in meeting CDE targets in order to receive continued federal funding under IDEA	-meet with LEA representatives regarding the PIR process, activities, timelines  -assist the LEA to identify new strategies and activities to improve indicators	9/25/17	-Assurances -Plan development, submission, approval, update submission -CDE communications via fax and email -meeting dates, agenda, minutes	-Provided technical assistance to 2 of 3 LEAs identified, met 9/17 assurance and 1/18 plan development and submission deadlines with updates submitted on 6/30

**Meeting Date:** July 12, 2018

**Item Title:** Strategic Plan Review

**Item type:** Information

**Background:** The San Benito County Office of Education (SBCOE) has been working to develop a long-term strategic plan that outlines goals and strategies for the work of the SBCOE. The SBCOE is bringing this to the board as a draft document for discussion. The SBCOE will also be gathering input from our local agencies and districts prior to bringing it forth for board adoption.

**Fiscal Implications:** None

**Recommendation:** None

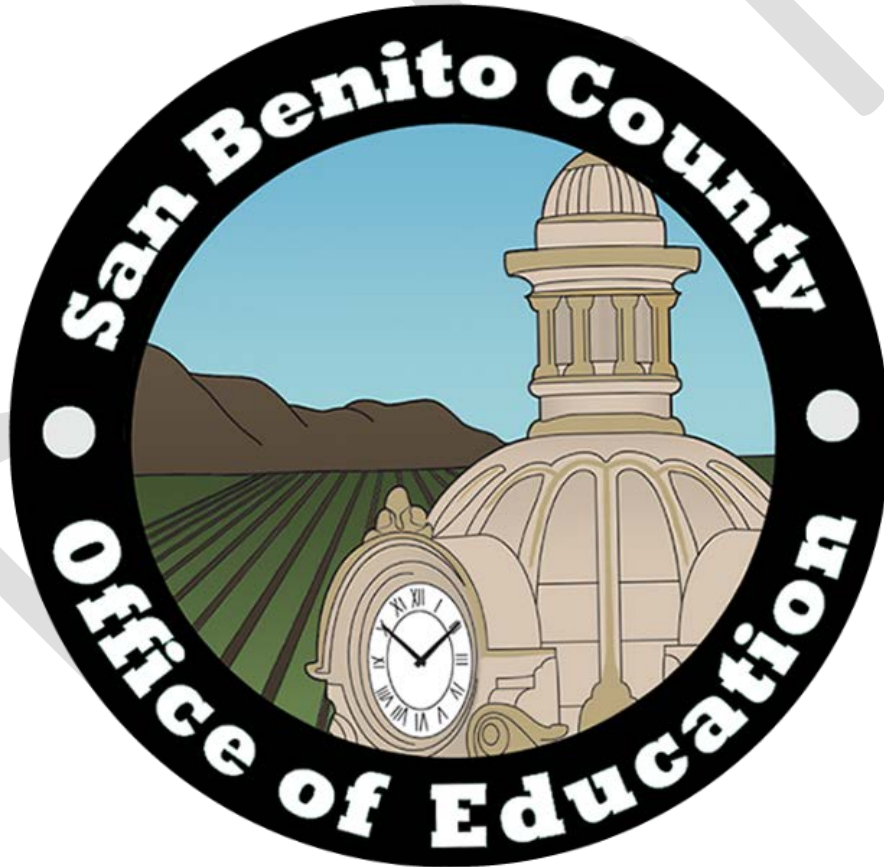
**Submitted by:** Krystal Lomanto, Superintendent

Approved for Submission to the Board of Education: *Krystal Lomanto*

Krystal Lomanto, Superintendent

**STRATEGIES  
FOR THE FUTURE  
2017-2022**

**San Benito County Office of Education**



*Engage, Encourage, Empower... Educate*

## Embracing Change

This is a pivotal moment for public education. From preschool to elementary school, from middle school to high school, and on to post-secondary institutions – education is undergoing a profound transformation. Technology has brought countless learning tools and applications to classrooms, homes and communities. At the same time, the forces of globalization have intensified competition – calling for an ever-expanding portfolio of technical and problem-solving skills.

The San Benito County Office of Education (SBCOE) occupies a desirable, but complicated position in this landscape. By virtue of its reach, it has the opportunity to articulate and guide an educational vision for the entire county. While it is responsible for overseeing the financial, educational, credentialed monitoring, and operational success of 11 independently-governed public-school districts in the county – who in turn educate more than 11,000 students in 22 schools, the San Benito County Office does have some limits to oversight. Still, as the educational leader of the county, its visionary and grounded ambitions are at the heart of San Benito County's educational future.

San Benito County is tucked between the Bay Area and Monterey Bay. Businesses and organizations of all sizes reside in San Benito County. The short distance to Silicon Valley has changed the face of Hollister. The city has more than tripled its population within the last quarter century. An intense suburban growth spurt, fourteen thousand new residents over the past decade, is continuing to change San Benito County. San Benito County is astoundingly beautiful. The row crops lace the valley floor, while the hillsides are full of vineyards. San Benito County is a centerfold of prime agricultural land slung between ranches that cling to the Diablo and Gabilan mountain ranges.

The San Benito County Office of Education supports the diverse educational needs of school districts throughout the county. It provides extensive legally mandated services and develops and implements numerous non-mandated resources and programs for schools and districts in its jurisdiction.

From intensive services for vulnerable youth and special education students; to professional development that offers inspiring and practical teaching skills to enhance classroom experiences; to budget monitoring, payroll, and information technology that helps school districts manage their operations – the San Benito County Office of Education embraces multiple roles. However, it is the school districts that have direct responsibility for educating San Benito County Youth, outside of Alternative Education and Early Childhood Special Education programs operated by the SBCOE.

SBCOE is a multi-faceted organization with many parts yet has a singular vision to *engage, encourage, empower... educate throughout the county*. In light of its leadership position and its analysis of the changing educational landscape, in 2017, SBCOE embarked upon a robust, thoughtful, and visionary planning process. This decision led to thinking creatively and long-term about the ways the organization can continue to engage with the community, enhance its role as an advocate, and ensure that education is a compelling engine in the lives of children.

The process includes extensive research, analysis, and collaboration with community, schools and state leaders. With an understanding of the important connections between teaching and learning, family engagement, community support, and educational policy, the process led to Engaging, Encouraging and Empowering the future of education. A comprehensive and insightful strategic plan was developed and adopted by SBCOE in \_\_\_\_\_. With a concentrated emphasis on explicit agency leadership, intentional advocacy, collaborative partnerships, community engagement, and continuous organizational learning, the strategic plan focuses on strategies to promote equitable student outcome while broadening and invigorating the community's commitment to public education.

Over the next five years, the San Benito County Office of Education will lead a relentless countywide drive to support a sweeping transformation of the direction and outcome of PK-12 education – in support of education excellence and equity for all children in San Benito County.

**Vision - Excellence and equity in education. Every Student Matters.**

**Mission – Inspiring students. Investing in teachers. Involving communities.**

**Values that Empower the Work of the County Office of Education**

*The San Benito County Office of Education is committed to excellence, equity, innovation and integrity as it carries out its work of providing programs and services to students, and districts throughout San Benito County. Embracing its values, the San Benito County Office of Education:*

- Promotes and supports high quality educational programs and services that are accessible and encourage success, while also strengthening community access to, and investment in, education.
- Emphasizes the importance of equitable student achievement and success that is not predictable by race, ethnicity, or socio-economics.
- Encourages cultural responsiveness and competency.
- Increases and improves access to educational and professional development opportunities.
- Fosters dialogue, creates a common voice, and builds leadership that understands, articulates, and responds to changing educational needs.
- Guides the development of research and evaluation of educational indicators that are useful in assessing and promoting student success.
- Distributes important educational information in accessible formats with a broad cross-section of the population and assures that the material is sensitive to the economic, cultural, and ethnic diversity of the county.
- Develops and disseminates research and information about programs and services, as well as trends in policy, legislation, and technology.

*The San Benito County Office of Education works to build and maintain a responsive organization that meets the needs of the broader community. To fulfill its responsibilities, the San Benito County Office of Education:*

- Provides a vital link for schools and districts to services and resources.
- Supports districts and schools to develop and deliver high quality PK-12 public education and related services.
- Administers and provides all mandated programs and services, as well as oversight and assistance, as required by state and federal statute, at the highest possible levels.
- Stays current on, and seeks to influence, federal, state, and local educational policies
- Partners with public and community agencies to develop programs that support positive outcome for youth and families in the county.
- Is inclusive of the county's socio-economic, racial, and gender, and ethnic diversity as well as those with special needs, foster children, and homeless individuals and families, when developing programs.
- Administers and provides all mandated programs and services, as well as oversight and assistance, as required by state and federal statute, at the highest possible levels.
- Stays current on, and seeks to influence, federal, State, and local educational policies.
- Partners with public and community agencies to develop programs that support positive outcomes for youth and families in the county.
- Is inclusive for the county's socio-economic, racial, gender, and ethnic diversity as well as those with special needs, foster children, and homeless individuals and families, when developing programs.
- Recognizes, reflects and supports diversity in programs and recruitment.
- Encourages staff to embrace continuous learning; to be accountable in their work; to express opinions constructively; and to incorporate intentional, ethical decision making.

*The San Benito County Office of Education believes that a strong educational ~~and related~~ community is an essential component of a healthy and vibrant community that ultimately impacts the health, well-being, and economic outcome of all people. The San Benito County Office of Education:*

- Values the unique contributions and perspectives brought by its many stakeholders and the broad community..
- Recognizes the importance of inter-relationships of education and educational organizations – including schools and districts – in social and emotional issues, fiscal, collaborative efforts, and the future of San Benito County.



*The San Benito County Office of Education recognizes that quality public education requires stable, adequate, sustainable, and equitable funding – derived from multiple sources. The San Benito County Office of Education:*

- Develops Programs that support the organization’s core mission.
- Pursues contracts, grants, and funding to maximize support for public education-related programs for students and families.
- Works effectively as a steward of public and private resources.

DRAFT

## **Goals**

Systems to support learning

Building Relationships

Continuous Improvement

Operations, policies, and procedures

Effective Instructional Leadership

### **Systems to Support Learning**

*The San Benito County Office of Education will provide instructional leadership and resources to guide districts in developing practices to ensure that every student receives the appropriate support to be successful. The SBCOE encourages equitable academic outcomes across San Benito County school districts through proactive outreach, services, and collaboration.*

- Developing initiatives that promote the value and impact of teachers and the profession as a lifelong career, and by expanding relationships with universities to enhance the teacher recruitment pipeline.
- Ensuring ongoing understanding of district needs and priorities, delivering quick access to information, and showcasing best practices

### **Building Relationships**

*San Benito County Office of Education will collaborate to provide leadership, service and support for all learners by building trusting relationships with families, districts and the community.*

- Actively embracing the role of countywide education through leadership and strategically linking public education to pressing county issues

- Expanding understanding and cross-collaboration between and among districts and connecting districts to community resources
- Fostering district and community dialogue and action to achieve equitable education outcomes
- Building countywide community support for public education
- Fostering robust relationships and partnership with community leaders, institutions, and organizations

## **Continuous Improvement**

*To prepare students for the ever-evolving world in which we live, San Benito County Office of Education will continually engage in ongoing effort to improve all facets of teaching and learning.*

- Finding new ways to work with vulnerable students to support meaningful learning connection and increased opportunities
- Foster wide-spread community **engagement** by promoting and supporting broad dissemination of research and information related to education, while encouraging ongoing dialogue between and among students, families, schools and districts, community leaders, elected officials, policy makers, and the general public.

## **Operations, Policies, and Procedures**

*The San Benito County Office of Education will promote clear and consistent policies to guide the work of districts across the county, allowing for equitable student access, efficient use of resources, and evidence to make effective decisions.*

- Ensuring ongoing understanding of district needs and priorities, delivering quick access to information, and showcasing best practices
- Actively defining and pursuing a strategic, transformative advocacy and policy role
- Taking a lead in framing the educational needs of the county and investing in strategies to support policy and advocacy work

## **Effective Educational Leadership**

*The San Benito County Office of Education will build the capacity of leaders in all areas of education to develop the knowledge, skills and character that sustain and ensure student success.*

- Providing support and resources for students and families to achieve educational goals and options for higher education and job skills

- Supporting teachers and administrators to expand knowledge, refine skills, hone their craft, and advance the profession through ongoing professional development, implementation of innovative teacher-led pilot projects, and thoughtful technology integration in the classroom.
- 

## Core Strategies

With a countywide jurisdiction, access to resources, longstanding relationships with all school districts, and the potential for high visibility, the San Benito County Office of Education sparks conversations and initiates appropriate educational change. As a liaison and resource, SBCOE is leading the charge for education excellence and equity for all children, schools, and districts while seeking the visionary goal of encouraging a shift in the field of TK-12 education. *The future of San Benito County's children is at stake.*

To accomplish its mission over the coming five years, the San Benito County Office of Education will focus its activities on five comprehensive and intentional themes – *systems to support learning; building relationships; continuous improvement; operations, policies and procedures; and effective educational leadership.*

Using strategies that will move the organization towards its broad goal of transforming educational outcomes in San Benito County:

- Generate and sustain **investment** of organization resources to ensure the overall success of students, schools, and districts, as well as the ongoing effectiveness of the County Office itself.
- Seek to encourage, cultivate, and build collaborative **partnerships** with local, regional, and national organizations to develop and promote programs and policies which will ensure the educational success of students.
- Assume a **leadership** role as the voice and go-to resource for PK-12 education in the county.
- Take strategic action to develop and promote intentional **advocacy** positions on pivotal issues at local and regional levels that impact the effectiveness of schools and districts in the county.
- Embrace continuous learning in ways that shift the organization's **culture** to capture opportunities for the future.
- Foster wide-spread community **engagement** by promoting and supporting broad dissemination of research and information related to education, while encouraging ongoing dialogue between and among students, families, schools and districts, community leaders, elected officials, policy makers, and the general public.

## Transforming Education

The urgency in education has never been more important than it is today –in the nation, in the state and in San Benito County. As the world changes ever-more-rapidly, it is essential that young people are

prepared to face seemingly endless array of promising opportunities and daunting challenges. But in this complex society, some children have easier access to educational opportunities than others.

For the San Benito County Office of Education, equity is at the core of its vision – as it works to expand and support opportunities for all students. SBCOE has already made strides in initiating dialogue about the meaning of equity and excellence in education, and how to best support districts to foster positive outcomes for all students. But, SBCOE knows that more needs to be done, and it is well-positioned to lead the way.

## **Building on a Long History**

Throughout almost a century and a half, SBCOE has skillfully complied with state mandates while moving well beyond legal requirements to create programs that support teachers and administrators, and also benefit students, families, and the larger community. It's a small but committed agency whose services reach – and directly or indirectly impact – individuals and communities throughout the county.

At the heart of SBCOE's work, there is a profound commitment to address the shortfalls in student achievements – to ensure and exceptional PK-12 education for every child, every day, in every school.

By supporting districts, by providing resources for teachers, by working with students and families, by promoting and advocating for innovative educational policies, and by partnering with community leaders and residents, SBCOE is creating a seismic shift in public education so that all children can seek and achieve excellence in their academic efforts. *This is the tradition of the San Benito County Office of Education.*

## **Enhancing the Capacity of School Districts**

The school districts in San Benito County are as varied as the landscape. Each district is unique, yet they share much in common. SBCOE works to understand district challenges and priorities in order to provide operational services and program support to all 11 schools district in the county. It is the hub of educational information and data; it offers caring support and tailored educational services to juvenile offenders and special needs students; it provides extensive professional development for teachers and administrators; and it shares regional and national research and best practices. SBCOE advocates for effective policies, provides formative leadership, offers districts access to the best information available, enhances districts-wide practices, and supports improved operational efficiencies – all of which impact student success. *This is the work of the San Benito County Office of Education.*

## **Strengthening Programs and Communities Through Collaboration**

The stimulating task of educating students for an unknown future requires dedication and the best thinking from a broad community of champions, including families, teachers, school administrators, community organizations, business and civic leaders, and policy makers. No single entity can ensure educational success; shared thinking and collaboration are essential.

Working in partnership with school districts and communities, SBCOE develops and implements social and educational services for students, families, and schools including programs that focus on early literacy, school and community safety, and student mental health. It actively pursues collaborative

opportunities – knowing that effective partnership are essential to leverage critical experiences, resources, and know-how, and to build and expand community support.

The assets of SBCOE belong to the community. And the organization is always focused on the success of the **whole** community. SBCOE continually builds on a strong foundation – working to be the best it can be, so that San Benito County can be the best it can be. *This is the promise of the San Benito County Office of Education.*

## **Committing to Equity by Pushing for Change**

Great efforts have been made in recent years to close the achievement gap between cohorts of students, but differences remain.

A central component of SBCOE’s ambitious vision, set forth in its new strategic plan, calls for equitable student outcomes and academic successes that will no longer be predictable by family income, ethnicity, race, or other differences. Advancing educational equity begins by prompting open-minded conversations throughout the county and by pushing for meaningful and constructive social change – leading to innovative solutions that address the differing resources and expectations which constrain student outcomes. *This is the challenge for the San Benito County Office of Education.*

## **Pursuing a New Vision for the Future of San Benito County**

Leaving behind “business as usual” SBCOE is embracing change – positioning itself to aim for a daring vision, encompassing innovative initiatives and new directions. Such a process requires curiosity, creativity, and accountability, as well as flexible mindset and an attitude of continuous learning.

The goals, strategies, and recommendations in its Strategic Plan lay out a courageous, but realistic path. SBCOE is in a strong position to utilize extraordinary resources – including dedicated leadership, talented staff, experience, and data – as it mobilizes to put these strategies into action. In the coming years, SBCOE will take both small and giant steps to adapt its culture, operations, and impact to create a change in educational opportunities and outcomes for all students in the county. There is no end point to these efforts. The process of inspiring students, investing in teachers, invigorating leaders and involving communities is ongoing and ever-evolving. *This is the San Benito County Office of Education.*

# San Benito County

- **11** School districts:  
18 elementary, 2 middle schools, 2 high schools
  - More than **22** public schools;  
**1** public charter schools
  - Serving more than **11,000** students
  - **5** –member, elected Board of Education provides governance and oversight
  - Elected superintendent who serves  
A renewable **4** –year term

**San Benito County Office of Education  
460 Fifth Street  
Hollister, CA 95023  
831.637.5393**

DRAFT



Meeting Date: July 12, 2018

Item Title: Board Policies: First Reading *Series 7000 Facilities*

Item type: Reports/Information

**Background:** The California School Boards Association (CSBA), in collaboration with California County Boards of Education (CCBE) has developed a series of board policies for use by county offices of education and is available through Gamut Online. The board policies reflect recent legislation, court decisions and educational trends. The San Benito County Office will provide recommended policies to the Board of Education in order to update all board policies that are aligned with the new recommended County Board Policies.

Please note that the **following are** recommended **new** policies

**The recommended new policies are as follows:**

- BP 7000 Concepts and Roles (new)
- BP 7140 Architectural and Engineering Services (new)
- BP 7150 Site Selection and Development (new)
- BP 7160 Charter School Facilities (new)
- BP 7310 Naming of Facility (new)

Recommendation: This is the first reading of the board policies that allows the board to make recommendations for changes for adoption at the next board meeting.

Submitted by: Krystal Lomanto, Superintendent

Approved for Submission to the Board of Education: 

Krystal Lomanto, Superintendent

## **Concepts And Roles**

The San Benito County Board of Education (County Board) recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The County Board shall endeavor to make the provision of adequate school facilities a priority of the organization.

The County Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the San Benito County Office of Education's (SBCOE) educational goals. In accordance with this plan, the County Board shall:

1. Approve additions or major alterations to existing buildings
2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them
3. Determine the method of financing that will be used
4. Approve the selection of architects and structural engineers
5. Award contracts for design and construction
6. Name schools and individual buildings  
(cf. 7310 - Naming of Facility)
7. Advocate school facility needs to the community

The Superintendent or designee shall:

1. Assess the SBCOE's short- and long-term facility needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and award of contracts
4. Supervise the implementation of the SBCOE's building program in accordance with the master plan, County Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the SBCOE in official governmental interactions related to the building program

Legal Reference:

EDUCATION CODE

- 17210-17224 General provisions (school sites)
- 17260-17268 Plans of schoolhouses
- 17280-17317 Approval of plans and supervision of construction
- 17340-17343 Building of schoolhouses
- 17350-17360 Factory-built school buildings
- 17365-17374 Fitness of buildings for occupancy; liability of County Board members
- 17400-17429 Leasing of school buildings

CODE OF REGULATIONS, TITLE 5

- 14001 Minimum standards
- 14010 Procedure for site acquisition
- 14030 Preliminary procedure, planning and approval of school facilities
- 14031-14032 Submissions to bureau of school facilities planning; approval

## Architectural And Engineering Services

In order to ensure safe construction and protect the investment of public funds, the San Benito County Board of Education (County Board) requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of San Benito County Office of Education (SBCOE) schools and other facilities.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the County Board. The County Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The County Board need not select the lowest responsible bidder.

Legal Reference:

EDUCATION CODE

17070.50 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of governing board

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

## Site Selection And Development

The San Benito County Board of Education (County Board) believes that a school site should serve the San Benito County Office of Education's (SBCOE) educational needs in accordance with the SBCOE's master plan as well as show potential for contributing to other community needs.

The County Board recognizes the importance of community input in the site selection process, if applicable. To this end, the County Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the County Board shall evaluate the property at a public hearing using state site selection standards. (Education Code 17211)

### Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act whenever so required. When evaluating SBCOE projects, the CEQA guidelines shall be used.

### Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the County Board shall determine all of the following: (Education Code 17215.5)

1. That the SBCOE has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the County Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the SBCOE shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

#### Legal Reference:

EDUCATION CODE  
17006 Definition of self-certifying district  
17024 Prior written approval of CDE for selection of school site or construction of building  
17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998  
17210-17224 General provisions (school sites)  
17240-17245 New Schools Relief Act  
17250.10-17250.50 Design-build contracts  
17251-17253 Powers concerning buildings and building sites  
17260-17268 Plans

17280-17317 Approvals  
17565-17592.5 County Board duties re management and control of school property  
35271 Power to acquire and construct on adjacent property  
35275 New school planning and design, re consultation with local recreation and park authorities  
CODE OF CIVIL PROCEDURE  
1263.710-1263.770 Remediation of hazardous substances on property to be acquired by school district  
GOVERNMENT CODE  
53094 Authority to render zoning ordinances inapplicable  
65402 Acquisition or disposition of property  
65995-65997 Developer fees  
66455.9 Written notices of proposed public school site within development; investigation and report; conditions for acquisition  
HEALTH AND SAFETY CODE  
44360 Risk assessment  
PUBLIC RESOURCES CODE  
21000-21177 Implementation of Environmental Quality Act  
CODE OF REGULATIONS, TITLE 5  
14001-14036 Minimum standards  
CODE OF REGULATIONS, TITLE 14  
15000-15209 Review and evaluation of EIRs and negative declarations  
ATTORNEY GENERAL OPINIONS  
82 Ops.Cal.Atty.Gen. 130 (1999)

## Charter School Facilities

The San Benito County Board of Education (County Board) believes that all students, including those attending charter schools, should have access to adequate facilities that are safe and support student learning.

Facilities to be used by a charter school shall be specified in the school's charter pursuant to Education Code 47605 and also may be addressed in a written memorandum of understanding between the San Benito County Office of Education (SBCOE) and charter school.

As applicable, charter school facilities shall comply with the California Building Standards Code adopted by the local building enforcement agency pursuant to 24 CCR 101 et seq. or the Field Act pursuant to Education Code 17280-17317 and 17365-17374. (Education Code 47610, 47610.5)

Upon request, the County Board shall make facilities available to an eligible charter school operating under the SBCOE, as defined in law and administrative regulation. In accordance with law, such facilities shall be contiguous, furnished, equipped, and sufficient to accommodate all the charter school's students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other schools. The County Board shall make reasonable efforts to provide the charter school with facilities near where the charter school wishes to locate and shall not move the charter school unnecessarily. If the SBCOE's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the County Board shall make a specific finding that the charter school could not be accommodated at a single site and shall adopt a written statement of reasons explaining the finding. (Education Code 47614; 5 CCR 11969.1-11969.10)

The SBCOE shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. (Education Code 47614)

The Superintendent or designee may assist eligible charter schools in applying for state facilities funding for new construction or rehabilitation of facilities pursuant to Education Code 17078.52-17078.66 and/or for rent and lease expenditures pursuant to Education Code 47614.5.

### Legal Reference:

#### EDUCATION CODE

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act

48204 Residency requirements for school attendance

GOVERNMENT CODE: 53094 Authority to render zoning ordinance inapplicable; 53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2: 1859.2 Definitions; 1859.31 Classroom inventory; 1859.160-1859.172 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5: 11969.1-11969.10 Charter school facilities

#### COURT DECISIONS

Bullis Charter School v. Los Altos School District, (2011) 200 Cal.App.4th 1022

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185

#### ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 52 (1997)

## **Naming Of Facility**

The San Benito County Board of Education (County Board) shall name San Benito County Office of Education (SBCOE) schools and other SBCOE-owned or leased buildings, grounds, and facilities in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community
2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance
3. The geographic area in which the school or building is located

The County Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the County Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

When naming or renaming a district school, building, or facility, the County Board may specify the duration for which the name shall be in effect.

## **Memorials**

Upon request, the County Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the SBCOE.

## **Naming Rights**

The County Board may grant to any person or entity the right to name any SBCOE building or facility. In doing so, the County Board shall enter into a written agreement which shall:

1. Specify the benefits to the SBCOE from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement, including whether or not the County Board shall retain the power to approve any proposed name
3. Provide details related to the naming right granted, including the building, grounds, or



facility involved and the duration for which the name shall be in effect

4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy
5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

**Meeting Date:** July 12, 2018

**Item Title:** Temporary County Certificates

**Item type:** Action item

**Background:** Under California Education Code, the San Benito County Board of Education may issue a Temporary County Certificate (TCC) for the purpose of authorizing salary payments to any certificated employee whose credential application is being processed by the California Commission on Teacher Credentialing (CCTC). This document is only issued when all requirements for the credential have been met. The County Office of Education is responsible for determining whether the application submitted to CCTC meets the established requirements.

The TCC is valid only in San Benito County and shall be valid for not more than one calendar year from the date of issuance.

**Fiscal Implications:** None

**Recommendation:** I respectfully request that the Board of Education approve the Temporary County Certificate(s) submitted so that salary payments may be authorized for certificated employees pending issuance of their credentials by CCTC.

**Submitted by:** Lydia Chapa, Human Resources/Credentials Manager

Approved for Submission to the Board of Education: Krystal Lomanto

Krystal Lomanto, Superintendent

## *San Benito County Board of Education*

### **Possible Future Agenda Items for August:**

- 1. Approve Williams Settlement Quarterly Complaint Reports**
- 2. Approve Quarterly Investment of Funds for Quarter Ending June 30, 2018**
- 3. Approve resolutions for Constitution Day and Citizenship Day, Patriot Day, National Hispanic Heritage Month**
- 4. Update on District LCAP approval**