YOLO COUNTY BOARD OF EDUCATION
Board Retreat
April 3, 2023
9:00 a.m. – 12:00 p.m.
YCOE Conference Center (Davis Conference Room)

I. Board President Welcome
- Team Building Exercise (15 min)

II. Budget (30 min)
- Budget Cycle
- Audits
- Trainings, Travel and Supply Budget
    - Allocations and parameters conversation
    - Criteria to become members of other organizations
    - How to submit requests

III. Review Mission and Vision Statement of YCOE (20 min)

IV. Effective Governance Conversation and Agreements (1 hour)
- Roles of the Board
    - Review President/Vice President terms
- Review California County Board of Education (CCBE) Handbook
    - *Please bring your CCBE handbook to meeting*
- Board Meeting Mechanics
    - Communication/roles between Trustees and Superintendent
    - Absences to Board meetings
    - Presenting Resolutions
- Governance mindset
- Update on Board policies – 9000s
    - Process for supporting/sponsoring bills
    - Potential special projects supported/sponsored by Board
    - Establish ad hoc committee/advisory committees (explore student board member)

V. Conducting a Board Self-Evaluation (20 min)
- Review last self-evaluation completed by Trustees and sample materials
- Discuss timeline for future self-evaluation

VI. Future Agenda Items (10 min)
- Questions
- Other Items to Address

VII. Adjournment

TRAVEL FUNDS SPENT IN 2022-23

CSBA LEADERSHIP INSTITUTE		
TRUSTEE A	164.99	REIMBURSEMENT MILEAGE, PARKING, RIDE SERVICE AND MEALS
	247.96	REIMBURSEMENT AIRFARE
	395.00	REGISTRATION FEE
	384.21	HOTEL
	11.66	HOTEL
TOTAL	$ 1,203.82	

CLSBA CONFERENCE		
TRUSTEE A	348.75	REIMBURSEMENT MILEAGE AND MEALS
	650.00	REGISTRATION
	1232.88	LODGING
TOTAL	$ 2,231.63	
TRUSTEE B	351.75	REIMBURSEMENT MILEAGE AND MEALS
	650.00	REGISTRATION
	1283.28	LODGING
TOTAL	$ 2,285.03	

CCBE CONFERENCE

TRUSTEE C

	375.00	REGISTRATION
	546.08	LODGING
	326.75	REIMBURSEMENT FOR MILEAGE, MEALS AND GIFT BASKET ITEM
TOTAL	$ 1,247.83	

TRUSTEE A

	375.00	REGISTRATION
	546.08	LODGING
	279.75	REIMBURSEMENT FOR MILEAGE AND MEALS
TOTAL	$ 1,200.83	

TRUSTEE B

	375.00	REGISTRATION
	526.08	LODGING
	279.75	REIMBURSMENT FOR MILEAGE AND MEALS
TOTAL	$ 1,180.83	

CSBA CONFERENCE

TRUSTEE D

1195.00	REGISTRATION	
1071.99	LODGING	
414.96	AIRFARE	
205.00	REIMBURSEMENT FOR CONFERENCE - MILEAGE AND MEAL PER DIEM	
TOTAL	**$ 2,886.95**	

TRUSTEE A

925.00	REGISTRATION	
1071.99	LODGING	
444.96	AIRFARE	
206.43	REIMBURSEMENT FOR CONFERENCE - MILEAGE AND MEAL PER DIEM	
TOTAL	**$ 2,648.38**	

TRUSTEE C

925.00	REGISTRATION	
1326.08	LODGING	
307.96	AIRFARE	
318.88	REIMBURSEMENT FOR CONFERENCE - MILEAGE, PARKING, MEAL PER DIEM AND RIDE SERVICE	
TOTAL	**$ 2,877.92**	

TRUSTEE E

1590.00	REGISTRATION	
1071.99	LODGING	
494.97	AIRFARE	
169.00	REIMBURSEMENT FOR CONFERENCE - MILEAGE, PARKING & MEAL PER DIEM	
308.45	TRUSTEE ADDED ONE MORE NIGHT TO HOTEL STAY	
TOTAL	**$ 3,634.41**	

*CCBE GOVERNANCE WORKSHOP

TRUSTEE A

	$	460.00	REGISTRATION
	$	13.62	REIMBURSEMENT MILEAGE
TOTAL	$	**473.62**	

TRUSTEE E

	$	460.00	REGISTRATION
	$	59.86	REIMBURSEMENT MILEAGE AND PARKING
TOTAL	$	**519.86**	

*CALSA WOMEN'S LEADERSHIP WORKSHOP

TRUSTEE A

	$	499.00	REGISTRATION
	$	213.05	LODGING
	$	214.07	ESTIMATED REIMBURSEMENT FOR MILEAGE, PARKING AND MEALS
TOTAL	$	**926.12**	

TOTAL TRAVEL $ 23,317.23

*CCBE GOVERNANCE WORKSHOP REIMBURSEMENTS AND CALSA PAYMENTS HAVE NOT BEEN PROCESSED

ORIGINAL BUDGET	$13,272.00
AMOUNT TRANSFERRED	$10,000.00
CURRENT BUDGET	$ 23,272.00
AMOUNT LEFT OVER IN TRAVEL BUDGET	$ (45.23)

How to submit travel requests to Yvette

- Please send an email with request for travel.
  - Attach flyer or website for registration information.
  - Please request items at least **30 days** prior to the event.

You have the option to fill out the travel request/mileage form or if you prefer you can include the information below in the email for me to fill out:

- Departure and return dates.
- Need Conference Location.
- Are meals being provided? Please let me know which meals if it is not stated in registration information.
- Are you driving or need airfare purchased.
  - Are you flying:
    - I need airfare information - Please include flight numbers for arrival and departure. I also need your birthdate and your legal name which needs to match driver's license when flying.
  - Are you driving your own vehicle or using a ride service (e.g. Uber, Lyft)

After the conference (information is needed within 10 days of return):

- Do you need parking/bridge toll/ride service/vehicle rental receipts to be reimbursed if purchased on your credit card.

Yolo County OFFICE of EDUCATION

Mileage/Transportation Reimbursement Form
Due Monthly, submit complete form to program secretary no later than the 10th of the following month.

TC#:

Vendor#: | Name: | Address:

City: | Zip:

Date	Miles (1 Decimal)	Travel From	Travel To	Purpose	Parking Fees	Toll Fees	Total Fees

Total Miles		Total Fees	
Mileage Rate		Mileage Reimb	
Mileage Reimb		Total Claim	

Acct Code 1: _____ % ___ = ___
Acct Code 2: _____ % ___ = ___
Acct Code 3: _____ % ___ = ___   Internal Fiscal Review/Date
Acct Code 4: _____ % ___ =
Acct Code 5: _____ % ___ = ___   Internal Fiscal Review/Date
Acct Code 6: _____ % ___ = ___
Acct Code 7: _____ % ___ = ___
Acct Code 8: _____ % ___ = ___   Manager Approval/Date

Note: Employee conference object code: 5200/non-conference object code: 5210

I hereby testify that the above milegae is accurate and was necessary for the performance of my duties.

No claim has been made for any portion of expense claimed. The mileage is accurate to the nearest tenth.

Manager Approval/Date

Yolo County Office of Education
TRAVEL / CONFERENCE APPROVAL & REIMBURSEMENT REQUEST

> **Purpose:** *To obtain approval PRIOR to completing conference registration and travel arrangements.*
> *This form is also used to request reimbursement for actual travel/conference costs.*

1. Please submit this completed form with associated requisitions and all appropriate backup documentation to your Administrator for approval at least **20 days prior to conference start date or conference registration deadline, whichever is sooner**.
2. Upon approval, supervisor will submit to Internal Business for processing of purchase orders (POs).
3. POs will be released and sent to supervisor with approved Travel & Conference form.
4. Registration and travel arrangements should only be made AFTER receiving Supervisor approval and purchase orders.
   ************See the back page for detailed instructions on the Travel & Conference reimbursement process. ***********

Attendee Name:		**Depart Date:**	
Conference Title:		**Return Date:**	
Conference Location: *Out of State travel requires Superintendent approval*		**Purpose for Attending:**	

ASSOCIATED TRAVEL & CONFERENCE COSTS	PURCHASE ORDER #	PRE-APPROVED EXPENSES	ACTUAL EMPLOYEE EXPENSES (Not including vendor payments)
STEP 1: COMPLETE BEFORE TRAVEL/CONFERENCE TO OBTAIN PRE-APPROVAL			**STEP 2:** COMPLETE UPON RETURN FOR REIMBURSEMENT
Conference Registration *Required backup: Conference flyer/registration form*		$	$
Lodging for _____ days @ $ _____ /day *Required backup: Lodging estimate/quote*		$	$
*Airfare/ Rail *Required backup: Airfare/ Rail estimate/quote*		$	$
Mileage: $0._____ x _____ = (IRS Rate) (total est. miles)		$	$
*Vehicle Rental (economy) *Required Backup: Vehicle Rental estimate/quote*		$	$
*Parking/ Bridge Toll		$	$
*Ride Service		$	$
Meals: <u>Not Provided at Conference/Lodging</u> See meal per diem guidelines Breakfast: $15.00 Per diem includes tax & tip Lunch: $18.00 *NO RECEIPTS REQUIRED* Dinner: <u>$29.00</u> Maximum daily per diem: $62.00		$	$
TOTAL EXPENSES:		$	$
CASH ADVANCE REQUESTED *Must be requested 2 weeks prior to travel*		$	- $
REIMBURSEMENT RECONCILIATION: Total Actual Employee Expenses – Cash Advance = *(Positive amount is owed to employee; negative amount is due from employee)*			$
ACCOUNT LINES:			$
			$

STEP 1: PRE-APPROVAL SIGNATURES

_____
Attendee Signature   Date

_____
Supervisor Pre-Approval   Date

_____
Internal Business Services Review   Date

STEP 2: REIMBURSEMENT APPROVAL SIGNATURES

_____
Attendee Signature   Date

_____
Supervisor Reimbursement Approval   Date

_____
Internal Business Services Review   Date

Please see Travel & Conference Policy SP 4133.00 for full Travel & Conference details

TRAVEL & CONFERENCE PROCEDURES
What to do before you travel or attend conference

- Pre-approval request form is required BEFORE attending conference.
- Requisitions for travel expenditures with required backup must be submitted with pre-approval.
- Cash advances for meal per diems and out of pocket expenses must be submitted 2 weeks in advance.
- If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

TRAVEL & CONFERENCE REIMBURSEMENT PROCESS
What to do after your travel/conference

WITHIN 10 DAYS OF RETURN, attendees must submit expense claims using the Travel/Conference Approval & Reimbursement Request to their supervisor for review. Supervisor will forward to Internal Business Services for processing.

ITEMIZED RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT REQUESTS.
Bank/credit card statements ARE NOT acceptable in lieu of receipts.

- ❖ **TRANSPORTATION REIMBURSEMENT:** The most economical mode of transportation should be used.
  - o Mileage: Reimbursement will be at the current IRS approved mileage rate. In the case of exceedingly long trips where airfare would be more economical, employee will be reimbursed for the actual cost of tourist class airfare rather than mileage.
  - o Vehicle Rental: When it is necessary to rent a vehicle, the appropriate sized vehicle (without upgrades) should be rented based on number of attendees being transported.

MEAL PER DIEMS: *receipts are not required*
Per Diem rates include tax/tip. Cash advance/reimbursement may not exceed the approved per diem rates.
  - o Please use the following rates to calculate an advance for allowable meals:
    - Breakfast $15.00
    - Lunch $18.00
    - Dinner $29.00
  - Maximum daily per diem $62.00

First day of travel

Trip requires travel to begin at or before 7 a.m.	Breakfast may be claimed
Trip requires travel to begin at or before 11 a.m.	Lunch may be claimed
Trip requires travel to begin at or before 5 p.m.	Dinner may be claimed

Last day of travel

Travel begins at or before 7 a.m.	Breakfast may be claimed
Travel begins at or before 11 a.m. and ends after 2 p.m.	Lunch may be claimed
Travel begins at or before 5 p.m. and ends after 7 p.m.	Dinner may be claimed

No travel/conference meals shall be charged to YCOE credit cards.

Accounts Payable will verify that the itemized receipts align with the original pre-approval request. If there are discrepancies, Accounts Payable will contact supervisor or attendee to clarify.

- ➢ Upon verification, the Reimbursement Request will be processed for payment. If there are any adjustments made to the reimbursement request amount, a copy of the form (with noted adjustments) will be attached to the payment and sent to the employee.

Superintendent's Priorities

FOR 2022-23

To inform the organization and external partners, I have outlined my top five priorities as Yolo County Superintendent for the 2022-2023 school year. In laying out my priorities, I believe it is important for the organization to understand and have awareness of the larger goals and initiatives I am focused on for this year and potentially beyond.

Garth Lewis, Yolo County Superintendent

"One YCOE" and Strategic Plan

Yolo County Roadmap to the Future

Employee Recruitment and Retention

Yolo County Educator Pipeline

Emergency Operations Planning

Yolo County OFFICE OF EDUCATION

"One YCOE" and Strategic Plan

"One YCOE" is our agency theme for the 2022-23 school year. It means that, as part of the YCOE family, you are fully supported in your work and that your success means our success! In addition, we will continue to focus on the goals in our agency's 2021-25 Strategic Plan, as we move our agency forward from "good to great."

Yolo County Roadmap to the Future

YCOE is acting as lead agency for "Roadmap to the Future," Yolo County's commitment to build up our public infrastructure to support children, youth, and families in our county. During this process, we will develop an online tool that will allow everyone to access child, youth, and family-serving resources that exist in our community!

Employee Recruitment and Retention

Goal #5 of our 2021-25 Strategic Plan calls for us to "recruit, retain, and develop a high-quality and diverse YCOE team." We are calling upon each of our employees to assist in this effort as ambassadors for our agency. Throughout the year we will continue to introduce strategies that will help.

Emergency Operations/School Safety Planning

At YCOE, ensuring that all of our students and staff are and feel safe is our highest priority. We are putting energy into expanding and enhancing our emergency operations planning and protocols, and intend to be a model in this area in our State.

Yolo County Educator Pipeline

Like school districts and county offices of education across California, YCOE is actively engaged in supporting the development and retention of effective educators, which in turn will lead to improvements in student outcomes. We are proud to partner with our five school districts as well as with local colleges and universities in this endeavor.

Yolo County
OFFICE OF EDUCATION

Our Vision:
To be a model of excellence in educational service, innovation and impact.

Our Mission:
To provide inspiration, leadership, support, and advocacy that ensures equity and access to high quality education for all students.

Core Values
We Will:
- Stay Student-Centered
- Communicate Effectively
- Value Employees and Partners

Cultural Norms:
- Communications
- Respect
- Transparency
- Celebration

Equity Statement

We create and maintain a diverse, equitable, and inclusive work environment within our organization, and pursue educational equity in serving the children, youth, and families of Yolo County.

YCOE Organizational Goals
2021-2025 Strategic Plan

Goal One

Create a countywide transitional kindergarten to grade 16 initiative that will cohesively, effectively, and sustainably improve student outcomes in Yolo County in the areas of:
- Grade level literacy;
- College, career, and civic readiness;
- Social-emotional health and well-being.

Goal Two

Innovate and collaborate with school districts to close access and opportunity gaps to support the success of students:
- Implement programs, strategies, and practices that will help achieve Racial Equity Educational Outcomes;
- Increase access to Childcare and Pre-school experiences;
- Ensure high quality childcare and preschool programming for all;
- Increase inclusive learning environments for students with special needs.

Goal Three

Engage YCOE students in model education programs in order to ensure they are college and career ready

Goal Four

Increase and sustain innovative and effective practices in administrative services (operations, business, and technology) while delivering high quality and responsive services.

Goal Five

Recruit, retain, and develop a high quality and diverse YCOE team.

Yolo County OFFICE OF EDUCATION

OUR VISION

TO BE A MODEL of excellence in educational service, innovation, and impact

OUR MISSION

TO PROVIDE inspiration, leadership, support, and advocacy that ensures equity and access to high quality education for all students

CORE VALUES

WE WILL:
- ☑ Stay Student-Centered
- ☑ Communicate Effectively
- ☑ Value Employees and Partners

CULTURAL NORMS

- ☑ **COMMUNICATION**
- ☑ **RESPECT**
- ☑ **TRANSPARENCY**
- ☑ **CELEBRATION**

Garth Lewis - Yolo County Superintendent of Schools
1280 Santa Anita Court, Suite 100, Woodland, CA 95776 I (530) 668-6700

WWW.YCOE.ORG

Blueprint
for Student Success

2022 - 2027

Our Promise

Every student is known, valued, and empowered to develop their unique strengths in a safe, academically-rich learning environment.

Cesar Chavez Community School

Woodland, CA
Adopted June 2022

Message from the Superintendent
Yolo County Office of Education

Effective teams organize themselves, define priorities and collaborate to achieve results. To that end, the Chavez staff has spent the last year on an accelerated timeline to reimagine its post pandemic educational response. Why? Because we can and must prepare for an evolving service delivery model of public schooling worthy of our students' and families' consumption. We make progress on our vision and goals because of our talented and dedicated staff who know and understand that our students deserve nothing less. I sincerely thank them for their time and commitment to this task.

Schools have taken on more responsibilities beyond their teaching roles, and they simply can't do this work alone. Organizing the eco-system of supports for youth and families within and around the school community play an integral role in ensuring that all students succeed at higher levels. Chavez created a model that responds to both the students and community's needs.

I invite you to immerse yourself in this Blueprint that the Chavez staff developed to organize relationships and power dynamics to in turn shift practices that create stronger conditions for students to thrive. Using a collaborative and inclusive process with students, families and community partners, this team of champions created a clear plan that calls upon all of us to join them in this effort.

The future of Yolo County depends upon schools preparing its students for success beyond high school. We must democratize their potential. I look forward to supporting the Chavez Team and its partners with the implementation of its five year Blueprint for Student Success. I believe it will serve as a lighthouse...showing the entire county a new way forward.

Sincerely,
Garth Lewis

Message from the Principal
Cesar Chavez Community School

It is with great enthusiasm that I introduce you to our Full-Service Community School Blueprint. As a full-service community school, we embrace the belief that we must all work together to ensure the success of our students, support our school community, and families. Together, we embrace all students and families, and promise to do everything within our powers to encourage all individuals.

Cesar Chavez Community School is a unique educational setting whereby our students and staff share a sense of community and shared values. We often refer to ourselves as an "extended family".

The goal of this blueprint is to achieve coherence, alignment, and resource allocation, and to reaffirm our commitment to the shared expectation of success for every student. A common theme threaded throughout the plan stresses the importance of providing equitable access to opportunities and resources to enhance the quality and effectiveness of each student's educational experience regardless of their background, condition, or circumstance. In our school, our goal is for every student to experience success and ultimately graduate with a readiness for career and/or college.

This five-year Blueprint has been developed by staff, parents, students, and community members. The process embraced the diverse voices represented within our community. The next step is to ensure the implementation and follow-through on the promises we've made in our Blueprint.

We can do this!!! Thank you for joining us on our journey of serving our youth and families.

Gayelynn Gerhart

Portrait of a Cesar Chavez Graduate

Healthy Mind & Body

- Engages in a balanced healthy lifestyle that promotes overall physical and mental well-being.
- Able to make informed choices to promote healthy boundaries and relationships.

Civic-Minded Community Leader

- Uses empathy and integrity to negotiate and advocate for social equity and connection.
- Leads by example

Critical Thinker & Problem Solver

- Analyzes and evaluates information critically and competently and thinks flexibly.
- Imagines and devises new and innovative ways to address problems.

Creative & Adaptive Learner

- Persists in the face of challenges
- Has a growth mindset, is not afraid of failure.

Responsible & Accountable

- Recognizes and accepts feedback to develop and work on goals, and take responsibility.
- Identifies values, strengths and areas of growth to develop successful routines.

College & Career-Ready

- Develops an established network and self-determination to access and navigate systems of higher education.
- Demonstrates mastery of key skills and knowledge for high school graduation.

How We Measure Progress and Impact

1. Percent of students who are connected in healthy, constructive relationships with peers and adults, and model positive behaviors that reinforce their strengths, health, and physical well-being.

2. Percent of students who participate in at least one schoolwide project, civic action or extra curricular activity, and one work-based learning experience.

3. Percent of students who use 21st century skills — critical thinking, creativity, collaboration, communication — to tackle real-world, interdisciplinary challenges as measured by classroom rubric

4. Percent of students who are tech-literate.

5. Percent of students who apply learning to collaboratively engage in solving relevant challenges within the classroom, school and community.

6. Percent of students earning a high school diploma.

7. Percent of students who demonstrate mastery on Transition Readiness Checklist.

8. Percent of students leaving high school with a Future-Ready Portfolio that includes at least one of the following: an acceptance letter to a post-secondary institution; military enlistment; industry certification/ apprenticeship; or verifiable employment.

Strategy Map | 12 Strategic Priorities
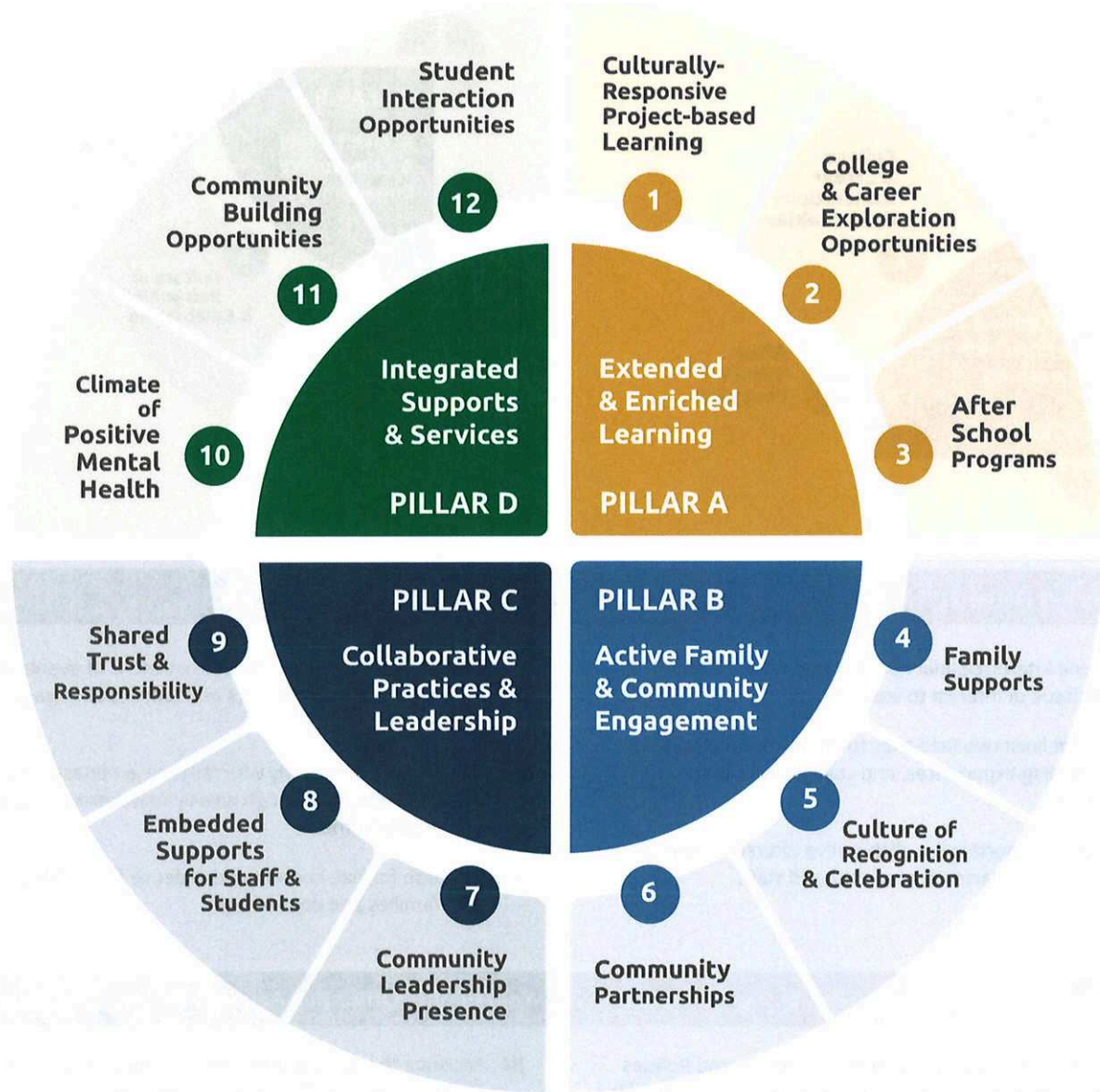
PILLAR A

1
We design project-based teaching and learning focused on real world issues.

2
We explore college and career through first hand experience.

3
We provide after school programs for recreation and enrichment.

PILLAR B

4
We build collaborative relationships with families.

5
We honor and celebrate who our students are on each step in their journey.

6
We foster robust partnerships with community partners.

PILLAR C

7
We are leaders in the community and invite the community into our school.

8
We equip staff with the right tools to support students.

9
We build systems and practices that allow for authentic collaboration.

PILLAR D

10
We create an inclusive environment that supports wellbeing for all.

11
We engage students and staff in the co-construction of our community.

12
We ensure all students are engaged and connected.

Key Actions

PILLAR A

- Culturally-Responsive Project-based Learning (1)
- College & Career Exploration Opportunities (2)
- After School Programs (3)
- Extended & Enriched Learning

PILLAR B

- Active Family & Community Engagement
- Family Supports (4)
- Culture of Recognition & Celebration (5)
- Community Partnerships (6)
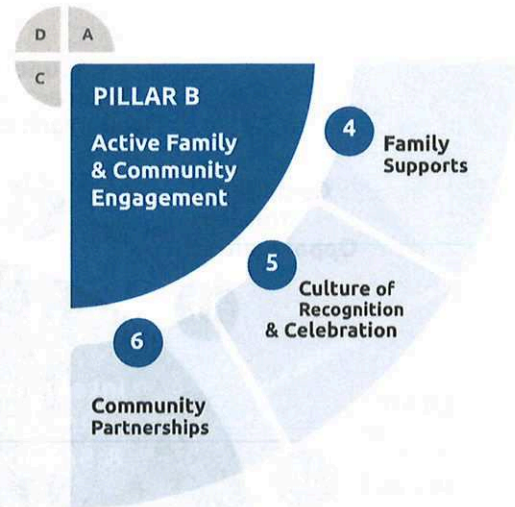
School Level Key Actions (Year 1)

A1. Create one interdisciplinary project that is based on a relevant issue of interest to students.

A2. Organize at least two field-trips to enrich student's project-based learning experiences, and college and career exploration.

A3. Research and coordinate collaborative afterschool programs with community partners, students, and staff.

Yolo County Office Key Actions (In Partnership with CCCS)

A4. Realign the current Graduation Requirements and Policies with CCCS Portrait of a Graduate, including A-G course taking patterns.

A5. Define the criteria for extending CCCS enrollment to 18-21 year olds.

School Level Key Actions (Year 1)

B1. Plan & implement a reasonable calendar of events that invites/encourages partners and families to engage in the school.

B2. Communicate regularly with families, emphasizing positive accomplishments through weekly newsletter of highlights or phone calls home.

B3. Establish format, content and cadence for communication with families and community.

Yolo County Office Key Actions (In Partnership with CCCS)

B4. Facilitate the development and approval of Memoradum of Understanding (MOUs) with community/institutional partners, including policy to support co-location/linked services model.
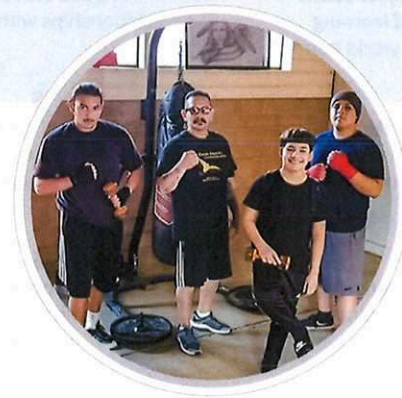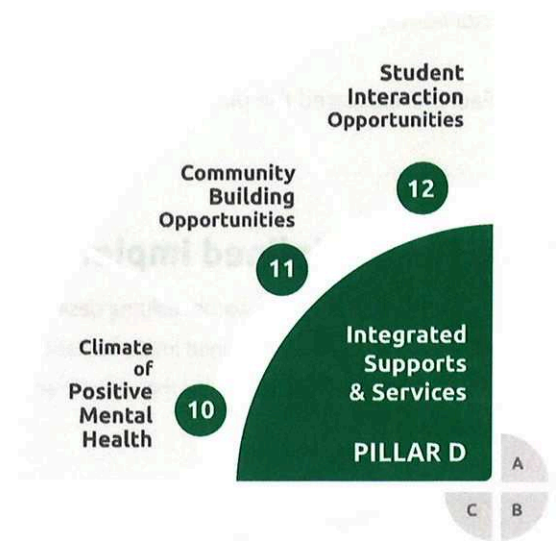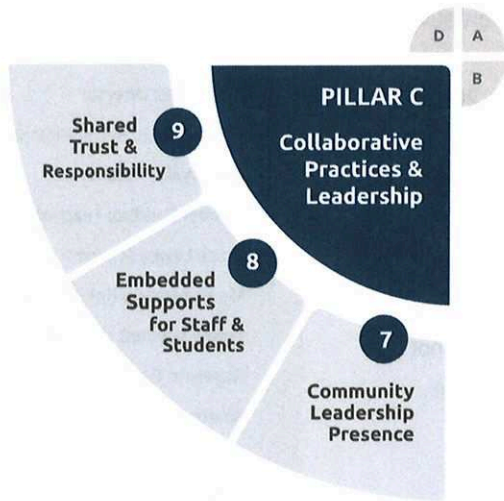
School Level Key Actions (Year 1)

C1. Create a clear process for screening, establishing, evaluating, documenting and maintaining vibrant community partnerships to support CCCS students.

C2. Collaboratively define and implement staff and student roles for monthly student engagement meetings.

Yolo County Office Key Actions (In Partnership with CCCS)

C3. Develop and facilitate implementation of a catalog of professional learning opportunities for school/district partners.

School Level Key Actions (Year 1)

D1. Provide Social-Emotional Learning (SEL) curriculum and professional development to all teachers and staff to support students' mental health.

D2. Expand and strengthen relationships with stakeholders by engaging with and participating in meetings and collaborative ventures (e.g., JJC)

Yolo County Office Key Actions (In Partnership with CCCS)

D3. Create a position within the county office focused on coordination of community schools networks within the county.

D4. Align the findings of the county-wide Roadmap asset mapping project to the CCCS Strategic Vision.

This **Blueprint for Student Success** was developed by a cross-section of Cesar Chavez stakeholders, including parents/caregivers, students, teachers and staff, community members, school administrators, and Yolo County Office of Education representatives.

Performance Fact Inc. facilitated the planning process between January - June 2022.

Roadmap for Disciplined Implementation

A results-focused plan is the first step towards realizing desired outcomes for student learning and achievement. However, without disciplined implementation, a plan flounders and may not live up to its promise. Therefore, after you "plan the work," then, you must "work the plan" to achieve desired results.

ANY TIME
Motivate & Facilitate with Data

EVERY 3-6 YEARS
Move Forward As One
→ System-wide Strategic Plan

START OF THE SCHOOL YEAR
Chart the Course
→ Annual School Improvement Plan

EVERY WEEK
Monitor & Adjust
→ Instructional Feedback & Support; Learning Walk

EVERY MONTH
Learn & Collaborate
→ Professional Development; "PLC"

EVERY 6-12 WEEKS
Reflect & Plan
→ Cycles of Inquiry
• 6-12-Week Instructional Plan
• Data Summit

MID-YEAR / END-OF-YEAR
Evaluate & Celebrate
→ Midyear/End-of-year Review & Celebration

© Performance Fact Inc.

The Roadmap for Disciplined Implementation is a step-by-step process for implementing action plans. By dividing the work into discrete, calendar-driven chunks, leaders and practitioners can significantly reduce the "implementation gap" often associated with improvement plans.

Members of the Core Planning Team

Alejandra Lopez; Program Specialist

Anissa DelCastillo; Administrative Secretary

Deb Bruns; Director

Selyna Leach; Administrative Secretary

Jared Willis; Teacher

Jatinder Sandhu; Teacher

Bruce Lewis; Teacher

Monica Aceves Robles; Teacher

Kelsey Mitchell; Counselor

Gayelynn Gerhart: Principal

Kristen Storz; Para Educator

Maggi Shubert; Community Partner

Lisa Medina; Parent

Davina Huerta; Para Educator

Heather Schlaman; Program Specialist

Alma Lopez; Community Partner

Elyse Doyle-Martinez; Community Partner

Merella Martinez Walston; Student

Abel Perez; Student

Micah Studer; Assistant Superintendent

Maria Arvizu-Espinoza; Associate Superintendent

Garth Lewis; Superintendent

Cesar Chavez Community School

Schools

Cesar Chavez

Dan Jacobs

255 W Beamer St Woodland, California 95695

(530) 668-3090 Phone | (530) 668-3090 Fax

cccs-ycoe-ca.schoolloop.com

ORGANIZATION

Annual Organizational Meeting

The County Board of Education shall hold an annual organizational meeting, which shall be the first meeting on or after the last Friday in November. (Education Code 1009)

At the organizational meeting, the County Board shall:

1.   Elect a president and a vice president by annual rotation:
      Trustee Area 1 –   *Term Expires 12/22*
                                 President/VP rotation 2021 President

      Trustee Area 2 -   *Term Expires 12/22*
                                 President/VP rotation 2022 President

      Trustee Area 3 -   *Term Expires 12/24*
                                 President/VP rotation 2023 President

      Trustee Area 4 -   *Term Expires 12/24*
                                 President/VP rotation 2024 President

      Trustee Area 5 -   *Term Expires 12/22*
                                 President/VP rotation 2025 President

2.   Appoint the County Superintendent as secretary to the County Board

3.   Authorize signatures

4.   Develop a schedule of regular meetings for the year

5.   Develop a governance calendar for the year

6.   Designate County Board representatives to County Board standing committees and, as appropriate, other public agencies or organizations of which the County Board is a member or to which the County Board is invited to participate

Election of officers shall not be done by secret ballot.

Legal Reference:
      EDUCATION CODE
      1007   Elections
      1009   Annual organizational meeting; date and notice
      1010   County Superintendent- ex-officio secretary and executive officer

1011 Regular meetings
GOVERNMENT CODE
54953   Meetings to be open and public; attendance
ATTORNEY GENERAL OPINIONS
68 Ops.Cal.Atty.Gen. 65 (1985)

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California County Boards of Education: http://www.theccbe.org

Adopted: June 29, 2017	**YOLO COUNTY OFFICE OF EDUCATION**
Revised: December 14, 2020	Woodland, California

Steps to present YCBOE resolutions

Once a resolution has been voted on and approved by the Board, the identified Board member will:

- Invite the participant(s) to step forward to the podium to accept the resolution.
- Introduce yourself and express appreciation to the individual for their attendance to accept the resolution.
- Read 2-3 stanzas from the resolution that connect to the purpose or importance of the resolution.
- If you can, provide a short personal anecdote related to the resolution.
- Once you have finished speaking, invite the participant(s) to provide brief comments to the Board.
- Once they are finished speaking, invite the participant(s) to join in a photo.

Yolo County
OFFICE OF EDUCATION

Recurring Resolutions

January

Agenda Section	Board Item Title	Department
Action	Resolution: *Approving Field Trips for the Student Host Program In Support of Farm Connection Day*	Supt
Action	Resolution: *Black History Month*	Supt
Action	Resolution: *Career Technical Education*	Supt

February

Agenda Section	Board Item Title	Department
Action	Resolution: *Women's History Month*	Supt
Action	Resolution: *Arts Education Month*	Supt
Action	Resolution: *Cesar Chavez Day*	Supt

March

Agenda Section	Board Item Title	Department
Action	Resolution: *In Support of High School Voter Weeks* (last two full weeks in April)	Supt
Action	Resolution: *Child Abuse Prevention Month*	Supt

April

Agenda Section	Board Item Title	Department
Action	Resolution: *Classified School Employee Week*	Supt
Action	Resolution: *California Day of the Teacher*	Supt
Action	Resolution: *Asian American Month*	Supt
Action	Resolution: *Teen Pregnancy Prevention Month*	Supt
Action	Resolution: *Mental Health Awareness Month*	Supt
Action	Resolution: *National Foster Care Month*	Supt

May

Agenda Section	Board Item Title	Department
Action	Resolution: *Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month -*	

June
None

July

Agenda Section	Board Item Title	Department
Action	Resolution: *Temporary Interfund Cash Transfers*	Internal Business

August

Agenda Section	Board Item Title	Department
Action	Resolution: *In Support of High School Voter Weeks* (last two full weeks in September)	Supt
Action	Resolution: *California Native American Day (September)*	Supt
Action	Resolution: *School Attendance*	Supt
Action	Resolution: *Latino Heritage Month*	Supt

September

Agenda Section	Board Item Title	Department
Action	Resolution: *Regarding Sufficiency or Insufficiency of Instructional Materials*	Ed Services
Action	Resolution: Indigenous People's Day	Supt
Action	Resolution: Filipino American History Month	Supt
Action	Resolution: *Anti-Bullying Month*	Supt

October

Agenda Section	Board Item Title	Department
Consent	Resolution: *Declaring November 20xx as California Retired Teachers Week*	Supt
Action	Resolution: *Native American Heritage Month*	Supt
Action	Resolution: *Sikh American Awareness and Appreciation Month*	Supt
Action	Resolution: *Committed Fund Balance*	Internal Business
Action	Resolution: *Committed Fund Balance Pension Contribution*	Internal Business
Information	Resolution: *Adoption of the Gann Limits*	Internal Business

November

None

December

None

CSBA

1. Conditions of Effective Governance

		Number of members responded				
		Almost Always	Often	Less Often	Rarely	Not Sure

Board unity

		Almost Always	Often	Less Often	Rarely	Not Sure
1. The board is focused on achievement for all students.	🟩	3	2	0	0	0
2. The board is committed to a common vision.	🟦	2	2	1	0	0
3. The board stays focused on district priorities.	🟩	3	2	0	0	0
4. The board works well together.	🟦	2	2	0	0	1
5. The board commits the time to become informed.	🟦	2	2	0	0	1
6. Individual board members do not undermine board decisions.	🟦	3	1	0	0	1

Roles and responsibilities

		Almost Always	Often	Less Often	Rarely	Not Sure
7. Board members agree on the role and responsibilities of the board and the superintendent.	🟦	1	3	0	1	0
8. Board members follow board agreements regarding speaking for the board.	🟦	2	2	0	1	0
9. Board members keep confidential matters confidential.	🟦	4	0	0	1	0
10. The board gives direction to the superintendent only at board meetings.	🟦	1	3	0	0	1
11. Individual board members do not attempt to direct the superintendent.	🟦	1	3	0	1	0

🟩 A strength for most members	🟦 A strength for simple majority	🟨 Area of growth for simple majority	🟥 Area of growth for most members

Board culture

		Almost Always	Often	Less Often	Rarely	Not Sure
12. The board treats the superintendent with respect.	🔋	3	2	0	0	0
13. The board manages internal conflicts in a productive manner.	🔋	3	1	0	0	1
14. Board members follow agreements on how they will act towards each other.	🔋	4	1	0	0	0
15. Board members treat each other with respect.	🔋	5	0	0	0	0
16. Board members demonstrate they understand other perspectives.	🔋	2	2	1	0	0
17. Board members usually discuss questions about agenda items with the superintendent prior to the board meeting.	🔋	1	1	0	0	3

Board operations

		Almost Always	Often	Less Often	Rarely	Not Sure
18. The board governs within board-adopted policies, bylaws and protocols to manage board operations.	🔋	4	1	0	0	0
19. Board members receive timely information.	🔋	2	2	1	0	0
20. Board members receive adequate information.	🔋	1	3	1	0	0
21. All board members receive the same information.	🔋	1	1	0	0	3
22. Board members follow agreements about how to request clarifying or additional information about agenda items.	🔋	3	2	0	0	0
23. Board members follow agreements on how to bring up new ideas.	🔋	3	2	0	0	0
24. Board members follow agreements on how concerns from the community will be handled.	🔋	1	3	0	1	0

🟩	A strength for most members	🟦	A strength for simple majority	🟨	Area of growth for simple majority	🟥	Area of growth for most members

1. Conditions of Effective Governance

		Number of members responded				
		Almost Always	Often	Less Often	Rarely	Not Sure

Board meetings

		Almost Always	Often	Less Often	Rarely	Not Sure
25. The board agrees on the role of the board president in managing board meetings.	🔋	3	2	0	0	0
26. Board meeting agendas reflect district priorities.	🔋	2	2	0	0	1
27. Board members come to meetings prepared.	🔋	3	2	0	0	0
28. The board effectively uses data in its decision-making.	🔋	1	3	1	0	0
29. The board confines its meetings to a reasonable length of time.	🔋	4	0	1	0	0
30. There is a good relationship between how long the board spends on an agenda item and the importance of the item.	🔋	2	3	0	0	0
31. The board effectively manages community input at board meetings.	🔋	1	3	0	1	0

Board development

		Almost Always	Often	Less Often	Rarely	Not Sure
32. The board agrees on the process for identifying officers.	🔋	5	0	0	0	0
33. The board plans for the development and training of the board.	🔋	2	2	0	1	0
34. The board effectively orients new members.	🔋	1	2	0	1	1
35. The board reviews its governance agreements regularly.	🔋	1	3	0	1	0

🟩 *A strength for most members*	🟦 *A strength for simple majority*	🟨 *Area of growth for simple majority*	🟥 *Area of growth for most members*

2. Board Responsibilities

		Almost Always	Often	Less Often	Rarely	Not Sure
Setting direction						
36. The board provides opportunity for community input when developing the district's mission, core beliefs and vision.		1	1	1	1	1
37. The board adopts long-range priorities.		2	1	1	1	0
38. The board uses the district's mission, core beliefs and vision to drive district performance.		2	2	1	0	0
39. The board adopts clear and measurable indicators to assess district performance.		1	3	1	0	0
Structure						
40. The board adopts a fiscally responsible budget aligned to the district's vision and goals.		2	2	1	0	0
41. The board regularly monitors the fiscal health of the district.		2	2	1	0	0
42. The board has an effective process to review, revise and adopt policies.		2	3	0	0	0
43. The board establishes priorities for the district's collective bargaining process that support the district vision and goals.		0	1	1	2	1
Support						
44. The board demonstrates commitment to district priorities and goals.		3	1	0	0	1
45. The board demonstrates support for the superintendent in carrying out board directives.		4	1	0	0	0
46. The board is represented at key district events.		1	4	0	0	0
47. The board celebrates district accomplishments.		2	3	0	0	0

A strength for most members

A strength for simple majority

Area of growth for simple majority

Area of growth for most members

2. Board Responsibilities

		Almost Always	Often	Less Often	Rarely	Not Sure
Accountability						
48. The board monitors student progress against established benchmarks.		3	2	0	0	0
49. The board monitors progress towards district goals based on established success indicators.		2	2	0	0	1
50. The board monitors the implementation of the adopted budget.		2	2	0	0	1
51. The board monitors the implementation of board policies.		1	3	0	0	1
52. The board evaluates the performance of the board.		3	1	0	1	0
53. The board evaluates the performance of the superintendent based on established expectations.		1	1	1	1	1
Community leadership						
54. The board uses cohesive messages to communicate district priorities, goals and needs.		1	4	0	0	0
55. The board provides community leadership on educational issues.		1	3	0	1	0
56. The board pursues partnerships to support district efforts.		2	2	0	1	0
57. The board advocates on behalf of students and public education at the local, state and federal levels.		3	2	0	0	0
58. The board informs the community on district priorities, progress, needs and opportunities for involvement.		2	3	0	0	0

A strength for most members

A strength for simple majority

Area of growth for simple majority

Area of growth for most members