

*The Yolo County Office of Education will be a countywide and regional leader to support and advocate for equity and access to high-quality educational programs.*

**AGENDA  
YOLO COUNTY BOARD OF EDUCATION  
Regular Meeting  
Tuesday, July 24, 2018  
3:30pm**

**BOARD MEMBERS**

Cirenio A. Rodriguez, President  
Shelton Yip, Vice President  
Bill Owens  
Carol Souza Cole  
Matt Taylor

**LOCATION**

Yolo County Office of Education  
Conference Center  
1280 Santa Anita Court, Suite 120  
Woodland, CA 95776-6127

**1.0 OPENING PROCEDURES**

Action

- 1.1 Call to Order and Roll Call
- 1.2 Pledge of Allegiance
- 1.3 Approval of Agenda
- 1.4 Public Comment

**Posted: July 18, 2018**

*This item is placed on the agenda for the purpose of providing visitors the opportunity to address the Board on any item(s) of business that does not appear on the formal agenda. You may request recognition by completing the form provided at the door.*

*Visitors may also request recognition from the chairperson, to address the Board concerning an item on the agenda by completing the form provided at the door.*

*The Board reserves the right to establish a time limit on these discussions, or to refer them to the next regular meeting for further deliberation.*

**2.0 YOLO COUNTY OFFICE OF EDUCATION EMPLOYEE(S) OF THE MONTH Page 4**

**3.0 REPORTS**

- 3.1 Board Member(s)/Superintendent/Superintendent's Advisory Team/Committee(s) Page 5
  - a. Board Members
  - b. Superintendent
  - c. Superintendent's Advisory Team
  - d. Committees
- 3.2 Associations *(This item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and public.)*

THE BOARD HAS THE OPTION TO TAKE ACTION ON ANY ITEM(S) LISTED ON THE AGENDA FOR INFORMATION.

**4.0 INFORMATION/DISCUSSION/ACTION**

- Action**      **4.1**      Consent Agenda      **Page 6**  
a. Approval of Minutes: June 26, 2018 Regular Meeting  
b. Temporary County Certificates
- Information**      **4.2**      Mini-Grant Presentations  
a. *Cornilleau 510 Pro Outdoor Tennis Table for PE & Lunch* – Gayelynn Gerhart **Page 14**
- Action**      **4.3**      Resolution #18-19/01: Temporary Interfund Cash Transfers      **Page 15**
- Information/Action**      **4.4**      Resolution #18-19/02: Committed Fund Balance for Pension Contributions **Page 17**
- Information**      **4.5**      2017-18 Annual Average Daily Attendance (ADA) Report      **Page 21**
- Information**      **4.6**      Public Disclosure of Costs Associated with the 2017-18 Collective Bargaining Agreement Between the Yolo County Office of Education (YCOE) and California School Employees Association (CSEA), Chapter #639      **Page 23**
- Information**      **4.7**      Public Disclosure of Costs Associated with the 2017-18 Collective Bargaining Agreement Between the Yolo County Office of Education (YCOE) and Yolo Education Association (YEA), Chapter #71      **Page 25**
- Information**      **4.8**      First Reading of New Board Policies – Series 6000 (Instruction):      **Page 27**  
a. BP/SP 6142.4 Service Learning/Community Service Classes  
b. BP/SP 6142.6 Visual Arts and Performing Arts Education  
c. BP/SP 6142.7 Physical Education and Activity  
d. BP/SP 6142.91 Reading/Language Arts Instruction  
e. BP/SP 6142.92 Mathematics Instruction  
f. BP/SP 6142.93 Science Instruction  
g. BP/SP 6142.94 History-Social Science Instruction  
h. BP/SP 6143 Course of Study  
i. BP/SP 6144 Controversial Issues
- Information**      **4.9**      Head Start/Early Head Start Reports      **Page 59**  
a. Enrollment Update  
b. Program  
c. Financial Status  
d. Interim Financial Status (Standard Form 425)
- Information**      **4.10**      Suggested Future Agenda Item(s)      **Page 73**
- Action**      **5.0**      **ADJOURNMENT**

**AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:**

- *Four calendar days prior to the meeting, a full Board packet is available for review at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding County Office of Education holidays).*
- *Agenda documents distributed to the Board less than 72 hours before the meeting will be made available at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding County Office of Education holidays). [Government Code § 54957.5]*
- *Board agendas are posted outside the YCOE Administrative Office building at 1280 Santa Anita Court, Suite #100 and #120, in weather-protected glass cases.*
- *The Board agenda is posted on the County Office website: [www.ycoe.org](http://www.ycoe.org)*

*In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Yolo County Office of Education at 530-668-3703. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)*

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Yolo County Office of Education Employee(s) of the Month Recognition	<b>AGENDA ITEM #:</b> 2.0
<b>PER:</b> <input checked="" type="checkbox"/> BOARD REQUEST <input type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b>  Margie Valenzuela
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Margie Valenzuela, Executive Director of Human Resources will present Employee(s) of the Month certificate(s).

**RECOMMENDATION/COMMENTS:** For information.

**YOLO COUNTY BOARD OF EDUCATION**

**Letter of Transmittal to County Board**

**From the Superintendent**

<b>SUBJECT:</b> Reports	<b>AGENDA ITEM #:</b> 3.0
<b>PER:</b> <input checked="" type="checkbox"/> <b>BOARD REQUEST</b> <input type="checkbox"/> <b>STAFF REQUEST</b>	<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b>
<b>FOR BOARD:</b> <input type="checkbox"/> <b>ACTION</b> <input checked="" type="checkbox"/> <b>INFORMATION</b>	<b>RESEARCH &amp; PREPARATION BY:</b> Superintendent's Office
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Reports will be given as follows:

**3.1 Board Member(s) / Superintendent / SAT / Committee(s)**

- a. Board Members
- b. Superintendent
- c. Superintendent Advisory Team (SAT)
- d. Committees

**3.2 Associations**

**RECOMMENDATION/COMMENTS:** For information.

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Consent Agenda	<b>AGENDA ITEM #:</b> 4.1
<b>PER:</b> <input checked="" type="checkbox"/> <b>BOARD REQUEST</b> <input checked="" type="checkbox"/> <b>STAFF REQUEST</b>	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>FOR BOARD:</b> <input checked="" type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>	<b>RESEARCH &amp; PREPARATION BY:</b>  Superintendent's Office
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion unless a Trustee or citizen requests that an item(s) be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items:

- a. Approval of the Minutes:    June 26, 2018 Regular Meeting
  
- b. Temporary County Certificates:  
Temporary County Certificates (TCCs) are issued for up to a year throughout the county to certified employees whose credential applications are being processed by the California Commission on Teacher Credentialing.

**RECOMMENDATION/COMMENTS:** That one action is taken to approve above listed items.

**YOLO COUNTY BOARD OF EDUCATION**  
**Regular Meeting: June 26, 2018**  
**DRAFT MINUTES**

**1.0 OPENING PROCEDURES**

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on June 26, 2018 at 3:35 pm in Regular session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present were: Carol Souza Cole, Bill Owens, Shelton Yip, Matt Taylor and Cirenio Rodriguez. Board President Cirenio Rodriguez presided. Assistant Superintendent, Garth Lewis, was also present representing Superintendent Jesse Ortiz who arrived later in the meeting. (Roll Call held).
- 1.2 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.3 Approval of Agenda. Board President Rodriguez requested a change in sequence: Item 4.7 Approve Current Superintendent's Salary Increase will be heard after Item 4.12 Alternative Education Attendance Report.

The board took action to approve the agenda with the above change.

**MOTION:** Owens   **SECOND:** Souza Cole   **AYES:** Owens, Souza Cole, Yip, Rodriguez, Taylor.   **NOES:** None.   **ABSENT:** None

- 1.4 Public Comment. There were no comments at this time.

**2.0 YOLO COUNTY OFFICE OF EDUCATION EMPLOYEE(S) OF THE MONTH RECOGNITION:** No employees were recognized this month.

**3.0 REPORTS**

3.1 Board Member(s)/Superintendent/SAT/Committee(s).

a. Board Members

- Trustee Souza Cole recognized Tami Ethier, Associate Superintendent, Administrative Services at her last meeting with the board. Tami is moving on to a new job with FCMAT (Fiscal Crisis & Management Assistance Team). She was presented with flowers and thanked for her professionalism and knowledge on the budget.
- Trustee Rodriguez has been dealing with a death in the family. Migrant Education has a summer program and in one of the classes (ethnic studies) they have lost faculty so he has been teaching four (4) days a week at the high school. He is trying to figure out if he will continue to teach if they do not fill that position. He also recognized Yolanda Carmichael for twelve (12) years of working at the Yolo County Office of Education. Ms. Carmichael will be retiring on June 30, 2018 and was presented with flowers and a plaque created by students from the Cesar Chavez Community School.
- Trustee Taylor who is a member of the Charter Committee stated he will

comment when *Item 4.6 Yolo County Career Academy Charter School Material Revision* is discussed

- Trustee Yip attended four (4) graduations including Adult Living Skills and Greengate school. He also attended the Cesar Chavez Community School (CCCS) graduation at the Woodland Opera House which was a beautiful event and it was wonderful to see all the young kids that made it through school! Last week he spent the day with PERS/STRS staff trying to get them to work on defining the benefits and to reduce costs to districts. He also met with Assemblymember Aguiar-Curry who is working with nineteen (19) colleagues on the projected increases with the PERS/STRS issue. Trustee Yip is helping them to get a better idea of the impact of PERS/STRS on districts. He will be attending the California County Board of Education (CCBE) Annual Conference on September 14-16, 2018 along with three (3) other board members (Taylor, Owens and Souza Cole). He will also be presenting at the CCBE conference and will be working with two SELPAs and the State Performance Plan staff on disproportionality in the county. He also just found out he will present at the California School Boards Association (CSBA) Annual Education Conference November 29 – December 1, 2018. The presentation will also be on disproportionality which will touch on Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS).

b. Superintendent

- Incoming Superintendent Garth Lewis reviewed upcoming events for the Yolo County Office of Education (YCOE). Our team from CCCS is presenting at the California Association of Latino Superintendents and Administrators (CALSA) conference on July 9, 2018. They are presenting on the impact of partnerships on the life of young people along with representatives from probation, Yolo Arts and Brown Issues. On August 6, 2018 we will be hosting a welcome back breakfast for administrators throughout the county (site and district office). We are working on a keynote speaker for the breakfast but there will also be a presentation from the FBI on decision making in a crisis situation as a way to kick off the school year with our administrators. On September 7, 2018 Dr. Ortiz has arranged for Dr. Victor Rios from U.C. Santa Barbara to present at the Young Latino Males Conference. Finally, on October 30, 2018 we will be hosting Building a Resilient Yolo Summit. This initiative is starting to take form and we are excited to take this to the next level of collaboration. Flyers for all these events will be sent to the board.

**Superintendent Ortiz arrived at 3:48pm**

c. Superintendent's Advisory Team

- Ronda DaRosa distributed copies and reviewed the *Yolo County Board of Education Update, June 26, 2018* (copies can be found on file with the official records of this meeting).



- d. Committees
  - No reports.

- 3.2 Associations.
  - No reports.

#### 4.0 INFORMATION/DISCUSSION/ACTION

##### 4.1 Consent Agenda.

- c. Temporary County Certificates

Board Vice President Yip requested that Item (a) Approval of Minutes from the May 22, 2018 Regular meeting and Item (b) Approval of Minutes from the June 12, 2018 Special meeting be pulled to discuss separately. The Board took action to approve Item (c) Temporary County Certificates of the Consent agenda.

**MOTION:** Owens **SECOND:** Yip **AYES:** Owens, Yip, Taylor, Souza Cole, Rodriguez. **NOES:** None. **ABSENT:** None.

- a. Approval of Minutes: May 22, 2018 Regular Meeting

Board Vice President Yip requested the following corrections:

Item #3.0 Board Member Reports, last sentence of page 1

- Change title of CSBA Public Affairs and Community Engagement Representative (PACER) Michael Anadon from liaison to county offices to Region 6 Liaison
- Change O'Donnell's bill from 1316 to 3631

Item #4.3 Presentation: Cesar Chavez Community School Student Leadership Opportunity

- Change spelling from photos to photos

- b. Approval of Minutes: June 12, 2018 Special Meeting

Item #1.1 Call to Order and Roll Call

- Omit third sentence, "Board Vice President Cirenio Rodriguez was absent."

**MOTION:** Yip **SECOND:** Taylor **AYES:** Yip, Taylor, Souza Cole, Rodriguez, Owens. **NOES:** None. **ABSENT:** None.

- 4.2 Education Protection Account (EPA) Spending Plan Fiscal Year 2018-19. Crissy Huey presented this item for information and responded to questions from the Board.

The Board took action to approve the Education Protection Account (EPA) Spending Plan Fiscal Year 2018-19. (Trustee Taylor excused himself momentarily while the motion was made.)

**MOTION:** Yip **SECOND:** Owens **AYES:** Yip, Owens, Souza Cole, Rodriguez, **NOES:** None. **ABSENT:** Taylor

- 4.3 Adoption of the Yolo County Office of Education Local Control and Accountability Plan (LCAP). Principal Gayelynn Gerhart reviewed a 10-page PowerPoint presentation titled, YCOE LCAP and responded to questions of the Board (copies can be found on file with the official records of this meeting). Trustee Souza Cole requested a review of the data from the Healthy Kids Survey be placed on the agenda of the October or November 2018 Board meeting.

The Board took action to approve the Yolo County Office of Education Local Control and Accountability Plan.

**MOTION:** Souza Cole **SECOND:** Taylor **AYES:** Souza Cole, Taylor, Owens, Yip, Rodriguez. **NOES:** None. **ABSENT:** None.

- 4.4 Adoption of the 2018-19 Final Yolo County Office of Education Budget. Crissy Huey, Director of Internal Business presented this item as information at the June 12, 2018 Special meeting. She provided clarification on the FTEs listed on pages 304, 306 and 308. As a follow up regarding projected increases in STRS/PERS, Tami Ethier reiterated that money from the ending fund balance could be moved from “assigned” to “committed” by board resolution for this purpose. The Board requested that a resolution for this purpose be brought forth for information at the July regular meeting and action to approve it at the August meeting.

The Board took action to approve the 2018-19 Final Yolo County Office of Education Budget.

**MOTION:** Owens **SECOND:** Souza Cole **AYES:** Owens, Souza Cole, Taylor, Yip, Rodriguez. **NOES:** None. **ABSENT:** None.

- 4.5 Yolo County Office of Education Single Plan for Student Achievement (SPSA), 2018-19. Principal Gerhart reviewed the material contained in the Board packet. Garth Lewis noted that Board approval of the SPSA is required in order to receive federal funding.

The Board took action to approve the YCOE Single Plan for Student Achievement, 2018-19.

**MOTION:** Souza Cole **SECOND:** Taylor **AYES:** Souza Cole, Taylor, Yip, Rodriguez, Owens. **NOES:** None. **ABSENT:** None.

- 4.6 Yolo County Career Academy Charter (YCCA) School Material Revision. Lori Perez presented the material contained in the board packet. She provided clarification regarding the proposed change in the governance of YCCA from an independent to a dependent structure. She provided further clarification regarding

the El Dorado Charter SELPA serving the YCCA instead of the Yolo SELPA.

The Board took action to move Item 4.6 Yolo County Career Academy Charter School Material Revision from an information item to action item.

**MOTION:** Taylor **SECOND:** Yip **AYES:** Taylor, Yip, Souza Cole, Rodriguez. **NOES:** Owens. **ABSENT:** None.

The Board took action to approve the Yolo County Career Academy Charter School Material Revision.

**MOTION:** Taylor **SECOND:** Yip **AYES:** Taylor, Yip, Souza Cole, Rodriguez. **NOES:** Owens. **ABSENT:** None.

- 4.8 Update Cesar Chavez Community School Extended School Year Calendar  
Garth Lewis reviewed the document contained in the Board packet and responded to questions of the Board.
- 4.9 Head Start/Early Head Start Reports
- a. Enrollment Update
  - b. Program
  - c. Financial Status

Ronda DaRosa reviewed the documents contained in the Board packet and responded to questions of the Board. Trustee Souza Cole asked if the Board would be interested in seeing summary data from the Kinder Camp assessments. The Board is interested in the data and would like to receive a report in the future on pre and post assessments and how the kids developed during that 6 week period.

- 4.10 Consider Changing Date of August 28, 2018 Regular Board Meeting.  
Superintendent Ortiz provided an update to the Board stating that staff attends a retreat every year for the CSR (Capitol Service Region) and this year it is August 27-28, 2018, which falls on the same date as the August 2018 Board meeting. He stated that it is very beneficial for staff to develop partnerships and goals at the CSR retreat so he is requesting to change the date of the Board meeting. The Board agreed to change the date to August 29, 2018 at 3:30 p.m.

The Board took action to approve changing the date of the August 28, 2018 Regular Board Meeting to August 29, 2018.

**MOTION:** Owens **SECOND:** Souza Cole **AYES:** Owens, Souza Cole, Taylor, Yip, Rodriguez. **NOES:** None. **ABSENT:** None.

- 4.11 Office of Refugee Resettlement (ORR) Program Update. Superintendent Ortiz provided an update of the ORR Program and responded to questions of the Board. Additional updates will be brought to the Board at the July 24, 2018 Regular meeting.

- 4.12 Alternative Education Attendance Report. Garth Lewis reviewed the attendance report and responded to questions of the Board.

4.7 Approve Current Superintendent's Salary Increase

President Rodriguez and Trustee Yip who are part of the Yolo County Board of Education (YCBE) Compensation Committee provided an update regarding the discussion to approve the current superintendent's salary increase. The YCBE annually reviews the Superintendent's total compensation for the purposes of considering an adjustment of the fiscal year.

The Board took action to approve a 5% increase to the current Superintendent's salary for the 2018-19 year.

**MOTION:** Yip **SECOND:** Souza Cole **AYES:** Yip, Souza Cole, Taylor, Owens, Rodriguez. **NOES:** None. **ABSENT:** None.

4.13 Setting the Salary of the Incoming Superintendent.

President Rodriguez and Trustee Yip reviewed the next steps for Setting the Salary of the Incoming Superintendent. They will plan to meet with the Incoming Superintendent Garth Lewis on this issue soon. Trustee Yip also asked the Board to look at setting the salary every four (4) years. Trustee Taylor asked the Yolo County Office of Education (YCOE) staff to bring back a current analysis (July 2018) on superintendent salaries for similar-sized counties including districts in Yolo County. Trustee Yip requested information on class 4 and 5's be included in the analysis. A comparison on salaries would help the board make the best decision on setting the salary of the incoming superintendent. President Rodriguez commented that if the requested information is given to the Board at an upcoming meeting they can take action on this item *4.13 Setting the Salary of the Incoming Superintendent* by the October 23, 2018 Regular Board meeting.

- 4.14 Suggested Future Agenda Items. Trustee Souza Cole requested a review of the data from the Healthy Kids Survey be placed on the agenda of the October or November 2018 Board meeting.

5.0 **ADJOURNMENT.** The meeting adjourned at 6:25 pm.

**MOTION:** Taylor **SECOND:** Yip **AYES:** Taylor, Yip, Souza Cole, Owens, Rodriguez. **NOES:** None. **ABSENT:**

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Garth Lewis, Assistant Superintendent, (acting on behalf of Dr. Jesse Ortiz, Yolo County Superintendent of Schools and Secretary to the Yolo County Board of Education)

YOLO COUNTY OFFICE OF EDUCATION  
 TEMPORARY COUNTY CERTIFICATES  
 FOR DISTRICTS

June 2018

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Carey Fitzpatrick Galles	(Speech) Clinical or Rehabilitative Credential
Donna Stephens	PPS Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Barbara Hernandez	PPS

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate

**Total TCC's for the Month of June 2018: 3**

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Mini-Grant Presentations	<b>AGENDA ITEM #:</b> 4.2
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b>  Gayelynn Gerhart
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Mini-Grant Presentations

- a. *Cornilleau 510 Pro Outdoor Tennis Table for PE & Lunch*– Gayelynn Gerhart, Principal
  - o Cesar Chavez Community School
  - o Amount: \$2,031.00

**RECOMMENDATION/COMMENTS:** For information.

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Resolution #18-19/01: Temporary Interfund Cash Transfers	<b>AGENDA ITEM #:</b> 4.3
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b>  Debra Hinely
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Education Code 42603 states that the governing board of any school district or office of education may direct that monies held in any fund or account be temporarily transferred to another fund or account of the district/county office for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during a current fiscal year may be transferred.

As noted above, Education Code 42603 delineates the requirements regarding temporary interfund cash transfers. Board approval is required before making these transfers. In an effort to facilitate this process, attached is a resolution to make transfers for cash-flow purposes, as the needs arise, based on authorization by the Superintendent or designee. Temporary transfers to meet temporary cash shortages in a fund will be processed based on this authorization.

**RECOMMENDATION/COMMENTS:** The Board is being asked to adopt Resolution #18-19/01: Temporary Interfund Cash Transfers.

**YOLO COUNTY BOARD OF EDUCATION  
RESOLUTION #18-19/01: TEMPORARY INTERFUND CASH TRANSFERS**

**IN THE MATTER OF AUTHORIZING  
INTER-FUND LOAN FOR CASH FLOW PURPOSES:**

**WHEREAS**, the Yolo County Office of Education administers various funds; and,

**WHEREAS**, the County Office of Education occasionally has cash shortages in its segregated funds at the county treasury; and,

**WHEREAS**, Education Code Section 42603 authorizes inter-fund loans to cover such temporary cash shortages;

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Yolo County Office of Education authorizes the County Administration to transfer funds as needed for cash-flow purposes and to repay those transfers as funds become available for the 2018-2019 school year.

**PASSED AND ADOPTED** by the Governing Board of the Yolo County Office of Education on this 24 day of July, 2018.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Shelton B. Yip, Vice President  
Yolo County Board of Education

**ATTEST:**

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Jesse Ortiz, Ed.D., County Superintendent  
of Schools and Secretary Ex-Officio of the  
Yolo County Board of Education



**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Resolution No. 18-19/02: Committed Fund Balance for Pension Contributions	<b>AGENDA ITEM #:</b> 4.4
<b>PER:</b> <input type="checkbox"/> <b>BOARD REQUEST</b> <input checked="" type="checkbox"/> <b>STAFF REQUEST</b>	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>FOR BOARD:</b> <input checked="" type="checkbox"/> <b>ACTION</b> <input checked="" type="checkbox"/> <b>INFORMATION</b>	<b>RESEARCH &amp; PREPARATION BY:</b>  Crissy Huey/Debra Hinely
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Attached is Resolution No. 18-19/02 Committed Fund Balance for Pension Contributions.

**RECOMMENDATION/COMMENTS:** For board information and action.

**BOARD RESOLUTION NO. 18-19/02**  
**COMMITTED FUND BALANCE FOR PENSION CONTRIBUTIONS**

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Governing Board; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and

WHEREAS, the Governing Board has determined it will commit \$343,435 in FY 2018/2019 for the projected increased costs of STRS/PERS pension contributions in FY 2019/2020, and will continue to adjust committed funds in out years for future increased costs of STRS/PERS pension contributions; and

NOW, THEREFORE, be it resolved, that the Governing Board of the Yolo County Office of Education, in accordance with the provisions of GASB 54 hereby commits funding as indicated by the Committed Fund classification, and funds cannot be used for any purpose other than directed above, unless the Governing Board adopts another resolution to remove or change the constraint.

PASSED AND ADOPTED this 24th day of July, 2018, by the Governing Board of the Yolo County Office of Education, California, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Shelton B. Yip, Vice President  
Yolo County Board of Education

ATTEST:

\_\_\_\_\_  
Jesse Ortiz, Ed.D., County Superintendent  
of Schools and Secretary Ex-Officio of the  
Yolo County Board of Education



# STRS/PERS Projected Increases

CalPERS Rates per Education Code Sections 22901.7 and 22950.5							
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Employer</b>	8.88%	10.73%	12.58%	15.53%	18.06%	20.80%	23.50%

CalSTRS Projected Rates							
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Employer</b>	11.71%	11.847%	13.888%	14.43%	16.28%	18.13%	19.10%

## ESTIMATED INCREASES IN RETIREMENT

	2018/19		Approved Budget			
	2019 STRS	2019 PERS	2020 STRS	2020 PERS	2021 STRS	2021 PERS
	16.28%	18.062%	18.13%	20.80%	19.10%	23.50%
<b>Annual Increase %</b>			1.85%	2.74%	0.97%	2.70%
3101 STRS-CERTIFICATED	1,730,186.00		1,974,968		2,132,650	
3102 STRS-CLASSIFIED	38,356.00		43,783		47,278	
3201 PERS-CERTIFICATED		154,473.00		182,337		211,155
3202 PERS-CLASSIFIED		1,182,063.00		1,395,282		1,615,810
3212 PERS B/O-CLASSIFIED		3,068.00		3,621		4,194
TOTAL: 3xxx	3,108,146.00		3,599,991		4,011,087	

ALL FUNDS Estimated increase over prior year: **\$491,845** **\$411,097**

	2018/19		Approved Budget			
	2019 STRS	2019 PERS	2020 STRS	2020 PERS	2021 STRS	2021 PERS
	16.28%	18.062%	18.13%	20.80%	19.10%	23.50%
<b>Annual Increase %</b>			1.85%	2.74%	0.97%	2.70%
3101 STRS-CERTIFICATED		462,311.00	527,717		569,511	
3102 STRS-CLASSIFIED		4,375.00	4,994		5,389	
3201 PERS-CERTIFICATED		42,294.00		49,923		57,779
3202 PERS-CLASSIFIED		414,433.00		489,188		566,168
3212 PERS B/O-CLASSIFIED		0.00		0		0
TOTAL: 3xxx		923,413.00	1,071,822		1,198,848	

SP Ed Estimated increase over prior year: **\$148,409** **\$127,026**  
30% 31%

	2018/19		Approved Budget			
	2019 STRS	2019 PERS	2020 STRS	2020 PERS	2021 STRS	2021 PERS
	16.28%	18.062%	18.13%	20.80%	19.10%	23.50%
<b>Annual Increase %</b>			1.85%	2.74%	0.97%	2.70%
3101 STRS-CERTIFICATED		1,267,875.00	1,447,250		1,561,869	
3102 STRS-CLASSIFIED		33,981.00	38,789		41,861	
3201 PERS-CERTIFICATED		112,179.00		132,414		153,251
3202 PERS-CLASSIFIED		767,630.00		906,094		1,048,681
3212 PERS B/O-CLASSIFIED		3,068.00		3,621		4,191
TOTAL: 3xxx		2,184,733.00	2,528,168		2,809,853	

Total to commit for Board Resolution Estimated increase over prior year: **\$343,435** **\$284,071**

The Board Resolution amount reflects the total annual increases to STRS & PERS, less the Special Education costs which are included in Sp Ed costs to Districts.  
 The Board Resolution will reflect the cost of increases for one year out in the Multiyear Projection.  
 The Board Resolution will need to be a recurring item as the targeted committed fund balance will change with the changes in staffing needs.

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> 2017-18 Annual Average Daily Attendance (ADA) Report	<b>AGENDA ITEM #:</b> 4.5
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b> Debra Hinely
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

Attached is the 2017-18 Annual ADA Report.

**RECOMMENDATION/COMMENTS:** For information only.

**YOLO COUNTY OFFICE OF EDUCATION**  
**Actual Average Daily Attendance**  
**ANNUAL**  
**July 13, 2018**

2017/18 Original Budget (A)	2017/18 Period 1 Actual (B)	2017/18 Period 2 Actual (C)	2017/2018 P2 Revised 7/8/2018	2017/18 Annual Actual (D)
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**PROGRAM**

Cesar Chavez - Wldd Campus	37	39.60	39.62	40.11	40.91
Cesar Chavez - W Sac Campus	9	7.71	7.77	7.77	7.68
YCCP	12	13.07	12.90	12.90	12.63
Juvenile Hall	47	42.78	39.61	39.60	41.68
Special Education		118.06	117.66	117.70	119.14
Special Education - ESY		9.64	9.64	9.64	9.64

**Special Education  
ADA by District**

	ESY	P1	P2	P2 Revised 7/8/18	ANNUAL
Davis	2.33	22.28	23.26	23.29	23.23
Esparto	0.33	4.64	4.91	4.91	5.12
Washington	1.59	27.92	25.90	25.90	25.77
Winters	0.52	7.60	7.40	7.40	7.44
Woodland	4.87	55.62	56.19	56.20	57.58
	9.64	118.06	117.66	117.70	119.14

**YOLO COUNTY BOARD OF EDUCATION  
Letter of Transmittal to County Board  
From the Superintendent**

<b>SUBJECT:</b> Public Disclosure of Costs Associated with the 2017-2018 Collective Bargaining Agreement Between the Yolo County Office of Education (YCOE) and California School Employees Association (CSEA), Chapter #639	<b>AGENDA ITEM #:</b> 4.6
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b> Crissy Huey/Debra Hinely
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and CSEA, Chapter #639, for the 2017-2018 fiscal year (refer to attached)

**RECOMMENDATION/COMMENTS:** For information only.

**SUMMARY**

**NOTICE OF COLLECTIVE BARGAINING AGREEMENT**

**COUNTY OFFICE** | Yolo County Office of Education

**Bargaining Unit** | CSEA Classified

Unit of Settlement	Fiscal Year of Settlement	FISCAL IMPACT	OTHER	ON-GOING OR ONE-TIME
CSEA	2017-2018	1.42%	Retro to 7/1/2017	On-Going
CSEA	2017-2018		\$300 Annual Benefit CAP Increase Effective for 2018/19 Fiscal Year	On-Going
	2017-2018		EMS Study Implementation effective 7/1/2018	On-Going

**NEXT MONETARY REOPENER AND DATE** | 7/1/2018

COSTS OF SETTLEMENT	ACCOUNT CODES	CURRENT YEAR	YEAR TWO	YEAR THREE
Certificated Salaries	1000-1999			
Classified Salaries	2000-2999	80,892	105,999	108,649
Employee Benefits	3000-3999	32,962	32,962	32,962
<b>Total</b>		<b>113,854</b>	<b>138,961</b>	<b>141,611</b>

**State Reserve Standard**

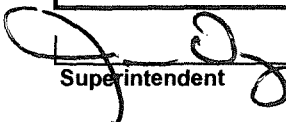

a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 26,158,907
b. State Standard Minimum EUR Percentage	3%
c. State Standard Minimum EUR amount	\$ 787,828

**Budgeted Unrestricted Reserve (after impact of proposed agreement)**

a. General Fund budgeted Unrestricted EUR	\$ 787,828
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ -
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
e. Total County Office budgeted Unrestricted reserves	\$ 787,828

**CERTIFICATION**

In accordance with Government Code section 3547.5(b), I hereby certify that the costs incurred by the school district under this agreement can be met by the county office during the agreement's term.

	6/27/18		6/26/18
Superintendent	Date	Chief Business Official	Date



**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Public Disclosure of Costs Associated with the 2017-2018 Collective Bargaining Agreement Between the Yolo County Office of Education (YCOE) and Yolo Education Association (YEA), Chapter #71	<b>AGENDA ITEM #:</b> 4.7
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b> Crissy Huey/Debra Hinely
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and YEA, Chapter #71, for the 2017-2018 fiscal year (refer to attached)

**RECOMMENDATION/COMMENTS:** For information only.

**SUMMARY**

**NOTICE OF COLLECTIVE BARGAINING AGREEMENT**

**COUNTY OFFICE** | Yolo County Office of Education

**Bargaining Unit** | YEA Certificated

Unit of Settlement	Fiscal Year of Settlement	FISCAL IMPACT	OTHER	ON-GOING OR ONE-TIME
YEA	2017-2018	2%	Retro to 7/1/2017	On-Going
	2017-2018		EMS Study Implementation to be effective 7/1/2018	On-Going

**NEXT MONETARY REOPENER AND DATE** | 7/1/2018

COSTS OF SETTLEMENT	ACCOUNT CODES	CURRENT YEAR	YEAR TWO	YEAR THREE
Certificated Salaries	1000-1999	78,478	121,026	124,052
Classified Salaries	2000-2999			
Employee Benefits	3000-3999	-	-	-
<b>Total</b>		78,478	121,026	124,052

**State Reserve Standard**



a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 26,158,907
b. State Standard Minimum EUR Percentage	3%
c. State Standard Minimum EUR amount	\$ 787,828

**Budgeted Unrestricted Reserve (after impact of proposed agreement)**

a. General Fund budgeted Unrestricted EUR	\$ 787,828
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ -
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
e. Total County Office budgeted Unrestricted reserves.	\$ 787,828

**CERTIFICATION**

In accordance with Government Code section 3547.5(b), I hereby certify that the costs incurred by the school district under this agreement can be met by the county office during the agreement's term.

Superintendent | Date: 6/26/18 | Chief Business Official | Date: 6/26/18

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> First Reading of Board Policies -- 9 policies from 6000 (Instruction) Series: a. BP/SP 6142.4 Service Learning/Community Service Classes b. BP/SP 6142.6 Visual Arts and Performing Arts Education c. BP/SP 6142.7 Physical Education and Activity d. BP/SP 6142.91 Reading/Language Arts Instruction e. BP/SP 6142.92 Mathematics Instruction f. BP/SP 6142.93 Science Instruction g. BP/SP 6142.94 History-Social Science Instruction h. BP/SP 6143 Course of Study i. BP/SP 6144 Controversial Issues	<b>AGENDA ITEM #:</b> 4.8
<b>PER:</b> <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR BOARD:</b> <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	<b>RESEARCH &amp; PREPARATION BY:</b> Ronda DaRosa
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

The Deputy Superintendent is undergoing review of the 6000 series (instruction) policies. At this time nine policies with administrative regulations are being presented for adoption. Another grouping will be forthcoming.

**RECOMMENDATION/COMMENTS:** For information. The Board will be asked to adopt the above policies at the August 29, 2018 Regular meeting.

**SERVICE LEARNING/COMMUNITY SERVICE CLASSES**

The Yolo County Governing Board recognizes that student involvement in community service enhances academic outcomes, helps students develop the skills and knowledge necessary to become informed and responsible citizens, and aids in individual career development. The Yolo County Office of Education shall offer separate community service classes and/or service learning opportunities that are integrated into other courses. Such classes and activities shall be designed to link academic content, practical skills, and meaningful service contributions to the community.

- (cf. 1020 - Youth Services)
- (cf. 6000 - Concepts and Roles)
- (cf. 6011 - Academic Standards)
- (cf. 6142.3 - Civic Education)
- (cf. 6142.94 - History-Social Science Instruction)
- (cf. 6178.1 - Work-Based Learning)

**Service Learning**

The Yolo County Superintendent of Schools or designee shall integrate service learning opportunities into one or more courses at appropriate grade levels.

- (cf. 6143 - Courses of Study)

The County Superintendent or designee shall involve administrators, students, teachers, parents/guardians, and community members in the development, implementation, and evaluation of the County Office's service learning program. He/she shall also collaborate with local public agencies and nonprofit organizations to identify and develop service learning opportunities that meet educational and civic learning objectives, align with state and local academic standards, and address the needs of the community.

- (cf. 1600 - Relations Between Other Governmental Agencies and the Schools)
- (cf. 1700 - Relations Between Private Industry and the Schools)

When service learning activities occur off campus, the County Superintendent or designee shall arrange for transportation when necessary and shall ensure that students receive appropriate guidance and supervision.

- (cf. 3540 - Transportation)

The County Superintendent or designee shall provide the County Board with regular reports on the County Office's progress in meeting its goals for service learning.

**Instruction**

BP/SP 6142.4(b)

**SERVICE LEARNING/COMMUNITY SERVICE CLASSES (Continued)**

(cf. 6190 - Evaluation of the Instructional Program)  
(cf. 9000 - Role of the Board)

**Community Service Opportunities**

The County Office may offer community service classes or opportunities in any of grades 7-12 and/or through the County Office's adult education program. Such classes and opportunities shall be designed to:

1. Acquaint students with the historical basis for volunteer service, its importance and relevance, and its connection to a wide range of identified school/programs and community needs
2. Include volunteer opportunities that support and strengthen students' understanding of the academic instruction and how it relates to their community
3. Contribute to the physical, mental, moral, economic, and/or civic development of students
4. Provide students with an awareness of potential careers

(cf. 6200 - Adult Education)

If off-campus activities are included, the County Superintendent or designee shall determine how students will be transported to the off-campus location and shall ensure adequate supervision of students during the activity.

The County Office's community service course may be required for high school graduation. On a case-by-case basis, the County Superintendent or designee may allow students to fulfill the community service graduation requirement by performing alternative academic tasks.

(cf. 6146.1 - High School Graduation Requirements)

The County Superintendent or designee shall determine criteria and methods of assessing students and awarding credits for the class.

(cf. 5121 - Grades/Evaluation of Student Achievement)

**Notifications**

Parents/guardians shall receive information about service learning and any community service

**SERVICE LEARNING/COMMUNITY SERVICE CLASSES(Continued)**

opportunities offered by the County Office and the benefits of such activities to the community and the student. The County Office shall ask parents/guardians to acknowledge this information and provide consent before their child participates in any off-campus service activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Legal Reference:

EDUCATION CODE

233.5 Teaching of principles

35160 Authority of governing boards

35160.1 Broad authority of school districts

37220.6 Cesar Chavez Day of Service and Learning

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51745 Independent study

51810-51815 Community service classes

UNITED STATES CODE, TITLE 42

12501-12682 National and Community Service Trust Act of 1993

COURT DECISIONS

Steirer et al v. Bethlehem School District, (1993) 987 F.2d 989

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Service Learning: <http://www.cde.ca.gov>

Corporation for National and Community Service: <http://www.nationalservice.gov>

National Service Learning Clearinghouse: <http://www.servicelearning.org>

**VISUAL AND PERFORMING ARTS EDUCATION**

The Yolo County Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The Yolo County Office of Education's arts education program shall provide opportunities for creation, performance, and appreciation of the arts.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The County Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level, as appropriate. The County Office's standards shall meet or exceed state standards for each of these disciplines.

For students attending an YCOE program on a district operated school campus, students will be provided the opportunity to participate in district operated visual and performing arts classes.

(cf. 6011 - Academic Standards)

The Yolo County Superintendent of Schools or designee shall develop a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline
4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts
5. Connections, relationships, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers

(cf. 6141 - Curriculum Development and Evaluation)

The County Board shall adopt standards-based instructional materials for visual and performing

**VISUAL AND PERFORMING ARTS EDUCATION(continued)**

arts in accordance with applicable law, County Board policy, and administrative regulation, which may incorporate a variety of media and technologies.

- (cf. 0400 - District Technology Plan)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
- (cf. 6161.11 - Supplementary Instructional Materials)
- (cf. 6161.3 - Toxic Art Materials)
- (cf. 6162.6 - Use of Copyrighted Materials)
- (cf. 6163.1 - Library Media Centers)

As appropriate, the County Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

- (cf. 4131 - Staff Development)

The County Superintendent or designee shall encourage the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the County Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

- (cf. 1230 - School-Connected Organizations)
- (cf. 1240 - Volunteer Assistance)
- (cf. 1260 - Educational Foundation)
- (cf. 1700 - Relations between Private Industry and the Schools)
- (cf. 3290 - Gifts, Grants and Bequests)
- (cf. 6020 - Parent Involvement)
- (cf. 6153 - School-Sponsored Trips)

The County Superintendent or designee shall regularly evaluate the implementation of arts education at each grade level and report to the County Board regarding its effectiveness in enabling students to meet academic standards.

- (cf. 0500 - Accountability)
- (cf. 6162.5 - Student Assessment)

Legal Reference:  
EDUCATION CODE



**VISUAL AND PERFORMING ARTS EDUCATION(continued)**

8950-8957 California summer school of the arts  
32060-32066 Toxic art supplies  
35330-35332 Field trips  
51210 Course of study, grades 1-6  
51220 Course of study, grades 7-12  
51225.3 Graduation requirements  
58800-58805 Specialized secondary programs  
60200-60210 Instructional materials, elementary schools  
60400-60411 Instructional materials, high schools  
99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade Twelve, 2004

Visual and Performing Arts Content Standards, January 2001

Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001

WEB SITES

CSBA: <http://www.csba.org>

Arts Education Partnership: <http://aep-arts.org>

California Alliance for Arts Education: <http://www.artsed411.org>

California Arts Council: <http://www.cac.ca.gov>

California Art Education Association: <http://www.caea-arteducation.org>

California Dance Education Association: <http://www.cdeadance.org>

California Department of Education, Visual and Performing Arts: <http://www.cde.ca.gov/ci/vp>

California Educational Theatre Association: <http://www.cetoweb.org>

California Music Educators Association: <http://www.calmusiced.com>

The California Arts Project: <http://csmp.ucop.edu/tcap>

**PHYSICAL EDUCATION AND ACTIVITY**

The Yolo County Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The Yolo County Office of Education shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The County Office's physical education and activity programs shall support the County Office's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)  
(cf. 6142.8 - Comprehensive Health Education)

The County Office's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework.

(cf. 6011 - Academic Standards)  
(cf. 6143 - Courses of Study)

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives, as appropriate. (Education Code 33352; 5 CCR 10060)

The County Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.11 - Alternative Credits Toward Graduation)

The County Office's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Yolo County Superintendent of Schools or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

The County Superintendent or designee shall ensure that the County Office's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan. Students on district operated campuses will be given opportunities to participate in the school district's physical education program per their IEP's.

(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf. 3514 - Environmental Safety)  
(cf. 5141.7 - Sun Safety)

The County Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day, as appropriate.

(cf. 1330.1 - Joint Use Agreements)  
(cf. 5142.2 - Safe Routes to School Program)  
(cf. 5148 - Child Care and Development Program)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6145 - Extracurricular and Cocurricular Activities)

**Staffing**

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)  
(cf. 4112.2 - Certification)  
(cf. 4112.21 - Interns)  
(cf. 4113 - Assignment)  
(cf. 4222 - Teacher Aides/Paraprofessionals)

The County Office shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

(cf. 4131 - Staff Development)

(cf. 5121 - Grades/Evaluation of Student Achievement)

**Physical Fitness Testing**

The County Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

**Temporary Exemptions**

The County Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.
2. The student is enrolled for one-half time or less.

**Two-Year Exemptions**

With the student's consent, the County Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the County Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

**Permanent Exemptions**

The County Superintendent or designee may grant a student a permanent exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend fewer total hours of courses and classes than he/she would have attended if enrolled in a physical education course.
2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

**Other Exemptions**

The County Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)
2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)

(cf. 6178.2 - Regional Occupational Center/Program)

3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

(cf. 6145.2 - Athletic Competition)

**Program Evaluation**

The County Superintendent or designee shall annually report to the County Board each program/school's FITNESSGRAM results for each applicable grade level. He/she shall also report to the County Board regarding the number of instructional minutes offered in physical

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the County Board and the County Superintendent or designee to evaluate program quality and the effectiveness of the County Office's program in meeting goals for physical activity.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

**Legal Reference:**

**EDUCATION CODE**

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

44250-44277 Credential types

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary, two-year or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes

60800 Physical performance test

**CODE OF REGULATIONS, TITLE 5**

1040-1048 Physical performance test

3051.5 Adapted physical education for individuals with exceptional needs

4600-4687 Uniform complaint procedures

10060 Criteria for high school physical education programs

80020 Additional assignment authorizations for specific credentials

80037 Designated subjects teaching credential; special teaching authorization in physical education

80046.1 Added authorization to teach adapted physical education

**UNITED STATES CODE, TITLE 29**

794 Rehabilitation Act of 1973, Section 504

**UNITED STATES CODE, TITLE 42**

1758b Local wellness policy

**ATTORNEY GENERAL OPINIONS**

53 Ops.Cal.Atty.Gen. 230 (1970)

**COURT DECISIONS**

Doe v. Albany Unified School District (2010) 190 Cal.App.4th 668

Cal200 et al. v. San Francisco Unified School District et al. (2013), San Francisco Superior Court, Case No. CGC-13-534975

**Instruction**

BP/SP 6142.7(f)

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

Cal200 et al. v. Oakland Unified School District et al. (San Francisco Superior Court, Case No. CPF-14-513959)

Management Resources:  
CSBA PUBLICATIONS

Districts at Risk from Lawsuits Regarding PE Instructional Minute Requirement, Legal Alert, May 2015

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet, February 2010

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010

Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic Outcomes, Fact Sheet, November 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools: Kindergarten Through Grade 12, 2009

Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade 12, January 2005

Adapted Physical Education Guidelines for California Schools, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index (SHI): Self-Assessment and Planning Guide 2014

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

The Administrator's Assignment Manual, 2007

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

2008 Physical Activity Guidelines for Americans, October 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Physical Fitness Testing: <http://www.cde.ca.gov/ta/tg/pf>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Educational Data System, California physical fitness:

<http://www.eddata.com/projects/current/cpf>

**Instruction**

BP/SP 6142.7(g)

**PHYSICAL EDUCATION AND ACTIVITY(continued)**

Healthy People 2010: <http://www.healthypeople.gov>

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

President's Council on Physical Fitness and Sports: <http://www.fitness.gov>

U.S. Department of Health and Human Services: <http://www.health.gov>

Policy  
approved:

**YOLO COUNTY OFFICE OF EDUCATION**  
Woodland, California



**Instruction**

BP/SP 6142.91(a)

**READING/LANGUAGE ARTS INSTRUCTION**

The Yolo County Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The County Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning and develops students' appreciation for literature. The program shall integrate reading and oral and written language arts activities in order to build effective communication skills.

(cf. 6143 - Courses of Study)

For each grade level, the County Board shall adopt academic standards that meet or exceed Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

(cf. 6011 - Academic Standards)

For students attending a YCOE program on a district operated school campus, students will participate in district adopted curricula. The Yolo County Superintendent of Schools or designee shall ensure that the Yolo County Office of Education's reading/language arts program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

**READING/LANGUAGE ARTS INSTRUCTION(continued)**

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

- (cf. 5148.2 - Before/After School Programs)
- (cf. 6174 - Education for English Learners)
- (cf. 6176 - Weekend/Saturday Classes)
- (cf. 6177 - Summer Learning Programs)
- (cf. 6179 - Supplemental Instruction)

The County Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

- (cf. 4131 - Staff Development)
- (cf. 4222 - Teacher Aides/Paraprofessionals)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The County Superintendent or designee shall provide the County Board with data from state and County Office reading assessments and program evaluations, as available, to enable the County Board to monitor program effectiveness.

- (cf. 0500 - Accountability)
- (cf. 6162.5 - Student Assessment)
- (cf. 6162.51 - State Academic Achievement Tests)
- (cf. 6190 - Evaluation of the Instructional Program)

**Legal Reference:****EDUCATION CODE**

- 41505-41508 Pupil Retention Block Grant
- 41530-41532 Professional Development Block Grant
- 44735 Teaching as a Priority Block Grant
- 44755-44757.5 Teacher Reading Instruction Development Program, K-3
- 51210 Areas of study, grades 1-6
- 51220 Areas of study, grades 7-12
- 60119 Sufficiency of textbooks and instructional materials

**READING/LANGUAGE ARTS INSTRUCTION(continued)**

60200.4 Fundamental skills  
60207 Curriculum frameworks  
60350-60352 Core reading program instructional materials  
60605 State-adopted content and performance standards in core curricular areas  
60605.8 Common Core standards  
99220-99221 California Reading Professional Development Institutes  
99230-99242 Mathematics and Reading Professional Development Program (AB 466 trainings)  
CODE OF REGULATIONS, TITLE 5  
11980-11985 Mathematics and Reading Professional Development Program (AB 466 trainings)  
11991-11991.2 Reading First achievement index  
UNITED STATES CODE, TITLE 20  
6381-6381k Even Start Family Literacy Program  
6383 Improving literacy through school libraries

**Management Resources:**

**CSBA PUBLICATIONS**

Governing to the Core, Governance Briefs

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, March 2013

Common Core State Standards for English Language Arts, August 2010

English Language Arts/English Language Development Framework for California Public Schools: Kindergarten Through Grade Twelve

Recommended Literature: Kindergarten Through Grade Twelve

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Reading/Language Arts: <http://www.cde.ca.gov/ci/rl>

Policy  
approved:

**YOLO COUNTY OFFICE OF EDUCATION**  
Woodland, California

**MATHEMATICS INSTRUCTION**

The Yolo County Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The Yolo County Office of Education's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

For each grade level, the County Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Yolo County Superintendent of Schools or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

The County Office's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others
3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content. For students attending an YCOE program on a district operated school campus, students will participate in district adopted curricula.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations,

**MATHEMATICS INSTRUCTION(continued)**

the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

For higher mathematics, the County Office shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

The County Superintendent or designee shall ensure that students are appropriately placed in mathematics courses and are not required to repeat a course that they have successfully completed in an earlier grade level. Placement decisions shall be based on consistent protocols and multiple academic measures.

Students with disabilities shall be provided instruction, modifications, and accommodations in accordance with their individualized education program or section 504 accommodation plan.

(cf.6512.1 - Placement in Mathematics Courses)  
(cf 6159 – I.E.P.)  
(cf 6164.6 – Identification and Education Under Section 504)

The County Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131 - Staff Development)  
(cf. 4331 - Staff Development)

The County Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6163.1 - Library Media Centers)

The County Superintendent or designee shall provide the County Board with data from state and County Office mathematics assessments and program evaluations, as available, to enable the County Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)

**MATHEMATICS INSTRUCTION(continued)**

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1-6  
51220 Areas of study, grades 7-12  
51224.5 Algebra in course of study for grades 7-12  
51224.7 California Mathematics Placement Act of 2015  
51225.3 High school graduation requirements  
51284 Financial literacy  
60605 State-adopted content and performance standards in core curricular areas  
60605.8 Common Core standards

Management Resources:

CSBA PUBLICATIONS

Governing to the Core, Governance Briefs

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Common Core State Standards Initiative: <http://www.corestandards.org/math>

**SCIENCE INSTRUCTION**

The Yolo County Governing Board believes that science education should focus on giving students an understanding of the biological and physical aspects of science, key scientific concepts, and methods of scientific inquiry and investigation. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of science instruction, students should learn how to apply scientific knowledge and reasoning.

- (cf. 0440 - District Technology Plan)
- (cf. 5145.8 - Refusal to Harm or Destroy Animals)
- (cf. 6142.92 - Mathematics Instruction)
- (cf. 6143 - Courses of Study)
- (cf. 6146.1 - High School Graduation Requirements)

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

- (cf. 6141.2 - Recognition of Religious Beliefs and Customs)

The Yolo County Office of Education's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Yolo County Superintendent of Schools or designee shall ensure that curricula used in County Office schools are aligned with these standards and the state curriculum framework.

For students attending a YCOE program on a district operated school campus, students will participate in district adopted curricula.

- (cf. 6011 - Academic Standards)
- (cf. 6141 - Curriculum Development and Evaluation)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The County Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

- (cf. 0460 - Local Control and Accountability Plan)

The County Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of County Office-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

**SCIENCE INSTRUCTION(continued)**

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The County Superintendent or designee shall develop and implement appropriate safety measures for science classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. For YCOE students attending district science classes, students will follow district developed safety measures.

Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

(cf. 3514.1 - Hazardous Substances)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4157/4257/4357- Employee Safety)

(cf. 5142 - Safety)

The County Superintendent or designee shall regularly report to the County Board regarding the implementation and effectiveness of the science curriculum at each grade level. Each report may address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

**Legal Reference:**

**EDUCATION CODE**

8774 Residential outdoor science program

32030-32034 Eye safety

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

33475-33475.5 Model curriculum on stem cell science

49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6

51210.3 Elementary science coach

51220 Areas of study, grades 7 through 12

51225.3 High school graduation

52060-52077 Local control and accountability plan



**SCIENCE INSTRUCTION(continued)**

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATION, TITLE 5

14030 Science laboratories, design specifications

CODE OF REGULATIONS, TITLE 8

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

**Management Resources:**

**CSBA PUBLICATIONS**

Supporting Implementation of the California Next Generation Science Standards (CA-NGSS),  
Governance Brief, November 2016

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Science Framework for California Public Schools: Kindergarten Through Grade Twelve, 2016

Next Generation Science Standards Systems Implementation Plan for California, 2014

California Next Generation Science Standards, 2013

Science Safety Handbook for California Public Schools, 2012

**WEB SITES**

CSBA: <http://www.csba.org>

California Alliance for Next Generation Science Standards:

<http://cdefoundation.org/stem/ca4ngss>

California Department of Education: <http://www.cde.ca.gov>

California Science Teachers Association: <http://www.cascience.org>

U.S. Department of Education, STEM Education: <http://www.ed.gov/stem>

**HISTORY-SOCIAL SCIENCE INSTRUCTION**

The Yolo County Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The Yolo County Office of Education's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

- (cf. 6115 - Ceremonies and Observances)
- (cf. 6141 - Curriculum Development and Evaluation)
- (cf. 6141.2 - Recognition of Religious Beliefs and Customs)
- (cf. 6142.3 - Civic Education)
- (cf. 6142.4 - Service Learning/Community Service Classes)
- (cf. 6143 - Courses of Study)
- (cf. 6146.1 - High School Graduation Requirements)

The County Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

- (cf. 6011 - Academic Standards)

The Yolo County Superintendent of Schools or designee shall develop and submit to the County Board for approval a comprehensive, sequential curriculum aligned with the County Office standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

For students attending an YCOE program on a district operated school campus, students will participate in district adopted curricula.

- (cf. 6142.91 - Reading/Language Arts Instruction)
- (cf. 9000 - Role of the Board)

The County Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, County Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

**HISTORY-SOCIAL SCIENCE INSTRUCTION(continued)**

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

The County Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

The County Superintendent or designee shall regularly evaluate and report to the County Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

**Legal Reference:**

**EDUCATION CODE**

33540 History-social science curriculum framework

51008-51009 Instruction on farm labor movement

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women, and ethnic groups

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

**HISTORY-SOCIAL SCIENCE INSTRUCTION(continued)**

- 51220.2 Instruction in legal system; teen or peer court programs
- 51221 Social science course of study, inclusion of instruction in use of natural resources
- 51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories
- 51225.3 High school graduation requirements
- 51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico
- 51226.7 Ethnic studies
- 60040-60051 Criteria for instructional materials
- 60119 Public hearing on the sufficiency of instructional materials
- 60200-60206 Instructional materials, grades K-8
- 60400-60411 Instructional materials, grades 9-12
- 60640-60649 California Assessment of Student Performance and Progress
- 99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016

Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS

College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013

WEB SITES

CSBA: <http://www.csba.org>

California Council for History Education: <http://www.csus.edu/al/cche>

California Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

California Department of Education: <http://www.cde.ca.gov>

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmf.ucop.edu/chssp>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

National Council for the Social Studies: <http://www.socialstudies.org>

Policy

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**YOLO COUNTY OFFICE OF EDUCATION**

Woodland, California

**COURSE OF STUDY**

The Yolo County Governing Board recognizes that a well-aligned sequence of courses fosters academic progress and provides for the best possible use of instructional time. The Yolo County Office of Education's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and the workplace.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Yolo County Superintendent of Schools or designee shall establish processes for ensuring the articulation of courses across grade levels within the County Office. As necessary, he/she also shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which County Office students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

For students attending an YCOE program on a district operated school campus, students will participate in district adopted curricula.

**Elementary Grades**

The County Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

**Secondary Grades**

The County Office shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6178 - Career Technical Education)

**COURSE OF STUDY(continued)**

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years before graduation, in each course necessary to

fulfill the requirements and prerequisites for admission to California public colleges and universities. (Education Code 51224, 51228)

The County Superintendent or designee shall develop a process by which courses that meet college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. He/she shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to each student in grades 9-12, and shall make updated lists readily available. (Education Code 51229, 66204)

**Legal Reference:****EDUCATION CODE**

33319.3 Driver education; CDE materials on road rage  
33540 Government and civics instruction in interaction with government agencies  
48980 Parental notifications  
51202 Instruction in personal and public health and safety  
51203 Instruction on alcohol, narcotics and restricted dangerous drugs  
51204 Course of study designed for student's needs  
51204.5 Social science instruction; history of California; contributions of various groups  
51210-51212 Course of study for grades 1-6  
51220-51229 Course of study for grades 7-12  
51241 Exemption from physical education  
51911-51921 Comprehensive health education  
51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction  
51940 Curriculum for brain and spinal cord injury prevention  
60040-60052 Requirements for instructional materials  
66204 Certification of high school courses as meeting university admission criteria

**HEALTH AND SAFETY CODE**

11032 Definition of dangerous drugs

**CODE OF REGULATIONS, TITLE 5**

10020-10049 Automobile driver education and training

10060 Physical education program

**UNITED STATES CODE, TITLE 20**

6101-6251 School-to-Work Opportunities Act of 1994

**Management Resources:**

**COURSE OF STUDY(continued)**

**WEB SITES**

CSBA: <http://www.csba.org>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

California Department of Education: <http://www.cde.ca.gov>

California State University, Admission Requirements:

[http://www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school)

University of California, a-g Course Submissions:

[http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

**CONTROVERSIAL ISSUES**

The Yolo County Governing recognizes that the Yolo County Office of Education's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)  
(cf. 6142.3 - Civic Education)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6142.94 - History-Social Science Instruction)  
(cf. 6143 - Courses of Study)

The County Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Yolo County Superintendent of Schools or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. In the classroom, staff members act on behalf of the County Office and are expected to follow the adopted curriculum. In leading or guiding class discussions about issues that may be controversial, a staff member may not advocate his/her personal opinion or viewpoint. When necessary, the County Superintendent or designee may instruct staff members to refrain from sharing personal views in the classroom on controversial topics.
4. Students shall be assured of their right to form and express an opinion without



**CONTROVERSIAL ISSUES (continued)**

jeopardizing their grades or being subject to discrimination, retaliation, or discipline, provided the viewpoint does not constitute harassment, threats, intimidation, or bullying or is otherwise unlawful.

(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6145.5 - Student Organizations and Equal Access)

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.

7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the County Superintendent or designee shall notify him/her of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

(cf. 6145.8 - Assemblies and Special Events)

When required by law, such as in regards to comprehensive sexual health and HIV prevention education, parents/guardians shall be notified prior to instruction that they may request in writing that their child be excused from the instruction. Students whose parents/guardians decline such

**CONTROVERSIAL ISSUES(continued)**

instruction may be offered an alternative activity of similar educational value.

A student or parent/guardian with concerns regarding instruction about controversial issues may communicate directly with the teacher or site administrator and/or use appropriate County Office complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

48950 Freedom of speech

51240 Excuse from health instruction due to religious beliefs

51500 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51513 Materials containing questions about beliefs or practices

51530 Prohibition and definition regarding advocating or teaching communism with intent to indoctrinate

51930-51939 California Healthy Youth Act; comprehensive sexual health and HIV prevention education

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Criteria for instructional materials

COURT DECISIONS

Johnson v. Poway Unified School District, (2011) 658 F.3d 954 (9th Cir.)

Mayer v. Monroe County Community School Corporation, (2007) 474 F.3d 477 (7th Cir.)

Garcetti v. Ceballos, (2006) 547 U.S. 410

**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Head Start/Early Head Start Reports	<b>AGENDA ITEM #:</b> 4.9
<b>PER:</b> <input checked="" type="checkbox"/> <b>BOARD REQUEST</b> <input type="checkbox"/> <b>STAFF REQUEST</b>	<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>FOR BOARD:</b> <input type="checkbox"/> <b>ACTION</b> <input checked="" type="checkbox"/> <b>INFORMATION</b>	<b>RESEARCH &amp; PREPARATION BY:</b> Gail Nadal and Crissy Huey
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

The following reports are being presented to the Board as information:

- a. Enrollment Update – this is a standing report to the Board
- b. Program – this is a standing report to the Board
- c. Financial Status – this is a standing report to the Board
- d. Interim Financial Status (Standard Form 425)

**RECOMMENDATION/COMMENTS:** For information only.

HEAD START/PROGRAMA HEAD START			
Resource 5210/Recurso 5210			
CATEGORY/CATEGORIA	Current/	Year to Date/	
<b>Revenues/Ingresos:</b>		\$ 2,799,582.00	
<b>Expenditures/Gastos:</b>			
Salaries/Salarios	\$ 152,472.54	\$	1,230,916.94
Benefits/Beneficios	\$ 51,014.42	\$	411,677.64
Supplies/Provisiones	\$ 42,392.05	\$	89,831.34
<i>Parent Activities/Actividades de los padres</i>	\$ 455.21	\$	2,403.75
Site Supplies/Articulos de oficina para el centro	\$ 1,011.81	\$	87,427.00
Contracted Services/Servicios Contratados	\$ 86,922.16	\$	261,429.00
Operations/Gastos de Operacion	\$ 94,201.68	\$	417,588.01
Building/Land Improvements	\$ -	\$	43,778.32
Indirect Costs/Castos Indirectos	\$ -	\$	122,046.39
Cafeteria Fund/transferencia al fondo del café	\$ 2,863.29	\$	67,646.19
<b>Total Expenditures/Total de Gastos</b>	<b>\$ 429,866.14</b>	<b>\$</b>	<b>2,644,913.83</b>

EARLY HEAD START/PROGRAMA EARLY HEAD START			
Resource 5212/Recurso 5212			
CATEGORY/CATEGORIA	Current/	Year to Date/	
<b>Revenues/Ingresos:</b>		\$ 1,068,072.00	
<b>Expenditures/Gastos:</b>			
Salaries/Salarios	\$ 55,112.47	\$	503,395.48
Benefits/Beneficios	\$ 15,147.75	\$	150,512.04
Supplies/Provisiones	\$ 17,555.16	\$	61,737.00
<i>Parent Activities/Actividades de los padres</i>	\$ 1,486.31	\$	4,367.00
Site Supplies/Articulos de oficina para el centro	\$ 16,068.85	\$	57,372.00
Contracted Services/Servicios Contratados	\$ 35,890.64	\$	152,621.83
Operations/Gastos de Operacion	\$ 21,478.15	\$	92,898.26
Building/Land Improvements			
Indirect Costs/Castos Indirectos	\$ -	\$	50,041.37
Cafeteria Fund/transferencia al fondo del café	\$ 298.78	\$	9,027.57
<b>Total Expenditures/Total de Gastos</b>	<b>\$ 145,482.95</b>	<b>\$</b>	<b>1,020,233.55</b>

HEAD START/PROGRAMA HEAD START T & TA			
Resource 5208/Recurso 5208			
CATEGORY/CATEGORIA	Current/	Year to Date/	
<b>Revenues/Ingresos:</b>		\$ 33,692.00	
<b>Expenditures/Gastos:</b>			
Salaries/Salarios	\$ -	\$	-
Benefits/Beneficios	\$ -	\$	-
Supplies/Provisiones	\$ -	\$	368.02
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	-
Site Supplies/Articulos de oficina para el centro	\$ -	\$	368.02
Contracted Services/Servicios Contratados	\$ 1,883.45	\$	6,395.19
Operations/Gastos de Operacion	\$ -	\$	21,794.43
Indirect Costs/Castos Indirectos	\$ -	\$	1,710.67
<b>Total Expenditures/Total de Gastos</b>	<b>\$ 1,883.45</b>	<b>\$</b>	<b>30,268.31</b>

EARLY HEAD START/PROGRAMA EARLY HEAD START T & TA			
Resource 5218/Recurso 5218			
CATEGORY/CATEGORIA	Current/	Year to Date/	
<b>Revenues/Ingresos:</b>		\$ 25,983.00	
<b>Expenditures/Gastos:</b>			
Salaries/Salarios	\$ -	\$	-
Benefits/Beneficios	\$ -	\$	-
Supplies/Provisiones	\$ -	\$	313.50
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	-
Site Supplies/Articulos de oficina para el centro	\$ -	\$	313.50
Contracted Services/Servicios Contratados	\$ 8,213.88	\$	7,448.00
Operations/Gastos de Operacion	\$ -	\$	11,323.85
Indirect Costs/Castos Indirectos	\$ -	\$	843.07
<b>Total Expenditures/Total de Gastos</b>	<b>\$ 8,213.88</b>	<b>\$</b>	<b>19,928.42</b>

CACFP Meal Reimbursement: May 2018			
Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount	
Breakfast	2147	3757.25	\$ 368.64
AM Snacks		\$ -	\$ -
Lunch	3718	12,873.57	\$ 638.38
PM Snacks	3212	2,826.56	\$ -
<b>Total Reimbursement</b>		<b>\$ 20,464.40</b>	

Credit Cards	Monthly Expense
Visa	\$ 9,671.92
Wal-Mart	\$ 114.16
Nugget/Food 4 Less	\$ 1,596.78
Interstate Oil	\$ 258.31
<b>Total Credit Cards</b>	<b>\$ 11,641.17</b>

Calculation of In-Kind Contributions		
	Dollars Expended Year-To-Date	In-Kind Required
Head Start:	\$ 2,644,913.83	\$ 661,228.46
HS T & TA	\$ 30,268.31	\$ 7,567.08
Early HS	\$ 1,020,233.55	\$ 255,058.39
EHS T & TA	\$ 19,928.42	\$ 4,982.11
<b>Total</b>	<b>\$ 3,715,344.11</b>	<b>\$ 928,836.03</b>
Amount Required:	\$ 928,836.03	
Actual In-Kind:	\$ 1,038,002.14	
<b>*Surplus/(Deficit):</b>	<b>\$ 109,166.11</b>	

If deficit: will be returned to Federal Government from unrestricted dollars

Administrative Percent Calculation	
Maximum Percent Allowed	15%
Calculated Percent for the Month	14%
Annual Percentage	13%

**Executive Summary**  
**2017/2018 Fiscal Year**  
**June 2018**

Program	Working Budget	Current Expenditures	Year-To-Date Expenditures	Encumbered	Balance	% of Budget Spent	% of Budget Encumbered	% of Budget Unspent or Not Obligated
Head Start	\$ 2,926,991	\$ 429,866	\$ 2,644,914	\$ 282,077	\$ 0	90.36%	9.64%	0.00%
Early Head Start	\$ 1,118,495	\$ 145,483	\$ 1,020,234	\$ 98,262	\$ (0)	91.21%	8.79%	0.00%
Head Start T&TA	\$ 33,692	\$ 1,883	\$ 30,268	\$ 3,424	\$ (0)	89.84%	10.16%	0.00%
Early Head Start T&TA	\$ 25,983	\$ 8,214	\$ 19,928	\$ 6,055	\$ (0)	76.70%	23.30%	0.00%
<b>Total Grant</b>	<b>\$ 4,105,161</b>	<b>\$ 585,446</b>	<b>\$ 3,715,344</b>	<b>\$ 389,817</b>	<b>\$ -</b>	<b>90.50%</b>	<b>9.50%</b>	<b>0.00%</b>

Credit Cards	Monthly Expense
Visa	\$ 9,671.92
Wal-Mart	\$ 114.16
Nugget/Food 4 Less	\$ 1,596.78
Interstate Oil	\$ 258.31
<b>Total Credit Card Expense</b>	<b>\$ 11,641.17</b>

Administrative Percent Calculation	
Maximum allowed Administrative Percent:	15%
Calculated Percentage for the Month:	14%
Annual Percentage	13%

Calculation of In-Kind Contributions		
	Dollars Expended	In-Kind Required
	Year-To-Date	
Head Start:	\$ 2,644,913.83	\$ 661,228.46
Head Start T & TA:	\$ 30,268.31	\$ 7,567.08
Early Head Start:	\$ 1,020,233.55	\$ 255,058.39
Early Head Start T & TA:	\$ 19,928.42	\$ 4,982.11
<b>Total</b>	<b>\$ 3,715,344.11</b>	<b>\$ 928,836.03</b>
	Amount Required:	\$ 928,836.03
	Actual In-Kind:	\$ 1,038,002.14
	<b>*Surplus/(Deficit):</b>	<b>\$ 109,166.11</b>
If deficit: will be returned to Federal Government from unrestricted dollars		

CACFP Meal Reimbursement: May 2018			
	Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount
Breakfast	2147	3757.25	\$ 368.64
AM Snacks		\$ -	\$ -
Lunch	3718	\$ 12,873.57	\$ 638.38
PM Snacks	3212	\$ 2,826.56	\$ -
	<b>Total Reimbursement</b>		<b>\$ 20,464.40</b>

**EARLY HEAD START  
2017/2018  
June**

Resource 5212

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
<b>Revenues</b>								
<b>All Other Federal</b>	1,057,497		1,057,497	0	414,835	0	642,662	60.77%
<b>Prior Year</b>	50,423	0	50,423	0	50,423		0	0.00%
COLA	10,575		10,575		0		10,575	
<b>Total Revenues</b>	1,118,495	0	1,118,495	0	465,257	0	653,237	58.40%
<b>Expenditures</b>								
<b>Salaries</b>	589,320	(79,178)	510,142	55,112	503,395	6,747	(0)	0.00%
<b>Benefits</b>	209,604	(52,767)	156,837	15,148	150,512	6,325	(0)	0.00%
<b>Supplies</b>	42,623	38,345	80,968	17,555	61,737	19,231	0	0.00%
<i>Parent Activity Supplies &amp; Food for Parent Meetings</i>	3,450	917	4,367	1,486	4,367	0	0	0.00%
<i>Site Supplies</i>	39,173	37,428	76,601	16,069	57,372	19,231	0	0.00%
<b>Travel &amp; Conference</b>	17,080	7,759	24,839	5,968	23,490	1,349	0	0.00%
<b>Dues &amp; Memberships</b>	579	(119)	460	0	389	72	(1)	-0.11%
<b>Insurance</b>	4,200	(134)	4,066	0	4,066	0	0	0.01%
<b>Rentals, Leases, Repairs &amp; Noncapitalized Improvements</b>	2,300	(1,750)	550	18	294	256	0	0.00%
<b>Direct Costs for Transfer of Services</b>	64,487	100	64,587	15,487	64,370	217	(0)	0.00%
<b>Professional/Contracted Services &amp; Operating Expenditures</b>	73,084	86,767	159,851	35,891	152,622	7,229	0	0.00%
<b>Intergovernmental Fees</b>	1,500	0	1,500	6	290	1,210	(0)	
<b>Indirect Costs</b>	101,119	977	102,096	0	50,041	52,055	(0)	0.00%
<b>Tsfer to Cafe Fund</b>	12,599	0	12,599	299	9,028	3,571	0	0.00%
<b>Total Expenditures</b>	1,118,495	0	1,118,495	145,483	1,020,234	98,262	(0)	0.00%

**HEAD START  
T & TA  
2017/2018  
June**

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			Balance	%
					Year-to-date	Encumbered			
<b>Revenues</b>									
<b>All Other Federal</b>	33,692	0	33,692	0	13,375	0	20,317	60.30%	
<b>Total Revenues</b>	33,692	0	33,692	0	13,375	0	20,317	60.30%	
<b>Expenditures</b>									
<b>Salaries</b>	9,454	(9,454)	0	0	0	0	0	0.00%	
<b>Benefits</b>	1,722	(1,722)	0	0	0	0	0	0.00%	
<b>Supplies</b>	5,354	(4,986)	368	0	368	0	(0)	-0.01%	
<i>Parent Activity Supplies &amp; Food for Parent Meetings</i>	1,657	(1,657)	0	0	0	0	0	#DIV/0!	
<i>Site Supplies</i>	3,697	(3,329)	368	0	368	0	(0)	-0.01%	
<b>Travel &amp; Conference</b>	10,340	13,126	23,466	0	21,794	1,672	(0)	0.00%	
<b>Contracted Services</b>	3,709	3,036	6,745	1,883	6,395	350	(0)	0.00%	
<b>Indirect Costs</b>	3,113	0	3,113	0	1,711	1,402	0	0.01%	
<b>Total Expenditures</b>	33,692	0	33,692	1,883	30,268	3,424	(0)	0.00%	

**HEAD START  
2017/2018 BUDGET  
June**

Resource 5210

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
<b>Revenues</b>								
<b>All Other Federal</b>	2,820,583		2,771,863	0	1,062,704		1,709,159	61.66%
Prior Year	78,689	0	78,689	0	78,689		0	0.00%
COLA & EQUIP	27,719		76,439	0	0		76,439	0.00%
<b>Total Revenues</b>	2,926,991	0	2,926,991	0	1,141,393	0	1,785,598	61.00%
<b>Expenditures:</b>								
<b>Salaries</b>	1,411,187	(176,223)	1,234,964	152,473	1,230,917	4,047	0	0.00%
<b>Benefits</b>	539,853	(126,040)	413,813	51,014	411,678	2,135	0	0.00%
<b>Supplies</b>	52,468	71,487	123,955	42,392	89,831	34,124	(0)	0.00%
<i>Parent Activity Supplies &amp; Food for Parent Meetings</i>	6,696	1,000	7,696	455	2,404	5,292	0	0.00%
<i>Site Supplies</i>	45,772	70,487	116,259	1,012	87,427	28,832	0	0.00%
<b>Travel &amp; Conference</b>	21,519	12,627	34,146	3,818	23,367	10,779	0	0.00%
<b>Dues &amp; Memberships</b>	1,933	0	1,933	0	1,262	671	1	0.03%
<b>Insurance</b>	13,500	(1,303)	12,197	0	12,197	0	0	0.00%
<b>Rentals, Leases, Repairs &amp; Noncapitalized Improvements</b>	8,900	0	8,900	9	1,266	7,634	(0)	-0.01%
<b>Direct Costs for Transfer of Services</b>	375,224	3,587	378,811	90,319	378,811	0	0	0.00%
<b>Professional/Contracted Services &amp; Operating Expenditures</b>	106,127	193,658	299,785	86,922	261,429	38,356	0	0.00%
<b>Intergovernmental Fees</b>	2,000	1,608	3,608	56	686	2,922	0	0.01%
<b>Land Improvements</b>	91,692	0	91,692	0	43,778	47,914	(0)	0.00%
<b>Indirect Costs</b>	252,194	(901)	251,293	0	122,046	129,247	(0)	0.00%
<b>Tsfer to Cafe Fund</b>	50,394	21,500	71,894	2,863	67,646	4,248	(0)	0.00%
<b>Total Expenditures</b>	2,926,991	0	2,926,991	429,866	2,644,914	282,077	0	0.00%



**EARLY HEAD START  
T & TA  
2017/2018 BUDGET  
June**

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			% %
					Year-to-date	Encumbered	Balance	
<b>Revenues</b>								
<b>All Other Federal</b>	25,983	0	25,983	0	5,387	0	20,596	79.27%
<b>Total Revenues</b>	25,983	0	25,983	0	5,387	0	20,596	79.27%
<b>Expenditures</b>								
<b>Salaries</b>	6,940	(6,940)	0	0	0	0	0	0.00%
<b>Benefits</b>	1,263	(1,263)	0	0	0	0	0	0.00%
<b>Supplies</b>	4,558	(3,771)	787	0	314	474	(1)	-0.06%
<i>Parent Activity Supplies &amp; Food for Parent Meetings</i>	1,769	(1,296)	473	0	0	473	0	0.00%
<i>Site Supplies</i>	2,789	(2,475)	314	0	314	0	1	0.16%
<b>Travel &amp; Conference</b>	7,681	7,666	15,347	0	11,324	4,023	0	
<b>Contracted Services</b>	3,140	4,308	7,448	8,214	7,448	0	0	0.00%
<b>Indirect Costs</b>	2,401	0	2,401	0	843	1,558	(0)	0.00%
			0					
<b>Total Expenditures</b>	25,983	0	25,983	8,214	19,928	6,055	(0)	0.00%

**HEAD START/EARLY HEAD START  
CREDIT CARD REPORT  
2017/2018  
June**

<b>MANAGER</b>	<b>VISA</b>
<b>Gail Nadal</b>	
Travel/Conference	\$ 861.98
Center Supplies	\$ 3,532.39
<b>TOTAL</b>	<b>\$ 4,394.37</b>
<b>Genet Telahun</b>	
Travel/Conference	\$ 1,647.37
Center Supplies	\$ 831.79
<b>TOTAL</b>	<b>\$ 2,479.16</b>
<b>Amee Dowkes</b>	
Travel/Conference	\$ -
Center Supplies	\$ 1,893.20
<b>TOTAL</b>	<b>\$ 1,893.20</b>
<b>Gustavo Melgoza</b>	
Travel/Conference	\$ -
Center Supplies	\$ 905.19
<b>TOTAL</b>	<b>\$ 905.19</b>
<b>Maria Luna</b>	
Travel/Conference	\$ -
Center Supplies	\$ -
<b>TOTAL</b>	<b>\$ -</b>
<b>VISA Grand Total</b>	<b>\$ 9,671.92 ****</b>
NUGGET/FOOD 4 LESS	\$ 1,596.78
INTERSTATE OIL	\$ 258.31
Wal Mart	\$ 114.16
<b>TOTAL MONTHLY EXPENDITURES:</b>	<b>\$ 11,641.17</b>

\*\*Credit card statements available upon request

**Headstart / Early Head Start  
2017/2018 Fiscal Year  
Administrative Percentage Calculation  
June 30, 2018**

**Step 1: Calculate % rent is administrative expense**

Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
1,440.00	130,680.00	0.011019	\$ -	\$ -

Dual Facility Costs - All Sites July 2017 thru June 2018				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	27,387.00	0.013145	\$ 126,161.15	\$ 1,658.38

**Step 2: Calculate maximum administrative expenses allowed for 15%**

Federal Share	\$ 585,446.46	All Grants
Required 20 percent NFS	\$ 146,361.62	Non Federal Share
Total Approved Costs	<u>\$ 731,808.08</u>	
15% Administrative Cost Limitation	<u>\$ 109,771.21</u>	

**Step 3: Identify total administrative expenses**

Dual Facility Costs	\$ 1,658.38	Per Above Calculation in step 1
School Admin	\$ 38,616.31	Staff charged to Administration
General Admin	\$ 59,194.47	Indirect
Total	<u>\$ 99,469.16</u>	

Grant Expenditures	\$ 582,284.39
Less Capital Outlay	\$ 806.25
= Expenditures subject to indirect	<u>\$ 581,478.14</u>

Currently Charged Admin Costs	\$ 99,469.16
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 99,469.16</u>

**Step 4: Calculate actual administrative percentage and verify less or equal to 15%**

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 14%

Calculation of Administrative Salaries

\$	25,004.75	Per Budget Report Object code 1xxx
\$	5,405.41	Per Budget Report Object code 2xxx
\$	8,370.01	Per Budget Report Object code 3xxx
\$	<u>38,780.17</u>	Total Salary Costs Charged to Admin

\$	20,672.15	Per Employer Paid Benefit History Report
\$	18,108.02	Pay Corrections (Gail Nadal)
\$	<u>38,780.17</u>	

Salary Costs that should be Program Support

\$	41,613.44	Total 1-6xxx admin costs from Budget Report
\$	2,365.03	Less 50% - Vanessa Quintana Program Support
\$	391.46	Less 50% Kathleen Glassman - Program Support
\$	171.18	Less 50% Cesar Silva - Program Support
\$	53.25	Less 50% Lizette Castillo - Program Support
\$	465.07	Less 50% Sue Lomax - Program Support

\$ -

\$ -

\$ 38,616.31 Total Administrative Costs

**HEAD START/EARLY HEAD START  
2017/2018 FISCAL YEAR  
CALCULATION OF IN-KIND CONTRIBUTIONS**

Month	Year	Location									Grand Total
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Charter	Lincoln/Plainfield	Valley Oak	Westfield/Elkhorn	
July	2017	\$ 6,077.51	\$ 528.74	\$ 2,317.83		\$ 560.32	\$ 2,621.22				\$ 12,105.62
August	2017	\$ 6,301.64	\$ 817.27	\$ 2,889.61	\$ 796.10	\$ 520.16	\$ 1,945.61	\$ 2,039.56	\$ 1,007.50	\$ 911.91	\$ 17,229.36
September	2017	\$ 325,118.06	\$ 1,005.70	\$ 3,795.27	\$ 736.03	\$ 433.90	\$ 3,517.15	\$ 6,416.63	\$ 1,966.39	\$ 2,070.58	\$ 345,059.71
October	2017	\$ 8,098.87	\$ 455.61	\$ 4,046.46	\$ 1,066.11	\$ 717.20	\$ 5,155.63	\$ 8,680.20	\$ 2,446.03	\$ 1,718.42	\$ 32,384.53
November	2017	\$ 10,262.09	\$ 413.83	\$ 4,224.02	\$ 974.15	\$ 681.34	\$ 4,452.37	\$ 5,995.99	\$ 2,543.04	\$ 1,811.11	\$ 31,357.94
December	2017	\$ 424,644.62	\$ 188.26	\$ 1,948.30	\$ 693.55	\$ 418.12	\$ 2,485.71	\$ 3,737.06	\$ 2,695.98	\$ 1,961.94	\$ 438,773.54
January	2018	\$ 7,483.80	\$ 719.91	\$ 3,928.52	\$ 1,232.69	\$ 449.89	\$ 3,778.04	\$ 8,574.07	\$ 2,587.69	\$ 2,349.20	\$ 31,103.81
February	2018	\$ 6,701.91	\$ 466.01	\$ 3,856.56	\$ 1,399.44	\$ 373.49	\$ 4,034.98	\$ 8,023.54	\$ 2,176.91	\$ 1,646.53	\$ 28,679.37
March	2018	\$ 8,580.45	\$ 697.47	\$ 4,345.20	\$ 892.20	\$ 599.06	\$ 3,364.17	\$ 7,092.42	\$ 1,969.08	\$ 1,732.57	\$ 29,272.62
April	2018	\$ 7,443.13	\$ 727.47	\$ 3,305.25	\$ 1,547.72	\$ 493.10	\$ 2,522.04	\$ 10,727.58	\$ 2,351.71	\$ 3,061.72	\$ 32,179.72
May	2018	\$ 6,203.02	\$ 727.43	\$ 4,537.76	\$ 950.84	\$ 667.91	\$ 3,290.53	\$ 10,400.01	\$ 2,283.03	\$ 1,506.30	\$ 30,566.83
June	2018	\$ 7,152.00	\$ 705.21			\$ 427.27	\$ 1,004.61				\$ 9,289.09
		\$ 824,067.10	\$ 7,452.91	\$ 39,194.78	\$ 10,288.83	\$ 6,341.76	\$ 38,172.06	\$ 71,687.06	\$ 22,027.36	\$ 18,770.28	\$ 1,038,002.14

Total Contribution Due based on actual dollars claimed:

	Dollars Expended as of June 30, 2018	In-Kind Required
Head Start:	2,644,913.83	661,228.46
Head Start T & TA:	30,268.31	7,567.08
Early Head Start:	1,020,233.55	255,058.39
Early Head Start T & TA:	19,928.42	4,982.11
Total:	3,715,344.11	928,836.03

Amount Required: 928,836.03  
Actual In-Kind: 1,038,002.14

\*Surplus/(Deficit): 109,166.11

Surplus(Deficit): 109,166.11

If deficit: will be returned to Federal Government from unrestricted dollars

**Headstart / Early Head Start  
2017/2018 Fiscal Year  
Administrative Percentage Calculation  
July through May**

**Step 1: Calculate % rent is administrative expense**

Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
1,440.00	130,680.00	0.011019	\$ -	\$ -

Dual Facility Costs - All Sites July 2017 thru June 2018				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	27,387.00	0.013145	\$ 490,300.33	\$ 6,444.95

**Step 2: Calculate maximum administrative expenses allowed for 15%**

Federal Share	\$ 3,780,675.73	All Grants
Required 20 percent NFS	<u>\$ 945,168.93</u>	Non Federal Share
Total Approved Costs	<u>\$ 4,725,844.66</u>	
15% Administrative Cost Limitation	<u><u>\$ 708,876.70</u></u>	

**Step 3: Identify total administrative expenses**

Dual Facility Costs	\$ 6,444.95	Per Above Calculation in step 1
School Admin	\$ 258,008.33	Staff charged to Administration
General Admin	\$ 350,375.63	Indirect
Total	<u>\$ 614,828.91</u>	

Grant Expenditures	\$ 3,485,582.15
Less Capital Outlay	<u>\$ 43,778.32</u>
= Expenditures subject to indirect	<u>\$ 3,441,803.83</u>

Currently Charged Admin Costs	\$ 614,828.91
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 614,828.91</u>

**Step 4: Calculate actual administrative percentage and verify less or equal to 15%**

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 13%

### Calculation of Administrative Salaries

\$	140,056.87	Per Budget Report Object code 1xxx
\$	42,147.20	Per Budget Report Object code 2xxx
\$	48,954.47	Per Budget Report Object code 3xxx
\$	<u>231,158.54</u>	Total Salary Costs Charged to Admin
\$	215,327.43	Per Employer Paid Benefit History Report
\$	<u>15,831.11</u>	Pay Corrections I. Arrezola, S. Lomax , G. Nadal
\$	231,158.54	

### Salary Costs that should be Program Support

\$	284,231.98	Total 1-6xxx admin costs from Budget Report
\$	21,474.13	Less 50% - Vanessa Quintana Program Support
\$	3,728.41	Less 50% Kathleen Glassman - Program Support
\$	756.94	Less 50% Cesar Silva - Program Support
\$	275.78	Less 50% Lizette Castillo - Program Support
\$	2,004.38	Less 50% Sue Lomax - Program Support
\$	49.45	Less 50% Bonnie Fee - Program Support
\$	-	
\$	-	
\$	258,008.33	Total Administratvie Costs

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Dept of HHS, ACF	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09CH9119-05-01	Page of 1 1 pages
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3. Recipient Organization (Name and complete address including Zip code)  
 Yolo County Office of Education, 1280 Santa Anita Court Ste 100, Woodland, CA 95776

4a. DUNS Number 193213188	4b. EIN 95-2746725	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: 07/01/2017	6/30/2018	9. Reporting Period End Date (Month, Day, Year) 06/30/2018
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10. Transactions Cumulative

*(Use lines a-c for single or multiple grant reporting)*

**Federal Cash (To report multiple grants, also use FFR Attachment):**

a. Cash Receipts	1,496,300.90
b. Cash Disbursements	3,734,753.61
c. Cash on Hand (line a minus b)	(2,238,452.71)

*(Use lines d-o for single grant reporting)*

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	3,976,049.00
e. Federal share of expenditures	3,734,753.61
f. Federal share of unliquidated obligations	241,295.39
g. Total Federal share (sum of lines e and f)	3,976,049.00
h. Unobligated balance of Federal funds (line d minus g)	0.00

**Recipient Share:**

i. Total recipient share required	928,836.03
j. Recipient share of expenditures	928,836.03
k. Remaining recipient share to be provided (line i minus j)	0.00

**Program Income:**

l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	0.00

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	Fixed	10.18%	7/1/2017	06/30/2018	3,448,781.93	351,086.00	351,086.00
<b>g. Totals:</b>					<b>3,448,781.93</b>	<b>351,086.00</b>	<b>351,086.00</b>

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

HS T&TA -\$13,374.92 HS - \$1,062,703.84; EHS - \$414,834.69; EHS T&TA - \$5,387.45 USDA Food Program - \$ 166,502.79;  
 Admin Costs - \$614,828.91

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Debra Hinely, Director of Internal Business Services	c. Telephone (Area code, number, and extension) (530) 668-3728
b. Signature of Authorized Certifying Official 	d. Email Address Debra.Hinely@ycoe.org
	e. Date Report Submitted (Month, Day, Year) 07/20/2018
14. Agency use only	

Standard Form 425 - Revised 6/28/2010  
 OMB Approval Number: 0348-0061  
 Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



**YOLO COUNTY BOARD OF EDUCATION**  
**Letter of Transmittal to County Board**  
**From the Superintendent**

<b>SUBJECT:</b> Suggested Future Agenda Items	<b>AGENDA ITEM #:</b> 4.10
<b>PER:</b> <input checked="" type="checkbox"/> <b>BOARD REQUEST</b> <input type="checkbox"/> <b>STAFF REQUEST</b>	<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b>
<b>FOR BOARD:</b> <input type="checkbox"/> <b>ACTION</b> <input checked="" type="checkbox"/> <b>INFORMATION</b>	<b>RESEARCH &amp; PREPARATION BY:</b>  Superintendent's Office
<b><u>BACKGROUND:</u></b>	<b>DATE:</b> July 24, 2018

**1. Approval of Board Policies and Administrative Regulations**

*01-20-15 Special Meeting: per Superintendent, revisions of the Board Policies and Administrative Regulations have been finalized and need to be brought to the Board for approval.*

*08-25-15 update: the Board adopted the 5000 Series (Students) Board policies; the Board requested to hold off on further review/approval until California County Boards of Education policies are published.*

*06-29-17 update: the Board approved BB 9000-9240; the Policy Committee will review the remainder of the 9000 series at a future date.*

**2. CSBA Agenda Online**

*12-12-17 Regular Meeting: per Board Vice President Yip*

**3. Healthy Kids Survey Data Review in October or November 2018**

*06-26-18 Regular Meeting: per Trustee Souza Cole*

**RECOMMENDATION/COMMENTS:** This agenda item serves as a tracking tool for future agenda items. The Board may want to add additional item(s).