

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.



**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center
1280 Santa Anita Court, Suite 120, Woodland, CA 95776
Published: Apr 18, 2019 12:49 PM**

BOARD PACKET

BOARD MEMBERS

Shelton Yip, President
Carol Souza Cole, Vice President
Melissa Moreno
Cirenio Rodriguez
Matt Taylor

1. OPENING PROCEDURES

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment

Quick Summary/Abstract:

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 before 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. REPORTS

1. Board Member(s)/Superintendent/Superintendent's Advisory Team/Committee(s)
Quick Summary/Abstract:
 - a. Superintendent
 - i. Yolo County 2019 Poetry Out Loud Winner - Vanessa Anaya, Esparto High School
 - ii. Employee of the Month
 - b. Board Reports
 - c. Superintendent's Advisory Team
 - d. Committees
2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and public)

3. ACTION ITEMS

1. Consent Agenda
2. Resolution #18-19/30: Classified School Employee Week, May 19-25, 2019
3. Resolution #18-19/31: California Day of the Teacher, May 8, 2019
4. Second Reading of Board Policy 5131.41
Quick Summary/Abstract:
Second Reading of Board Policy -- Policy from 5000 (Instruction) Series
 - a. BP 5131.41 - Use of Seclusion and Restraint

4. INFORMATION ITEMS

1. Head Start/Early Head Start Reports
2. Review Cesar Chavez Community School Calendars
3. Alternative Education Attendance Reports
4. Education Program for Incarcerated Adults
5. Yolo Co.Investment Performance Review
Quick Summary/Abstract:
Yolo County Investment Performance Review for the Quarter Ended March 31, 2019

6. Disposition of Surplus Property
7. Board Policies (6000 series)

Quick Summary/Abstract:
Review of the 6000 series (Instruction) Board Policies:

 - a. BP 6152.1 Placement in Mathematics Courses
 - b. AR 6152.1 Placement in Mathematics Courses
 - c. BP 6155 Challenging Courses by Examination
 - d. AR 6155 Challenging Courses by Examination
 - e. BP/SP 6158 Independent Study
 - f. AR 6158 Independent Study
 - g. BP/SP 6161.1 Selection and Evaluation of Instructional Materials
 - h. AR 6161.1 Selection and Evaluation of Instructional Materials
 - i. BP/SP 6161.11 Supplementary Instructional Materials
8. Suggested Future Agenda Item(s)

5. 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 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*

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).

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1.3. Approval of Agenda

Type:
Action

**Yolo COE
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1.4. Public Comment

Type:

Procedural

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2.1. Board Member(s)/Superintendent/Superintendent's Advisory Team/Committee(s)

Type:

Informational

Quick Summary/Abstract:

- a. Superintendent
 - i. Yolo County 2019 Poetry Out Loud Winner - Vanessa Anaya, Esparto High School
 - ii. Employee of the Month
- b. Board Reports
- c. Superintendent's Advisory Team
- d. Committees

Attachments:

- 1. Board Report April 2019
- 2. Employee of the Month April 2019

Yolo County Board of Education Update
April 23, 2019

Deputy Superintendent Office

- Conduct Differentiated Assistance meetings with Woodland and Washington school districts
- Conduct LCAP Review meetings with districts
- Conduct interviews for new Director of Special Education
- Partnering with Yolo County Health and Human Services to develop short term CTE training opportunities
- Meeting with the Yolo County Department of Public Health regarding school emergency preparedness
- Attend Carnegie Foundation Improvement Science Conference with YCOE team

Administrative Services, Associate Superintendent Crissy Huey

- External Business Services Director, Veronica Moreno

ITS and EBS staff have been working closely with the County Treasurer to prepare for the transition from Bank of America to US Bank. We are in the final steps of the process and hope to be fully transitioned soon. COE staff completed their reviews of district Second Interim reports as required by AB 1200. All districts submitted a budget and multi-year projection with a positive certification, which means that they project to be able to meet their obligations for the current and two subsequent fiscal years. The EBS Director and Executive Director of Equity and Support Services met with all district LCAP teams to offer support and technical assistance in preparation of the 2019-20 LCAP review and approval process.

- Internal Business Services Director, Debra Hinely

Internal Business has been meeting with each program to determine the needs and changes for the upcoming 2019/20 budget year. We also have been addressing budget changes for the current year. Currently, staff is working on the send attendance reporting period due May 2 to CDE. The ADA will be presented at the May board meeting.

- Support Operations Services Director, Matthew Juchniewicz

SOS has a multitude of projects in different phases, some at infancy, some nearing completion. SOS's big focus right now is preparing suite 190 for the YCCA to open on April 29th. Another project we have is retrofitting an office space at Greengate for Infant staff that ultimately provides the D-wing at Greengate for Head Start to move into. We also have the retrofit of the gates and some needed ADA access improvements at Greengate, as well as working out details for a project funded by the Henkel donation we received. We have 6 new HVAC units being installed on the week of the 22nd at Santa Anita that was funded by Prop 39, in addition, we are finalizing the list and going to be putting some lighting retrofits to Greengate and Santa Anita out to bid. We round off this update with planning and preparation that is actively occurring for our 16 classroom moves occurring this summer.

- Information & Technology Services Interim Director, Crissy Huey

ITS and EBS staff have been working closely with the County Treasurer to prepare for the transition from Bank of America to US Bank. We are in the final steps of the process and hope to be fully transitioned soon. COE staff completed their reviews of district Second Interim reports as required by AB 1200. All districts submitted a budget and multi-year projection with a positive certification, which

means that they project to be able to meet their obligations for the current and two subsequent fiscal years. The EBS Director and Executive Director of Equity and Support Services met with all district LCAP teams to offer support and technical assistance in preparation of the 2019-20 LCAP review and approval process.

Special Education, Director Sharon Holstege

- April 15-19 – Greengate Spirit Week
- April 19 – Spring Egg Hunt/Spring Activities for students - 9:30-11:00 - Minimum Day
- April 22-26 – Spring Break
- May 10 – Greengate Prom 5:30-8:30 at YCPO Conference Center
- May 17 – Blues in the School/Art Show/Open House/ BBQ 10:00-12:00
- June 5 – Greengate Graduation 10:00
- April 2nd--YCOE hosted a group of high school students from a couple of districts who are deaf/hard of hearing to attend American River “Deaf Career Day”.
- The DHH program staff have been working closely with NorCal Center on Deafness who have provided two “Deaf Coaches” who are working with families of young children in our Infant and Plainfield DHH programs(birth to age 8) to assist families with navigating the world of hearing loss.
- June 6th Horizon Graduation at 10:00
- June 12th Adult Living Skills Graduation at 10:00
- June 6th-7th Adult Living Skills annual Overnight Trip –this year to Tahoe!

Equity and Support Services, Executive Director Micah Studer

- We have met with every district to discuss their LCAP timeline and process. This meeting important as we wanted to strike a tone of partnership in line with our System of Support lens.
- Our DA work continues. One highlight from this ongoing work is that we are currently leading a school safety task force in WUSD at the invitation and in partnership with Superintendent Luna.
- Our LCAP planning for our programs is well underway. This includes the SPSA and Budget Overview for Parents. We look forward to bringing these items to you.

Alternative Education, Principal Gayelynn Gerhart

- Highlights

March 31, 2019: Students from Woodland CCCS participated in the Sacramento Cesar Chavez March.

April 8, 2019: The Students' "so close to graduating" club at Woodland CCCS and YCCP were treated to a motivational lunch by former Superintendent Ortiz at a local restaurant.

April 9, 2019: Students from Woodland CCCS and YCCP attended an academic outing/field trip to Woodland Community College.

April 12, 2019: Two students from YCCP participated, along with the Brown Issues Advisor (Jose), in a handball tournament at Yolo High School in an effort to build collaboration.

- New this spring:

Young Parents Support Group, facilitated Danielle Bier and Kailyn Souza, meets on Thursdays from 12:30 pm- 2:00 pm utilizing the Power Source Parenting Program.

- Upcoming Dates

April 15-19, 2019: Spring Break: West Sacramento CCCS

April 18, 2019: Woodland CCCS/YCCP Spring Open House, dinner and student art show

April 22, 2019: Woodland/West Sac CCCS LCAP Stakeholders Meeting

April 22-26, 2019: Spring Break: Woodland CCCS and YCCA (both sites)

May 3, 2019: Downtown Woodland First Friday Artwork. The YCOE Alternative Education students will have an Art Show which will be held at the Woodland Public Library in the Leake Community Room from 5:30 pm - 8:00 p.m. Collection of painting, ceramic, photography and digital media artworks produced by students will be on display and/or for sale.

Head Start/Early Head Start, Program Administrator Genet Telehun

- We submitted the grant application to the Office of Head Start and we are waiting for their feedback.
- “Sports Day” took place in all of our sites and we had great turnouts. This is a family engagement event that is linked to our Curriculum.
- Board of Trustee and Superintendent Garth Visited Esparto, Knights Landing, Lincoln, and Lemen
- CLASS (Classroom Assessment Scoring System) is a research-based tool that measures the quality of interactions between teachers and children. We evaluate all of our classrooms two times using this tool. The first one takes place in October and this is done internally. Ameer, Katy, a couple of teachers, and I, are certified to do this assessment. The second assessment is done externally and it is done in the month of April. We just found out that both Esparto classrooms scored higher in the Instructional Support domain which programs usually score low. The rest of our classrooms will be evaluated before the end of this month. This data is used for professional development purposes.
- Footstep2 Brilliance training took place last week. This training was specifically for site coordinators on how they can support this program
- Our “Relocation Support Group” met on Friday to talk about how we can successfully move the 3 Lincoln classrooms from Lincoln to Greengate and Prairie, two classrooms from Charter to Alyce Norman, moving Plainfield from C-Wing to the Autism classroom, closing the Knights Landing site, and how to empty all the sheds and relocate them before June 30th. The plan included where the classrooms are going, who is responsible, tasks need to be performed during this time etc. This information will be sent to SOS today.

****EMPLOYEE OF THE MONTH****

On behalf of the Superintendent's Advisory Team, it is my pleasure to
announce

Lorena Madrigal de Lopez

as the Employee of the Month for April.

Lorena is the Lead Cook at the Head Start Lincoln Site.
She is very good at what she does and always goes above and beyond
to provide nutritious foods for the children. She is also a very helpful
person.

Congratulations Lorena!

**The Superintendent and Board of Education will be honoring Lorena at
the upcoming Board Meeting
Scheduled on Tuesday, April 23, at 3:30 at the YCOE Conference
Center.**

Staff are welcome to attend to show their support.

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2.2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and public

Type:

Informational

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3. ACTION ITEMS

Type:

**Yolo COE
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3.1. Consent Agenda

Type:

Consent

Description:

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 Minutes: March 26, 2019 Regular Meeting
March 26, 2019 Special Meeting
April 2, 2019 Special Meeting

- b. Temporary County Certificates

Recommended Motion:

That one action is taken to approve the above listed items.

Attachments:

- 1. 3-26-19 Draft Regular Meeting Minutes
- 2. 3-26-19 Draft SPE Meeting Minutes
- 3. 4-2-19 Special Meeting Minutes
- 4. TCCs

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: March 26, 2019
DRAFT MINUTES

1.0 OPENING PROCEDURES

- 1.2 Call to Order and Roll Call. The Yolo County Board of Education met on March 26, 2019 at 3:39 p.m. in Regular session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present were: Melissa Moreno, Carol Souza Cole and Shelton Yip. Board President Shelton Yip presided. Cirenio Rodriguez and Matt Taylor was absent. Garth Lewis, Superintendent of Schools, was present. (Roll Call held).
- 1.3 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.4 Approval of Agenda. The agenda was approved as submitted.

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

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

Trustees Taylor and Rodriguez arrived at 3:43 p.m.

3.0 REPORTS

- 3.1 Board Member(s)/Superintendent/SAT/Committee(s).
- a. Board Members
- Trustee Souza Cole attended the Yolo County School Boards Association (YCSBA) meeting last night and officers were elected: Karen Ronsenkilde-Bayne from Woodland Joint USD was elected President and Tom Adams from Davis Joint USD was elected Vice President. Monday, April 29, 2019 at 5 p.m. is the Excellence in Education (EIE) awards event and all the districts and community colleges in Yolo County will be at the event. The board president/designee will present the awards to the winners.
 - Trustee Moreno attended the SWIM team movie showing on March 4, 2019. There were over ninety (90) educators and families that attended the successful event. She toured the Head Start sites with Superintendent Lewis in Winters and Davis. Attended the two-day California County Board of Education (CCBE) governance workshop recently and reviewed her report, which was distributed to Board members
 - Trustee Taylor will be in Washington D.C. next week reviewing federal grants
 - Trustee Rodriguez is happy to be back after a two (2) month absence
 - Trustee Yip stated that after the last Board meeting it was recommended that he meet with Superintendent Luna and Board President Wong at Washington Unified School District (WUSD) regarding their California Voting Rights Act (CVRA) issue. Yolo County Office of Education (YCOE) will work with WUSD to select a hearing date for the County

Committee to consider the process they used to determine trustee areas and their formal request to adopt a resolution to approve trustee area maps. Consent is going to the State Board of Education soon. Trustee Yip attended the California School Boards Association (CSBA) Advocacy day on March 12, 2019. Many school board members across the state participated in the event. Trustee Yip met with Assemblymember Aguiar-Curry and Senator Dodd regarding funding and pending bills in education. He also attended the Association of California Administrators' (ACSA) Every Student Succeeding event to present a scholarship to a student. The event celebrates hard work and perseverance.

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

Margie Valenzuela, Executive Director of Human Resources, presented Leslie Valentine, Senior Business Services Technician as the Employee of the Month for March. Superintendent Lewis and staff thanked Ms. Valentine for her hard work and dedication.

b. Superintendent

- Superintendent Lewis recently took a tour of the Winters and Davis Head Start programs with Trustee Moreno. Ameer Dowkes, Educational Services manager did an excellent job giving the tour. He attended the YCSBA meeting and is excited about the Excellence in Education awards ceremony that will be held at YCOE on April 29, 2019. He congratulated Gail Nadal, Director of Head Start/Early Head Start and her team who worked very hard on the grant submission process for Head Start. Superintendent Lewis attended the 2nd annual Youth Empowerment Summit that was hosted in conjunction with the Yolo County Elections office. There was close to one hundred (100) youth from Yolo County that attended the event along with thirty (30) elected officials. It was a very inspiring event that informed youth on how local government works. He asked Board members to please turn in their Form 700's to Yvette Seibert, Executive Assistant by April 1, 2019. After the Regular Board meeting today we will have a very brief closed session meeting.

c. Superintendent's Advisory Team

- Ronda DaRosa, Deputy Superintendent reviewed the material in the Board packet and responded to questions of the Board. Many trainings are coming including the Environmental Phenomena Summit (Science standards) on April 2 and 3 from 8:30 am to 4:30 pm at YCOE. Board members are invited to attend these trainings.

Trustee Moreno was invited to meet with Director of the Yolo Bypass wildlife area (City of Davis wetlands) to provide ideas on how to make it more culturally responsive.

d. Committees

- No reports.

- 3.2 Associations.
- No reports.

4.0 INFORMATION/DISCUSSION/ACTION

- 4.1 Consent Agenda.
b. Temporary County Certificates
c. Resolution finding that Trustee's absence from Board meeting is due to an acceptable hardship and authorizing payment of stipend pursuant to Education Code § 1090 (d))

Board Trustee Moreno requested that Item (a) Approval of Minutes from the February 26, 2019 Regular meeting be pulled to discuss separately.

The Board took action to approve Items (b) Temporary County Certificates and (c) Resolution finding that Trustee's absence from Board meeting is due to an acceptable hardship and authorizing payment of stipend pursuant to Education Code § 1090 (d))

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

- a. Approval of Minutes: February 26, 2019 Regular Meeting

Trustee Moreno requested the following corrections:

Item #3.0 (c) Board Member Reports

- **Change** *Trustee Moreno provided a keynote speech at the Early Outreach event at U.C. Davis, which focuses on collaborating ethnic studies and working with high school teachers* **to:**

Trustee Moreno provided keynote for the Early Outreach Event at UCD that emphasized careers in education and also served on a panel with Superintendent Lewis

- **Change** *She also attended the immigrant youth poetry event which focused on the voices of the students* **to:**

She attended the "Dreaming America: Voices of Undocumented Youth" event by Acem Theatre Company with poetry written by youth in detention centers; it was also attended by Superintendent Lewis

- **Change** *Lieutenant Governor, Eleni Kounalakis emphasized her support for education at this event* **to:**

Attended an event for Lt. Governor in Sacramento, where she emphasized

support for education.

The board took action to approve the minutes with the changes above

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

4.2 Resolution #18-19/18 Resolution to Support National Child Abuse Prevention Month

The Board took action to approve the Resolution #18-19/18: Resolution to Support National Child Abuse Prevention Month

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

4.4 Dan Jacobs School 2019-20 Calendar

The Board took action to approve the Dan Jacobs 1019-20 School Calendar

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

4.5 Second Reading of Board Policies 6000 (Instruction) Series:

- a. BP 5131.6 Alcohol and other drugs
- b. AR 5131.6 Alcohol and other drugs
- c. BP 5145.7 – Sexual Harassment
- d. AR 5145.7 – Sexual Harassment

The Board took action to approve policies (a-d)

Dr. DaRosa will be adding accountability measures to the AR 5131.6 Alcohol and other drugs policy. She will be using the California Healthy Kids Survey and Alcohol and drug referral data to monitor outcomes and report the progress of students to the Board.

The Superintendent hereby adopted the above policies (a-d) on this date.

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

4.6 A public hearing. At 4:18 p.m. Board President Yip opened the public hearing to receive comments from parents, teachers, members of the community, and bargaining unit leaders regarding the initial proposal to the Superintendent of Schools from the American Federation of State, County and Municipal Employees (AFSCME), Council 57, Certificated Unit. The Public Hearing closed at 4:19 p.m.

- 4.7 A public hearing. At 4:19 p.m. Board President Yip opened the public hearing to receive comments from parents, teachers, members of the community, and bargaining unit leaders regarding the initial proposal to the Superintendent of Schools from the American Federation of State, County and Municipal Employees (AFSCME), Council 57, Classified Unit. The Public Hearing closed at 4:20 p.m.
- 4.8 Head Start/Early Head Start Reports
- a. Enrollment Update
 - b. Program
 - c. Fiscal Report
 - d. Policy Council Meeting Minutes
 - e. Self-Assessment Summary 2018-19

Debra Hinely, Director, Internal Business Services presented the fiscal report. She reviewed the items in the board packet. Gail Nadal, Director, Early Childhood Education, reviewed the items in the board packet and responded to questions of the Board. Ms. Nadal received notification from the office of Head Start that the program performance summary report was compliant in all areas, which is excellent news.

- 4.11 Quarterly Report of Investments for Period Ending December 31, 2018
Debra Hinely, Director, Internal Business Services reviewed the information in the board packet and responded to questions of the Board. Trustee Moreno has concerns about some of the companies we invest with due to what she explained as historical injustices toward communities based on race, gender, culture, etc. Ms. Huey will discuss issue with the fiscal oversight committee.
- 4.13 LCAP Quarterly Update
Gayelynn Gerhart, Principal, Cesar Chavez reviewed the handout titled, *YCOE Alternative Education Program Highlights*, which was also distributed (copies of handouts can be found on file with the official records of this meeting) and responded to questions of the Board. Items discussed were YCOE Alternative Education Summary of Credits Earned 2018/2019; Renaissance Summary Report 2018/19 - YCOE March Board Meeting; Alternative Education Discipline Dashboard.
- 4.17 Alternative Education Attendance Reports
Micah Studer, Executive Director, Equity and Support Services reviewed the information in the Board packet and responded to questions of the board. Trustee Souza Cole requested an article (referencing Juvenile Hall) from Superintendent Lewis that was written in the San Francisco Chronicle to be emailed to all Board Members.
- 4.18 ORR Program Update
Micah Studer, Executive Director, Equity and Support Services reviewed the Power Point in the Board packet and responded to questions of the Board. Items discussed included an Overview; Demographics; YCOE Partnership; YCOE

staffing; Community Partners; Bilingual Curriculum

- 4.19 Consolidated Application Winter Report
Micah Studer, Executive Director, Equity and Support Services reviewed the information in the Board packet and responded to questions of the Board. Final report will be presented to the Board in June 2019.
- 4.20 YCOE System of Support Plan
Micah Studer, Executive Director, Equity and Support Services reviewed the information in the Board packet and responded to questions of the Board. A 2019-20 version will be presented along with the Local Control Accountability Plan in May 2019.
- 4.21 Yolo County Census Boundary Updates
Superintendent Lewis and Matt Juchniewicz, Director, Support Operations Services (SOS), reviewed the information in the Board packet and responded to questions of the Board.
- 4.22 First Reading of BP 5131.41
Ronda DaRosa, Deputy Superintendent reviewed the information in the board packet and responded to questions of the Board. Policy will be adopted at the April 26, 2019 Regular Board meeting.
- 4.21 Suggested Future Agenda Items

May or June 2019 – Changes that Governor Newsom is proposing in education. Trustee Yip will present to the Board

Future meeting – YCOE Mission and Goals

Future meeting – Assembly bill 1505 – 1508. Trustee Yip will present to the Board

Future meeting - How do we insure ourselves (YCOE - Statement Certifying Insurance to Cover Assets purchased with certificates)

- 5.0** **ADJOURNMENT.** The meeting adjourned at 5:43 p.m. in memory of Joe Thomson, who had been on the Yolo County Board of Education from October 1998 – November 2012.

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

Garth Lewis, Yolo County Superintendent of Schools

and Secretary to the Yolo County Board of Education

/ys

YOLO COUNTY BOARD OF EDUCATION
Special Meeting
March 26, 2019
DRAFT MINUTES

1.0 OPENING PROCEDURES

Call to Order in Open Session and Roll Call. The Yolo County Board of Education met on March 26, 2019 at 5:48 p.m.in Special Session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present: Melissa Moreno, Cirenio Rodriguez, Matt Taylor, Shelton Yip, and Carol Souza Cole. Board President Yip presided. Garth Lewis, Superintendent of Schools, was present.

2.0 PUBLIC COMMENT

None

3.0 APPROVAL OF BOARD AGENDA

The agenda was approved as submitted.

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

4.0 CLOSED SESSION

- 4.1 Conference with legal counsel – anticipated litigation: significant exposure to litigation [Govt. Coe 54956.9(d)(2)][One case]

5.0 RECONVENE IN OPEN SESSION

- 5.1 Announcement of any action taken in Closed Session
No Action taken in Closed Session

6.0 ADJOURNMENT

The meeting adjourned at 6:13 p.m.

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

Garth Lewis
Yolo County Superintendent of Schools and
Secretary to the Yolo County Board of Education

/ys

YOLO COUNTY BOARD OF EDUCATION
Special Meeting
April 2, 2019
DRAFT MINUTES

1.0 ANNOUNCEMENT OF CLOSED SESSION ITEMS

See Item 3.0

Call to Order in Open Session and Roll Call. The Yolo County Board of Education met on April 2, 2019 at 5:31 p.m.in Special Session in the Conference Center located at 1280 Santa Anita Court, Suite #120, Woodland, CA. Board Members present: Shelton Yip, Carol Souza Cole and Cirenio Rodriguez. Melissa Moreno and Matt Taylor was absent. Board President Yip presided. Garth Lewis, Superintendent of Schools, was present.

2.0 PUBLIC COMMENT

None

3.0 CLOSED SESSION

3.1 Conference with Legal Counsel – Anticipated Litigation (one case) [Gov’t. Code section 549569 (d)(2)]

3.2 Student Expulsion Appeal Hearing – Winters Joint Unified School District [Ed. Code section 48920]

4.0 RECONVENE IN OPEN SESSION

By motion and second, the County Board affirmed the expulsion by unanimous vote of all Trustees present but remanded the matter to the District’s Governing Board for adoption of the additional findings required by Education Code section 48915(b) in a revised decision. Although evidence supporting the required findings exists in the record, the additional findings are not referenced in the Governing Board’s decision. This remand for the adoption and inclusion of the required findings shall not result in an additional hearing as the Governing Board’s decision to expel is affirmed by the County Board.

5.0 MOTION FOR ADJOURNMENT

The meeting adjourned at 7:44 p.m.

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

Garth Lewis
Yolo County Superintendent of Schools and
Secretary to the Yolo County Board of Education

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

March 2019

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Jennifer McNeil	Administrative Credential
Kellie Sequeira	Administrative Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Tessa Romo	Education Specialist

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Joey Arce	30-Day Substitute Permit
Claudia Curincita Arellano	30-Day Substitute Permit

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
April Green	Education Specialist
Natalia Cortes	STSP
Diego Y. Solorio	Career Substitute Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Alex Suy	30-Day Substitute Permit
Jessica Getter	30-Day Substitute Permit
Kaelin Souza	PPS
Elissa Farnham	30-Day Substitute Permit

Total TCC's for the Month of March 2019: 12

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

3.2. Resolution #18-19/30: Classified School Employee Week, May 19-25, 2019

Type:

Action

Description:

Education Code Section 45460 designates the third full week in May as Classified School Employee Week. This resolution meets the defined education code.

Recommended Motion:

The Board is being asked to take action on Resolution #18-19/30: Classified School Employee Week, May 19-25, 2019

Attachments:

1. Classified Employees Resolution



**Yolo County Board of Education and
Yolo County Superintendent of Schools**

**Resolution #18/19-30
Classified School Employee Week, May 19-25, 2019**

WHEREAS, Education Code Section 45460 designates the third full week in May as Classified School Employee week to recognize the outstanding contributions of the classified school employees; and

WHEREAS, classified school employees are instrumental to the success of the educational programs; and

WHEREAS, classified school employees are greatly responsible for maintaining the exceptional level of service that benefits the entire educational community; and

WHEREAS, classified school employees provide valuable instructional and support services to the schools and students in the Yolo County Office of Education schools; and

WHEREAS, the State of California has declared the third week of May as Classified School Employee Week since 1986 to recognize the important role classified professionals play in the education of students.

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools hereby recognize and extend their sincere appreciation and commendation to the classified school employees and wish to honor their contribution to quality education and declare the week of May 19-25, 2019 as Classified School Employees Week

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 23, 2019.

Shelton Yip, President
Yolo County Board of Education

Ronda DaRosa, Deputy Superintendent
Yolo County Office of Education

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

3.3. Resolution #18-19/31: California Day of the Teacher, May 8, 2019

Type:

Action

Description:

"Day of the Teacher" arose out of legislation co-sponsored by the California Teachers Association and the Association of Mexican American Educators. Senator Joseph Montoya wrote the bill and it was adopted in 1982. Education Code Section 37222.10 designates the second Wednesday in May of each year as Day of the Teacher. This resolution meets the defined education code.

Recommended Motion:

The Board is being asked to take action on Resolution #18-19/31 California Day of the Teacher, May 8, 2019

Attachments:

1. Cal Day of the Teacher Resolution



**Yolo County Board of Education and
Yolo County Superintendent of Schools**

**Resolution #18-19/31
California Day of the Teacher, May 8, 2019**

WHEREAS, our teachers, through their dedication to excellence and commitment to their students, provide to their community and nation a service of immeasurable value; and

WHEREAS, in addition to teaching academics, teachers provide guidance, support, and encouragement to their students; and

WHEREAS, teachers at the Yolo County Office of Education, in particular, educate and motivate students who have special needs that require unique skills, or students who have not succeeded in other educational settings; and

WHEREAS, teachers at the Yolo County Office of Education have made a crucial difference in the lives of students, and are true champions for children, schools and community; and

WHEREAS, the people of the State of California long ago recognized the immeasurable value of our teachers and have traditionally recognized the second Wednesday in May as Day of the Teacher, a special observance that honors teachers and the teaching profession; and

WHEREAS, Day of the Teacher should be a day for local education agencies, parents, guardians, caregivers, public officials, and the community to recognize the dedication and commitment of teachers who are educating our children; and

WHEREAS, the Yolo County Board of Education is extremely proud of the many exemplary teachers who serve the students in Yolo County Office of Education programs

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools acknowledge the contributions of all dedicated teachers, and recognize May 8, 2019 as California Day of the Teacher; and, moreover, urge parents, students and the community to publicly show their appreciation for teachers and their contributions that improve our daily lives, our community and our future.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 23, 2019.

Shelton Yip, President
Yolo County Board of Education

Ronda DaRosa, Deputy Superintendent
Yolo County Office of Education

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

3.4. Second Reading of Board Policy 5131.41

Type:

Action

Quick Summary/Abstract:

Second Reading of Board Policy -- Policy from 5000 (Instruction) Series
a. BP 5131.41 - Use of Seclusion and Restraint

Description:

Ronda Da Rosa, Deputy Superintendent will present this Item.

Recommended Motion:

For Action. The Board is being asked to adopt the above policy.

Attachments:

1. BP 5131.41

USE OF SECLUSION AND RESTRAINT

Yolo County Office of Education staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which

USE OF SECLUSION AND RESTRAINT (continued)

the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Students

BP/SP 5131.41(c)

USE OF SECLUSION AND RESTRAINT (continued)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

Reports

The Yolo County Superintendent of Schools or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

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

Legal Reference:

EDUCATION CODE

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint

56520-56525 Behavioral interventions, students with disabilities, especially:

56521.1 Emergency interventions when behavior poses threat to student or others

56521.2 Prohibited interventions

GOVERNMENT CODE

6250-6270 California Public Records Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

Students

BP/SP 5131.41(d)

USE OF SECLUSION AND RESTRAINT (continued)

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

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

Policy Adopted: April 23, 2019

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4. INFORMATION ITEMS

Type:

Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center

4.1. Head Start/Early Head Start Reports

Type:

Informational

Description:

Gail Nadal/Debra Hinely (financial reports) will present these items.

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 Reports - this is a standing report to the Board
- d. Policy Council Meeting Minutes - this is a standing report to the Board

Attachments:

- 1. Attendance Report March 2019
- 2. April 2019 Program Update
- 3. Financial Report
- 4. March 2019 Policy Council Meeting Minutes



Head Start / Early Head Start



Director, Yolo County Board of Education & Policy Council Monthly Report

EARLY HEAD START

Date: Wednesday , April 3 , 2019				Report Outcomes for the month of March 2019			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	6 wk. – 30 mos.	C6(0)	86.90%	4	4
					97.62%	4	4
					90.48%	4	4
3	EHS/State EHS/State	Alyce Norman	6 wk. – 36 mos.	C8(2)	83.33%	3	3
					89.29%	4	4
					95.24%	4	4
					96.43%	4	4
					83.33%	4	4
					95.00%	4	4
					95.00%	4	4
4	EHS/State	Valley Oak	24-36 mos.	C5(1)	84.52%	12	12
					89.29%		
					92.86%		
	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C13(2)	N/A	37	37
SUB TOTAL				C32(5)	90.71%	88	88

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C5(0)	86.46%	16	16
2					90.18%	16	16
3					91.84%	20	20
4					83.49%	16	16
5	State ONLY	Alyce Norman	3 – 5	C0(0)	82.81%	16	16
1	HS/State	Charter	3 – 5	C2(0)	88.10%	20	20
2					92.86%	20	20
1	HS/State	Esparto	3 - 5	C0(0)	89.98%	20	20
2					77.68%	16	16
2	HS/State	Lincoln	3 – 5	C12(16)	85.24%	20	20
4					89.05%	20	20
6					92.86%	16	16
1	HS/State	Plainfield	3 – 5	C0(3)	93.44%	16	16
1	HS/State	Sci- Tech	3 – 5	C0(0)	89.58%	16	16



Head Start / Early Head Start



Director, Yolo County Board of Education & Policy Council Monthly Report

1	HS/State	Valley Oak	3 – 5	C10(0)	98.03%	19	19
1	HS/State	Wolfskill	3 - 5	C1(0)	84.58%	16	16
SUB TOTAL				C30(19)	88.51%	283	283
TOTAL				C62(24)	89.61%	371	371

CONSECUTIVE ABSENCES (4 OR MORE DAYS)

SITE NAME	NUMBER OF ABSENCES	REASON	FOLLOW-UP NEEDED (Y/N)	FOLLOW-UP NEEDED DURING MONTHLY MONITORING (Y/N)
ALYCE NORMAN -PS	11	Sick, Vacation, Emergency	Y	Y
ALYCE NORMAN-EHS	9	Sick, Vacation, Emergency	Y	Y
CHARTER	3	Sick, Vacation, Emergency	Y	Y
ESPARTO 1 & 2	3	Sick, Vacation, Emergency	Y	Y
KNIGHTS LANDING	3	Sick, Vacation, Emergency	Y	Y
LEMEN	2	Sick, Vacation, Emergency	Y	Y
LINCOLN	7	Sick, Vacation, Emergency	Y	Y
PLAINFIELD	1	Sick, Vacation, Emergency	Y	Y
VALLEY OAK-PS	0	NA	NA	NA
VALLEY OAK-EHS	1	Sick, Vacation, Emergency	Y	Y
WOLFSKILL	2	Sick, Vacation, Emergency	Y	Y
TOTAL	42			



YCOE Head Start/Early Head Start
1280 Santa Anita Court, Suite 140
Woodland, CA 95776
(530) 668-3001

Yolo County Office of Education Board of Education

April 2019

Director's Report

PROGRAM UPDATE

1. 2019-2020 Head Start /Early Head Start grant application has been submitted to the Office of Head Start. New site locations will include: Woodland Prairie Elementary School, relocate to a portable at Plainfield, relocate two Charter classrooms to Alyce Norman, eliminate two office portables at Alyce Norman, elimination of 20 slots at Knight's Landing.
2. Relocation moves have been planned and all staff will work toward successfully vacating the Lincoln site by June 30, 2019 with two classrooms moving to Green gate and one classroom to Woodland Prairie.
3. As a whole, CLASS scores for this Spring quarter have seen positive gains in teacher/ child interaction and effective early learning. Nest year, program will be receiving their CLASS federal review so program has incorporated many sessions on CLASS during Pre-Service this summer.

TRAINING AND TECHNICAL ASSISTANCE:

Footsteps 2 Brilliance have been attending parent meetings to support the partnership with parents in providing the FOBS application on parent's smart phones for easy access for their own child to use this application while at home. Parent support and interest is very positive.

PLANNING

The ECE providers are all invited to attend the Yolo County Child Development Conference this Saturday, April 20th at the UC Davis Recreation Center. Key note speaker will be nationally recognized, Julie Kurtz talking on Resiliency and Trauma Informed care for the Early Childhood Providers. This will be a great opportunity to network and to come together for learning. The reference book, Trauma Informed Practices for Early Childhood Educators by Julie Nicholson, Linda Perez and Julie Kurtz will be made available for all attendees by the Yolo LPC.

HEAD START/PROGRAMA HEAD START			
Resource 5210/Recurso 5210			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	2,872,371.00
Expenditures/Gastos:			
Salaries/Salarios	\$ 117,678.86	\$	984,031.72
Benefits/Beneficios	\$ 42,547.07	\$	362,459.86
Supplies/Provisiones	\$ 940.12	\$	38,776.65
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	1,254.10
Site Supplies/Articulos de oficina para el centro	\$ 940.12	\$	37,522.55
Contracted Services/Servicios Contratados	\$ 16,412.21	\$	123,179.97
Operations/Gastos de Operacion	\$ 29,689.15	\$	265,874.15
Building/Land Improvements	\$ 474.51	\$	20,998.31
Indirect Costs/Castos Indirectos	\$ 20,525.04	\$	147,882.40
Cafeteria Fund/transerencia al fondo del café	\$ 2,667.21	\$	23,101.44
Total Expenditures/Total de Gastos	\$ 230,934.17	\$	1,966,304.50

EARLY HEAD START/PROGRAMA EARLY HEAD START			
Resource 5212/Recurso 5212			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	1,095,842.00
Expenditures/Gastos:			
Salaries/Salarios	\$ 38,946.15	\$	382,227.51
Benefits/Beneficios	\$ 14,683.28	\$	137,604.32
Supplies/Provisiones	\$ 473.54	\$	16,989.02
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	394.19
Site Supplies/Articulos de oficina para el centro	\$ 473.54	\$	16,594.83
Contracted Services/Servicios Contratados	\$ 5,823.22	\$	96,871.18
Operations/Gastos de Operacion	\$ 5,530.98	\$	53,624.24
Building/Land Improvements			
Indirect Costs/Castos Indirectos	\$ 4,175.87	\$	58,531.57
Cafeteria Fund/transerencia al fondo del café	\$ 1,143.09	\$	12,172.92
Total Expenditures/Total de Gastos	\$ 70,776.13	\$	758,020.76

HEAD START/PROGRAMA HEAD START T & TA			
Resource 5208/Recurso 5208			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	34,554.00
Expenditures/Gastos:			
Salaries/Salarios	\$ 337.00	\$	336.98
Benefits/Beneficios	\$ 51.00	\$	51.23
Supplies/Provisiones	\$ -	\$	910.18
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	293.59
Site Supplies/Articulos de oficina para el centro	\$ -	\$	616.59
Contracted Services/Servicios Contratados	\$ 303.58	\$	5,573.15
Operations/Gastos de Operacion	\$ 1,427.09	\$	6,809.23
Indirect Costs/Castos Indirectos	\$ 456.70	\$	1,275.05
Total Expenditures/Total de Gastos	\$ 2,187.37	\$	14,955.82

EARLY HEAD START/PROGRAMA EARLY HEAD START T & TA			
Resource 5218/Recurso 5218			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	25,983.00
Expenditures/Gastos:			
Salaries/Salarios	\$ -	\$	1,749.23
Benefits/Beneficios	\$ -	\$	345.50
Supplies/Provisiones	\$ -	\$	905.06
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	97.86
Site Supplies/Articulos de oficina para el centro	\$ -	\$	807.20
Contracted Services/Servicios Contratados	\$ 202.40	\$	5,561.14
Operations/Gastos de Operacion	\$ 628.12	\$	4,860.52
Indirect Costs/Castos Indirectos	\$ 471.92	\$	1,250.88
Total Expenditures/Total de Gastos	\$ 1,302.44	\$	14,672.33

CACFP Meal Reimbursement: January 2019				Credit Cards		Monthly	
Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount			Expense		
Breakfast	1303	2332.37	\$ 229.85	Visa	\$	2,152.14	
AM Snacks		\$ -	\$ -	Wal-Mart	\$	2,871.49	
Lunch	1404	4,977.19	\$ 247.67	Nugget/Food 4 Less	\$	650.19	
PM Snacks	1153	1,049.23	\$ -	Interstate Oil	\$	286.05	
Total Reimbursement		\$ 8,836.31		Total Credit Cards	\$	5,959.87	

Calculation of In-Kind Contributions		
	Dollars Expended Year-To-Date	In-Kind Required
Head Start:	\$ 1,966,304.50	\$ 491,576.13
HS T & TA	\$ 14,955.82	\$ 3,738.96
Early HS	\$ 758,020.76	\$ 189,505.19
EHS T & TA	\$ 14,672.33	\$ 3,668.08
Total	\$ 2,753,953.41	\$ 688,488.35
Amount Required:	\$	688,488.35
Actual In-Kind:	\$	698,323.79
*Surplus/(Deficit):	\$	9,835.44

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

Administrative Percent Calculation	
Maximum Percent Allowed	15%
Calculated Percent for the Month	12%
Annual Percentage	12%

**Executive Summary
2018/2019 Fiscal Year
March 2019**

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	\$ 2,872,371	\$ 230,934	\$ 1,966,305	\$ 574,782	\$ 331,284	68.46%	20.01%	11.53%
Early Head Start	\$ 1,095,842	\$ 70,776	\$ 758,021	\$ 192,422	\$ 145,400	69.17%	17.56%	13.27%
Head Start T&TA	\$ 34,554	\$ 2,187	\$ 14,956	\$ 1,941	\$ 17,657	43.28%	5.62%	51.10%
Early Head Start T&TA	\$ 25,983	\$ 1,302	\$ 14,672	\$ 1,839	\$ 9,472	56.47%	7.08%	36.45%
Total Grant	\$ 4,028,750	\$ 305,200	\$ 2,753,953	\$ 770,984	\$ 503,813	68.36%	19.14%	12.51%

Credit Cards	Monthly Expense
Visa	\$ 2,152.14
Wal-Mart	\$ 2,871.49
Nugget/Food 4 Less	\$ 650.19
Interstate Oil	\$ 286.05
Total Credit Card Expense	\$ 5,959.87

Administrative Percent Calculation	
Maximum allowed Administrative Percent:	15%
Calculated Percentage for the Month:	12%
Annual Percentage	12%

Calculation of In-Kind Contributions		
	Dollars Expended	In-Kind Required
	Year-To-Date	
Head Start:	\$ 1,966,304.50	\$ 491,576.13
Head Start T & TA:	\$ 14,955.82	\$ 3,738.96
Early Head Start:	\$ 758,020.76	\$ 189,505.19
Early Head Start T & TA:	\$ 14,672.33	\$ 3,668.08
Total	\$ 2,753,953.41	\$ 688,488.35
	Amount Required:	\$ 688,488.35
	Actual In-Kind:	\$ 698,323.79
	*Surplus/(Deficit):	\$ 9,835.44
If deficit: will be returned to Federal Government from unrestricted dollars		

CACFP Meal Reimbursement: February 2019			
	Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount
Breakfast	1303	2332.37	\$ 229.85
AM Snacks		\$ -	\$ -
Lunch	1404	\$ 4,977.19	\$ 247.67
PM Snacks	1153	\$ 1,049.23	\$ -
	Total Reimbursement	\$	8,836.31

**EARLY HEAD START
2018/2019
March**

Resource 5212

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received				
					Year-to-date	Encumbered	Balance	%	
Revenues									
All Other Federal	1,068,072		1,068,072	146,667	698,725	0	369,347	34.58%	
Prior Year	0	0	0	0	0		0	#DIV/0!	
COLA	27,770		27,770		0		27,770		
Total Revenues	1,095,842	0	1,095,842	146,667	698,725	0	397,117	36.24%	
Expenditures									
Salaries	594,675	(79,501)	515,174	38,946	382,228	114,264	18,682	3.63%	
Benefits	243,273	(47,273)	196,000	14,683	137,604	43,691	14,705	7.50%	
Supplies	29,945	9,781	39,726	474	16,989	12,289	10,448	26.30%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	1,787	0	394	2,385	(992)	-55.52%	
<i>Site Supplies</i>	29,945	7,994	37,939	474	16,595	9,904	11,440	30.15%	
Travel & Conference	9,646	2,036	11,682	662	9,725	0	1,957	16.75%	
Dues & Memberships	590	63	653	0	628	0	26	3.91%	
Insurance	4,200	322	4,522	0	4,522	0	(0)	-0.01%	
Rentals, Leases, Repairs & Noncapitalized Improvements	2,300	(1,575)	725	40	589	1,053	(917)	-126.52%	
Direct Costs for Transfer of Services	68,313	800	69,113	4,830	38,135		30,978	44.82%	
Professional/Contracted Services & Operating Expenditures	36,875	124,397	161,272	5,823	96,871	21,073	43,327	0.00%	
Intergovernmental Fees	0	76	76	0	25	50	0		
Indirect Costs	93,426	0	93,426	4,176	58,532		34,894	37.35%	
Tsfer to Cafe Fund	12,599	0	12,599	1,143	12,173		426	3.38%	
Total Expenditures	1,095,842	(9,126)	1,095,842	70,776	758,021	192,422	154,526	14.10%	

**PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2018/2019**

Recurso 5212	CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
						Lo que va del año	Sobrecargado		
Ingresos:									
	Todos los otros Federales	1,068,072	0	1,068,072	146,667	698,725	0	369,347	34.58%
		0		0				0	#DIV/0!
		27,770		27,770		0		27,770	
	Total de Ingresos	1,095,842	0	1,095,842	146,667	698,725	0	397,117	36.24%
Gastos:									
	Salarios	594,675	(79,501)	515,174	38,946	382,228	114,264	18,682	3.63%
	Beneficios	243,273	(47,273)	196,000	14,683	137,604	43,691	14,705	7.50%
	Provisiones	29,945	9,781	39,726	474	16,989	12,289	10,448	26.30%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	0	1,787	1,787	0	394	2,385	(992)	-55.52%
	<i>Artículos de oficina para el centro</i>	29,945	7,994	37,939	474	16,595	9,904	11,440	30.15%
	Viaje y Conferencia	9,646	2,036	11,682	662	9,725	0	1,957	16.75%
	Cuotas y Membresías	590	63	653	0	628	0	26	3.91%
	Seguro	4,200	322	4,522	0	4,522	0	(0)	
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	2,300	(1,575)	725	40	589	1,053	(917)	
	Costos Directos para Transferencias de Servicios	68,313	800	69,113	4,830	38,135	0	30,978	44.82%
	Servicios Profesionales/Contratados y Gastos de	36,875	124,397	161,272	5,823	96,871	21,073	43,327	26.87%
	Cuotas Intergubernamentales	0	76	76	0	25	50	0	0.49%
	Gastos Indirectos	93,426	0	93,426	4,176	58,532	0	34,894	37.35%
	transferencia al fondo del café	12,599	0	12,599	1,143	12,173	0	426	3.38%
			(9,126)	(9,126)					
	Total de Gastos	1,095,842	0	1,095,842	70,776	758,021	192,422	154,526	14.10%

**HEAD START
T & TA
2018/2019
March**

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	33,692	0	33,692	5,567	14,955	0	18,737	55.61%
COLA	862		862				862	
Total Revenues	34,554	0	34,554	5,567	14,955	0	19,599	56.72%
Expenditures								
Salaries	0	337	337	0	337	0	0	0.00%
Benefits	0	51	51	0	51	0	(0)	0.00%
Supplies	6,409	(89)	6,320	0	910	1,000	4,410	69.78%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	1,400	268	1,668	0	294	1,000	374	22.45%
<i>Site Supplies</i>	5,009	(357)	4,652	0	617	0	4,035	86.75%
Travel & Conference	10,181	601	10,782	1,427	6,809	941	3,032	28.12%
Contracted Services	15,019	(900)	14,119	304	5,573	0	8,546	60.53%
Indirect Costs	2,945	0	2,945	457	1,275	0	1,670	56.70%
Total Expenditures	34,554	0	34,554	2,187	14,956	1,941	17,657	51.10%

**PROGRAMA HEAD START
T y TA
PRESUPUESTO 2010/2019**

Recurso 5208		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	%
CATEGORÍA						Lo que va del año	Sobrecargado		
Ingresos:									
Todos los otros Federales		33,692	0	33,692	0	14,955	0	18,737	55.61%
COLA		862		862				862	
Total de Ingresos		34,554	0	34,554	0	14,955	0	19,599	56.72%
Gastos:									
Salarios		0	337	337	0	337	0	0	0.00%
Beneficios		0	51	51	0	51	0	(0)	0.00%
Provisiones		6,409	(89)	6,320	0	910	1,000	4,410	69.78%
<i>Artículos para las actividades de los padres y comida para las juntas</i>		<i>1,400</i>	<i>268</i>	<i>1,668</i>	<i>0</i>	<i>294</i>	<i>1,000</i>	<i>374</i>	<i>22.45%</i>
<i>Artículos de oficina para el centro</i>		<i>5,009</i>	<i>(357)</i>	<i>4,652</i>	<i>0</i>	<i>617</i>	<i>0</i>	<i>4,035</i>	<i>86.75%</i>
Viaje y Conferencia		10,181	601	10,782	1,427	6,809	941	3,032	
Servicios Contratados		15,019	(900)	14,119	304	5,573	0	8,546	60.53%
Gastos Indirectos		2,945	0	2,945	457	1,275	0	1,670	0.00%
Total de Gastos		34,554	0	34,554	2,187	14,956	1,941	17,657	51.10%

**HEAD START
2018/2019 BUDGET
March**

Resource 5210

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	2,799,582		2,799,582	484,375	1,778,228		1,021,354	36.48%
Prior Year	0	0	0	0	0		0	#DIV/0!
COLA	72,789		72,789	0	0		72,789	0.00%
Total Revenues	2,872,371	0	2,872,371	484,375	1,778,228	0	1,094,143	38.09%
Expenditures:								
Salaries	1,363,462	(2,429)	1,361,033	117,679	984,032	341,703	35,298	2.59%
Benefits	628,908	(96,458)	532,450	42,547	362,460	133,123	36,867	6.92%
Supplies	58,139	6,849	64,988	940	38,777	21,287	4,924	7.58%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	7,696	1,089	8,785	0	1,254	4,622	2,909	33.11%
<i>Site Supplies</i>	50,443	5,760	56,203	940	37,523	16,665	2,016	3.59%
Travel & Conference	20,358	1,158	21,516	481	17,617	0	3,899	18.12%
Dues & Memberships	1,933	(4)	1,929	0	1,883	0	47	2.41%
Insurance	13,500	68	13,568	0	13,567	0	1	0.00%
Operations & Housekeeping		580	580	0	131	449	0	0.00%
Rentals, Leases, Repairs & Noncapitalized								
Improvements	8,900	(2,844)	6,056	258	2,787	1,269	2,000	33.03%
Direct Costs for Transfer of Services	387,552	6,555	394,107	28,565	227,773		166,334	42.21%
Professional/Contracted Services & Operating								
Expenditures	67,912	115,654	183,566	16,412	123,180	74,220	(13,834)	-7.54%
Intergovernmental Fees	3,608	1,239	4,847	385	2,116	2,731	0	0.00%
Land Improvements	0	21,942	21,942	475	20,998	0	944	4.30%
Indirect Costs	267,705	(28,990)	238,715	20,525	147,882		90,833	38.05%
Tsfer to Cafe Fund	50,394	0	50,394	2,667	23,101		27,293	54.16%
Total Expenditures	2,872,371	(23,320)	2,872,371	230,934	1,966,305	574,782	354,604	12.35%

**PROGRAMA HEAD START
PRESUPUESTO 2018/2019**

Recurso 5210									
	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%	%
CATEGORÍA									
Ingresos:									
Todos los otros Federales	2,799,582	0	2,799,582	0	1,778,228		1,021,354	36.48%	
	0	0	0	0	0	0	0		
COLA	72,789	0	72,789	0	0		72,789		
Total Revenues/Total de Ingresos	2,872,371	0	2,872,371	0	1,778,228	0	1,094,143		
Gastos:									
Salarios	1,363,462	(2,429)	1,361,033	117,679	984,032	341,703	35,298	2.59%	
Beneficios	628,908	(96,458)	532,450	42,547	362,460	133,123	36,867	6.92%	
Provisiones	58,139	6,849	64,988	940	38,777	21,287	4,924	7.58%	
<i>Artículos para las actividades de los padres y comida para las juntas</i>	7,696	1,089	8,785	0	1,254	4,622	2,909	0.00%	
<i>Artículos de oficina para el centro</i>	50,443	5,760	56,203	940	37,523	16,665	2,016	3.59%	
Viaje y Conferencia	20,358	1,158	21,516	481	17,617	0	3,899	18.12%	
Cuotas y Membresías	1,933	(4)	1,929	0	1,883	0	47	2.41%	
Seguro	13,500	68	13,568	0	13,567	0	1	0.00%	
		580	580	0	131	449	0	0.00%	
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	8,900	(2,844)	6,056	0	2,787	1,269	2,000	33.03%	
Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	387,552	6,555	394,107	28,565	227,773	0	166,334	42.21%	
Cuotas Intergubernamentales	67,912	115,654	183,566	16,412	123,180	74,220	(13,834)	-7.54%	
Mejoras a los Terrenos	3,608	1,239	4,847	385	2,116	2,731	0	0.00%	
Gastos Indirectos	0	21,942	21,942	475	20,998	0	944	4.30%	
transferencia al fondo del café	267,705	(28,990)	238,715	20,525	147,882	0	90,833	38.05%	
	50,394	0	50,394	2,667	23,101	0	27,293	54.16%	
Total de Gastos	2,872,371	(23,320)	2,872,371	230,934	1,966,305	574,782	354,604	12.35%	

**EARLY HEAD START
T & TA
2018/2019 BUDGET
March**

Resource 5218

Resource	CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received			Balance	% %
					Current	Year-to-date	Encumbered		
Revenues									
	All Other Federal	25,983	0	25,983	5,734	14,672	0	11,311	43.53%
	Total Revenues	25,983	0	25,983	5,734	14,672	0	11,311	43.53%
Expenditures									
	Salaries	0	1,750	1,750	0	1,749	0	1	0.00%
	Benefits	0	345	345	0	346	0	(1)	0.00%
	Supplies	6,025	(1,083)	4,942	0	905	1,000	3,037	61.45%
	<i>Parent Activity Supplies & Food for Parent Meetings</i>	4,000	(2,902)	1,098	0	98	1,000	0	0.01%
	<i>Site Supplies</i>	2,025	1,819	3,844	0	807	0	3,037	79.00%
	Travel & Conference	10,568	0	10,568	628	4,861	839	4,869	46.07%
	Contracted Services	7,175	(1,012)	6,163	202	5,561	0	602	9.77%
	Indirect Costs	2,215	0	2,215	472	1,251	0	964	43.53%
				0					
	Total Expenditures	25,983	0	25,983	1,302	14,672	1,839	9,472	36.45%

**PROGRAMA EARLY HEAD START
T & TA
PRESUPUESTO 2018/2019**

Recurso 5218		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
CATEGORÍA						Lo que va del año	Sobrecargado		
Ingresos:									
Todos los otros Federales		25,983	0	25,983	5,734	14,672	0	11,311	43.53%
Total de Ingresos		25,983	0	25,983	5,734	14,672	0	11,311	
Gastos:									
Salarios		0	1,750	1,750	0	1,749	0	1	0.00%
Beneficios		0	345	345	0	346	0	(1)	0.00%
Provisiones		6,025	(1,083)	4,942	0	905	1,000	3,037	61.45%
<i>Artículos para las actividades de los padres y comida para las juntas</i>		4,000	(2,902)	1,098	0	98	1,000	0	0.01%
<i>Artículos de oficina para el centro</i>		2,025	1,819	3,844	0	807	0	3,037	79.00%
Viaje y Conferencia		10,568	0	10,568	628	4,861	839	4,869	46.07%
Servicios Contratados		7,175	(1,012)	6,163	202	5,561	0	602	9.77%
Gastos Indirectos		2,215	0	2,215	472	1,251	0	964	43.53%
Total de Gastos		25,983	0	25,983	1,302	14,672	1,839	9,472	36.45%

**HEAD START/EARLY HEAD START
CREDIT CARD REPORT
2018/2019
March**

MANAGER	VISA
Gail Nadal	
Travel/Conference	\$ 1,060.73
Center Supplies	\$ 1,091.41
TOTAL	\$ 2,152.14
Genet Telahun	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Amee Dowkes	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Maria Luna	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
VISA Grand Total	\$ 2,152.14 ****
Nugget/Food4Less	\$ 650.19
InterState Oil	\$ 286.05
Wal Mart	\$ 2,871.49
TOTAL MONTHLY EXPENDITURES:	\$ 5,959.87

**Credit card statements available upon request

**Programas Head Start/Early Head Start
 REPORTE DE TARJETAS DE CRÉDITO
 Año FISCAL 2018/2019**

SUPERVISOR

VISA

Gail Nadal

Viaje/Conferencia	\$ 1,060.73
Artículos para el centro	\$ 1,091.41
	<u>\$ 2,152.14</u>

Genet Telahun

Viaje/Conferencia	\$ -
Artículos para el centro	\$ -
Total	<u>\$ -</u>

Amee Dowkes

Viaje/Conferencia	\$ -
Artículos para el centro	\$ -
Total	<u>\$ -</u>

Gustavo Melgoza

Viaje/Conferencia	\$ -
Artículos para oficina	\$ -
Total	<u>\$ -</u>

VISA Grand Total \$ 2,152.14

NUGGET/FOOD 4 LESS	\$ 650.19
INTERSTATE OIL	\$ 286.05
Wal Mart	\$ 2,871.49

Total de Gastos Mensuales: \$ 5,959.87 ***

***"Estados de ceunta de als tarjetas de credito, estan despinsibles, si son solicitadas."

**HEAD START/EARLY HEAD START
2018/2019 FISCAL YEAR
CALCULATION OF IN-KIND CONTRIBUTIONS**

Month	Year	Location									Grand	
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Charter	Lincoln/Plainfield	Valley Oak/Winters	Sci - Tech	Total	
July	2018	\$ 24,343.59	\$ 1,849.49	\$ 1,813.66		\$ 1,007.16	\$ 2,971.94					\$ 31,985.84
August	2018	\$ 156,731.81	\$ 4,205.56	\$ 2,622.26	\$ 653.92	\$ 1,102.88		\$ 2,413.78	\$ 1,436.58	\$ 152.41		\$ 169,319.20
September	2018	\$ 125.51	\$ 7,678.94	\$ 2,610.24	\$ 3,380.53	\$ 936.84	\$ 2,787.96	\$ 7,671.94	\$ 1,586.62	\$ 1,203.63		\$ 27,982.21
October	2018	\$ 305,905.39	\$ 6,946.97	\$ 3,038.46	\$ 1,751.08	\$ 1,203.93	\$ 3,931.35	\$ 8,550.15	\$ 4,547.83	\$ 899.16		\$ 336,774.32
November	2018	\$ 257.32	\$ 7,873.50	\$ 2,194.84	\$ 4,626.25	\$ 1,190.13	\$ 3,596.43	\$ 8,784.95	\$ 5,499.34	\$ 1,321.16		\$ 35,343.92
December	2018	\$ 85.65	\$ 5,465.72	\$ 2,416.86	\$ 2,242.37	\$ 766.82	\$ 2,103.65	\$ 8,136.71	\$ 3,936.88	\$ 876.74		\$ 26,031.40
January	2019		\$ 6,743.14	\$ 2,631.30		\$ 1,217.71	\$ 2,841.41	\$ 10,883.78	\$ 713.90	\$ 1,752.54		\$ 26,783.78
February	2019								\$ -			\$ -
March	2019	\$ 44,103.12										\$ 44,103.12
April	2019											\$ -
May	2019											\$ -
June	2018											\$ -
		\$ 531,552.39	\$ 40,763.32	\$ 17,327.62	\$ 12,654.15	\$ 7,425.47	\$ 18,232.74	\$ 46,441.31	\$ 17,721.15	\$ 6,205.64		\$ 698,323.79

Total Contribution Due based on actual dollars claimed:

	Dollars Expended as of March 1, 2019	In-Kind Required
Head Start:	1,966,304.50	491,576.13
Head Start T & TA:	14,955.82	3,738.96
Early Head Start:	758,020.76	189,505.19
Early Head Start T & TA:	14,672.33	3,668.08
Total:	2,753,953.41	688,488.35

Amount Required: 688,488.35
Actual In-Kind: 698,323.79

*Surplus/(Deficit): 9,835.44

Surplus(Deficit): 9,835.44

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

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
March 22, 2019
626 West Lincoln Avenue, Woodland CA 95695**

Council Members Present:

*Bethel Ibarra-Avalos
Stephanie Alvarado
Ines Vazquez
Miriam Juarez
Elaine Garcia
Tiffini McClarin
Lorena Leon*

YCOE Administration:

*Garth Lewis, Superintendent
Margie Valenzuela, HR Executive Director*

Community Members Present:

*Nancy Mack
Mayra Flores
Griselda Orozco*

Staff:

*Gail Nadal, ECE Director
Marco Raya, Interpreter
Vanessa Quintana, Secretary
Kim Magallanes, Sr. Bus. Svce. Tech
Nicole Castrejon, Family Support Service Manager
Genet Telahun, Program Administrator
Sandra Hernandez, Site Coordinator
Jacqueline Tam, Site Coordinator
Connie Luna-Garcia, Site Coordinator
Gustavo Melgoza, Health Services Manager
Stephanie Gray, Nutrition & Wellness Coordinator
Patti Robles, HR Analyst
Debra Hinely, IBS Director*

AFSCME Council 57:

*Allynson Camarillo, President
Amelia Abonce, Union Representative*

1. **Call to Order:** The meeting was called to order by **Bethel Ibarra-Avalos** at 10:39 a.m.
2. **Introductions/Recognition of Visitors:** Policy Council members introduced themselves.
3. **Consent Agenda:**
 - 3.1 Approval of March 22, 2019 Agenda **M1: Nancy Mack, M2: Tiffini McClarin**
 - 3.2 Approval of March 15, 2019 Minutes **M1: Stephanie Alvarado, M2: Nancy Mack**
 - 3.3 Approval of February 22, 2019 Minutes **M1: Stephanie Alvarado, M2: Nancy Mack**
4. **Public Comment:** *None*
5. **Adjourn to Closed Session:**
 - 5.1 Employment of New Hires – *Margie Valenzuela* – **M1: Stephanie Alvarado, M2: Ines Vazquez**
 - 5.2 Employment of Substitutes – *Margie Valenzuela* - **None**
 - 5.3 Employment of Variable Service Providers – *Margie Valenzuela* – **None**

6. Open Session:

6.1 **Old Business:**

6.1.1 **Approve: 2019-2020 Head Start/Early Head Start Grant Application – Gail Nadal**

Gail Nadal reviewed the grant application with Policy Council. Discussion continued with Policy Council on proposed changes and updates. Due to the length of the discussion, it was moved to continue the Policy Council meeting and submit the grant application for approval on Monday March 25, 2019 @ 10:30 a.m.

M1: Nancy Mack, M2: Stephanie Alvarado

6.1.2 **Approve: Lincoln Federal Disposition – Gail Nadal**

M1: Stephanie Alvarado, M2: Nancy Mack

6.2 **New Business:**

6.2.1 **Select Criteria – Genet Telahun**

Will be submitted for approval at the next policy council meeting on April 26, 2019.

7. **Financial Report/Finance Committee: YCOE Fiscal Staff**

Debra Hinely reported on the **February 2019** Financial report. The amount of the budget spent this year is **60.78 %** and **23.93%** is in the encumbered category, **15.28%** is not obligated or has not been spent at this time. The amount spent for the month in credit card accounts was **\$4,360.11**. The administrative percentage is at **15%**. There is an in-kind surplus of **(\$35,289.21)**.

8. **Program Operation:** (10-15 minutes)

8.1 Service Area Reports- *Gail Nadal*

Gail Nadal thanked the Policy Council members who attended the Special Policy Council meeting to begin the review of the grant application for 2019-2020. Gail also reported that Head Start completed the Focus One monitoring for Region 9. She noted that all staff did very well answering the questions Region 9 posed in the review. It will take 60 to 90 days for a response on compliance and any findings found in the Focus One review. Within the year, Region 9 will send a Focus One review team to send a team to audit all case files.

8.2 Program Operations- *Genet Telahun*

Genet reported that Head Start/Early Head Start are fully enrolled. Management completed the last monitoring and will come together to develop a list of areas need improvement. Genet also reported that she is working on the pre-service calendar of professional development for this coming August and finalizing the trainings that are needed for the program.

8.3 Family Support Services- *Nicole Castrejon*

Nicole shared that she attended the YCOE Spring Managers meeting on 3/2/19. Nicole highlighted areas that were of interest to her:

- New collaboration created with Foster Youth/Homeless Specialist
- Identifying the different departments that YCOE houses and how they work together to serve the Yolo County community and the accomplishments of each department.

She also shared with the Policy Council about how poor attendance affects our youth and strategies to help increase attendance. Nicole and her team of FSSA's have been continuing their work on recruitment at various events around Yolo County. They attended the Woodland School District Kindergarten enrolment fair on 2/22/19 and Capay Valley Almond Festival on 2/24/19. On 3/26/19 through 3/28/19 Yolo County Housing Spring Fling will be held in Winters, Woodland and West Sacramento areas. There is also an event at Cesar Chavez on 3/27/19 in Woodland. FSSA's have been working on the waitlist and applications in preparation for the 2019-2020 program year.

- Woodland Team results- they reviewed 114 files on the waiting list. This includes families that have moved on from EHS. 73 files will require new 2018 income updates. 33 children will be removed after the program year ends due to age. 8 are 100% qualified for the new school year.
- West Sacramento Team results – they reviewed 50 files on the waiting list. This number includes the waitlist passed on from EHS. 40 will require new 2018 income updates. 10 are 100% qualified for the new school year.
- Davis reviewed and completed 6 new files for the wait lists for the new school year.

A new FSSA was hired for the Valley Oak EHS and will start on 3/25/19. Nicole and the FSSA's will be working on creating recruitment plans for April. Their goal is to continue building the waitlist and building Family Partnership skills for FSSA's and FSSA evaluations.

8.4 Child Health Services- Gustavo Melgoza

Gustavo shared that the health team has been assisting on technical support to staff and reviewing and validated corrective action plans for closure. They are updating health trackings, conducting health and safety site visits, addressing staff requests/ delivering health supplies, facility health and safety screeners and self-assessments. The Health team is also continuing to work on referrals by reviewing and creating responses, concerns met with parents and create health care plans and train teachers on Medication Administration. The health team is focusing on desk reviews, case management progress and troubleshooting outcome reports. They will also be addressing health services and updating technology needs. Gustavo will also continue to address requests on teacher assignments, placement and access to Child Plus.

8.5 Education Services/Special Services- Anee Dowkes

Report was read by members and staff.

8.6 Nutrition Services- Stephanie Gray

Gustavo reported for Stephanie. Stephanie is working on meeting regularly with Winters Joint Food Services director for technical support for upcoming CACFP review. She is reviewing calendars to ensure meal service operations continues during school closure dates and attending teacher staff meetings regarding food requests and transition to kindergarten meal service activities at Lincoln. Stephanie has weekly visits to Alyce Norman kitchen for support to both WUSD and EHS cooks. She is also meeting with the Department of Health and Human Services to schedule audiometric and vision screening trainings for the next school year. She is preparing for upcoming Head Start site monitoring and completed the 2nd nutrition assessments for EHS children.

8.7 Home Base Services/Site Coordinator- Connie Luna

Connie shared that she is working on substitute orientation at Valley Oak Early Head Start and Alyce Norman Early Head Start/CCTR. She has also been reviewing correction action plans with substitutes, assessments of socialization checklists and monitoring home visit checklists with home base teachers. In preparation for Parent meetings, speakers visited Davis, and West Sacramento

Yolo County libraries to invite librarians. Connie is continuing to provide support on a day-to-day basis for AESOP substitute coverage.

8.8 Site Coordinator- Cambria Rivas

Cambria is still on Maternity Leave. Report was read by members and staff.

8.9 Site Coordinator- Jacqueline Tam

Connie Luna reported for Jackie Tam. There were several events that happened in February and March.

- February 4th – two new employees were hired at Alyce Norman, Ivonne Garcia and Roneca Provost. Both new teachers have had on-going training through Keenan, Human Resources and managers.
- February 5th – CPIN Social-Emotional training was attended by Dana Dove, Graciela Garcia, and Hafiza Sofizada at the Sacramento County Office of Education.
- February 19th – Staff meeting/EOM reports training at Alyce Norman
- March 5th – All sites coordinators had continued training on “The 7 Habits of Highly Effective People”.
- March 7th – Jackie Tam attended a training in Sacramento on Emergency Preparedness and Community Care Licensing updates.

In the month of February both sites, Charter and Alyce Norman, were visited by the Smile Saver program. Parents received training on Footsteps to Brilliance at the monthly Parent Meeting. Mighty Molar also presented at Parent meetings along with a QRIS Family Engagement Workshop at Alyce Norman. The annual event of Read Across America took place at both centers.

Jackie will be working on kindergarten transitioning, child observations and spring DRDP's.

8.10 Site Coordinator- Sandra Hernandez

Sandra Hernandez shared that Lincoln, Plainfield, and Knights Landing teachers had their bi-monthly staff meeting on February 27th. She also attended the YCOE Spring Managers meeting on March 5th. She noted that teachers are working on children's portfolios. Other special events that took place for her sites were:

- Read Across America event on March 1st
- Smile Saver visited Knights Landing and Plainfield sites for a presentation about oral health on March 8th and March 15th
- Classroom 6 had a CLASS observation on March 19th
- Plainfield class will visit a kindergarten classroom on March 26th.

9. Program Reports:

9.1 Community Update- No Report

9.2 Lincoln Center- No Report

9.3 Lemen Center- No Report

9.4 Esparto Center- No Report

9.5 Home Base Center- No Report

9.6 Alyce Norman Center- No Report

9.7 Charter Center- No Report

9.8 Valley Oak Center- No Report

9.9 Plainfield Center- No Report

9.10 Knights Landing – No Report

9.11 Winters – No Report

10. Confirm Continuation Meeting Date –

The meeting will be continued on *March 25, 2019 10:30 a.m. – 11:30 a.m.*

Regular Policy Council Meeting April 26, 2019 10:30 a.m. – 12:30 p.m.

11. Motion for Adjournment – The meeting adjourned at 12:54 p.m.

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES**
Meeting Continued from March 22, 2019
March 25, 2019 @ 10:30 a.m. – 11:30 a.m.
626 West Lincoln Avenue, Woodland CA 95695

Council Members Present:

Bethel Ibarra-Avalos
Ines Vazquez
Stephanie Alvarado
Lorena Leon
Elaine Garcia

YCOE Administration:

Garth Lewis, Superintendent
Margie Valenzuela, Executive Director
Ronda DaRosa, Ed. D., Deputy Superintendent

Staff:

Gail Nadal, ECE Director
Marco Raya, Interpreter
Vanessa Quintana, Secretary
Genet Telahun, Program Administrator
Margie Valenzuela, HR Executive Director
Gustavo Melgoza, Health Services Manager
Kim Magallanes, St. Bus. Svcs. Tech.
Debra Hinely, IBS Director
Axel Kondoh, IBS Accountant

Community Members Present:

Nancy Mack

1. **Call to Order:** The meeting was called to order by **Bethel Ibarra-Avalos 10:45 a.m.**
2. **Introductions/Recognition of Visitors:** Policy Council members introduced themselves.

6. **Open Session:**

6.1 Old Business:

6.1.1 Review for approval of the 2019-2020 Grant Application- *Gail Nadal*

Discussion continued from the March 22, 2019 Policy Council Meeting on the grant application. Program staff were responsive to the questions presented by Policy Council members and the Head Start/Early Head Start 2019-2020 grant application was approved.

M1: Nancy Mack, M2: Stephanie Alvarado

7. Confirm Next Meeting Date – The next meeting will be on:
Regular Policy Council Meeting April 26, 2019 10:30 a.m. – 12:30 p.m.
M1: Stephanie Alvarado, M2: Ines Vazquez

8. Motion for Adjournment – @ 11:50 a.m. - M1: Nancy Mack, M2: Inez Vazquez

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.2. Review Cesar Chavez Community School Calendars

Type:

Informational

Description:

Review Cesar Chavez Community School Calendars

Recommended Motion:

Information only.

Attachments:

1. 2019-20 Calendar C
2. 2019-20 Calendar F

Cesar Chavez (Washington District Office), VI (Bridgeway & River City),
Multiple Disabilities (Westfield Village & Westmore Oaks)

July

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August (15 days)

			1	2
5	6	7	8	9
12♠	13♠	14♠	15	16
19	20	21	22	23
26	27	28	29	30

September (20 days)

2☺	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October (21 days)

	1	2	3	4☺
7	8	9	10	11
14	15	16	17	18☺
21	22	23	24	25
28	29	30	31	

November (15 days)

				1
4	5	6	7	8
11☺	12	13	14	15
18	19	20	21	22
25☺	26☺	27☺	28☺	29♫

December (15 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23☺	24♫	25☺	26☺	27☺
30☺	31☺			

January (18 days)

		1☺	2☺	3☺
6☺	7	8	9	10
13	14	15	16	17
20☺	21	22	23	24
27	28	29	30	31

February (17 days)

3	4	5	6	7
10	11	12	13☺	14☺
17☺	18	19	20	21
24	25	26	27	28

March (21 days)

2	3	4	5	6☺
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April (16 days)

		1	2	3
6☺	7☺	8☺	9☺	10☺
13☺	14	15	16	17
20	21	22	23	24
27	28	29	30	

May (20 days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25☺	26	27	28	29

June (4 days)

1	2	3	4♠	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

◆	Staff Work Day--No Students
♠	School Begins/Ends
☺	Legal Holiday
♫	Local Holiday
☺	School Holiday
☺	School Recess/Instructional Staff--Non Work

*End of Month-Register	
1st Mo	7th Mo -
2nd Mo -	8th Mo -
3rd Mo -	9th Mo -
4th Mo -	10th Mo-
5th Mo -	11th Mo-
6th Mo -	

Staff Orientation: 8/12/2019
Instructional Days: Regular Year = 180
Month() = Teacher Work Days--182
Calendar C 12/11/2018

Cesar Chavez (Woodland Site)

July (9 days extended year)

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August (10 days)

			1	2
5	6	7	8	9
12♦	13	14	15	16
19	20	21♠	22	23
26	27	28	29	30

September (20 days)

2☺	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October (23 days)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November (14 days)

				1
4	5	6	7	8
11☺	12♣	13	14	15
18	19	20	21	22
25☀	26☀	27☀	28☺	29♯

December (15 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23☀	24♯	25☺	26☀	27☀
30☀	31☀			

January (18 days)

		1☺	2☀	3☀
6♣	7	8	9	10
13	14	15	16	17
20☺	21	22	23	24
27	28	29	30	31

February (18 days)

3	4	5	6	7
10☺	11	12	13	14
17☺	18	19	20	21
24	25	26	27	28

March (22 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April (17 days) (3 days extended year)

		1	2	3
6	7	8	9	10
13☀	14☀	15	16	17
20	21	22	23	24
27	28	29	30	

May (20 days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25☺	26	27	28	29

June (5 days) (10 days extended year)

1	2	3	4	5♠
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

♦	Staff Work Day--No Students
♠	School Begins/Ends
☺	Legal Holiday
♯	Local Holiday
♣	School Holiday
☀	School Recess/Instructional Staff--Non Work

*End of Month-Register	
1st Mo -	
2nd Mo -	7th Mo -
3rd Mo -	8th Mo -
4th Mo -	9th Mo -
5th Mo -	10th Mo -
6th Mo -	

Staff Orientation: 8/12/2019	
Instructional Days:	
Regular Year = 180	
Extended Year = 22	
Month() = Teacher Work Days--182	
Calendar F	12/11/2018

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.3. Alternative Education Attendance Reports

Type:

Informational

Description:

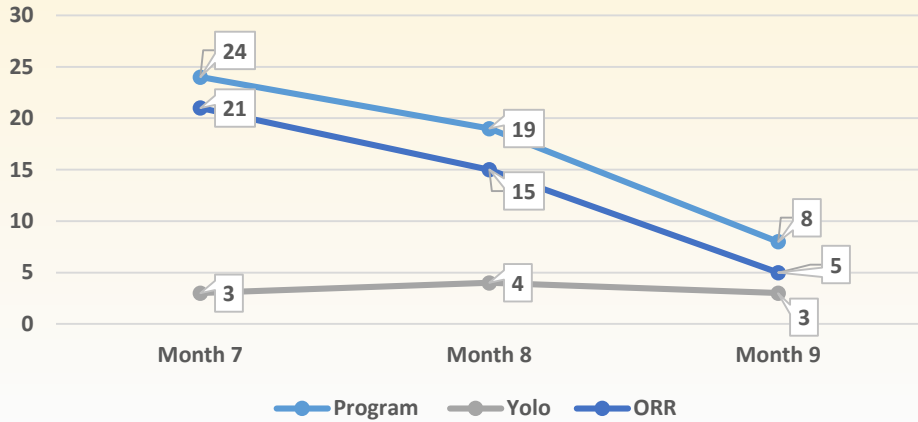
Micah Studer, Executive Director, Equity and Support Services will be presenting the attendance reports for Alternative Education.

Attachments:

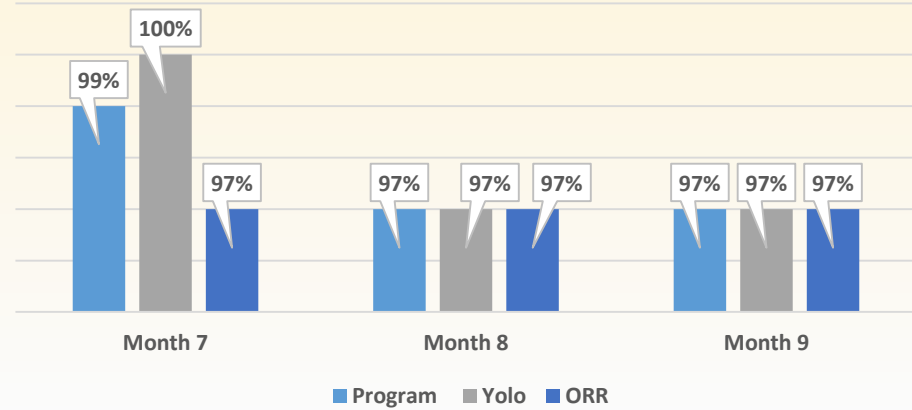
1. Attendance Reports

2018-2019 Dan Jacobs School Attendance Month 7 – 9

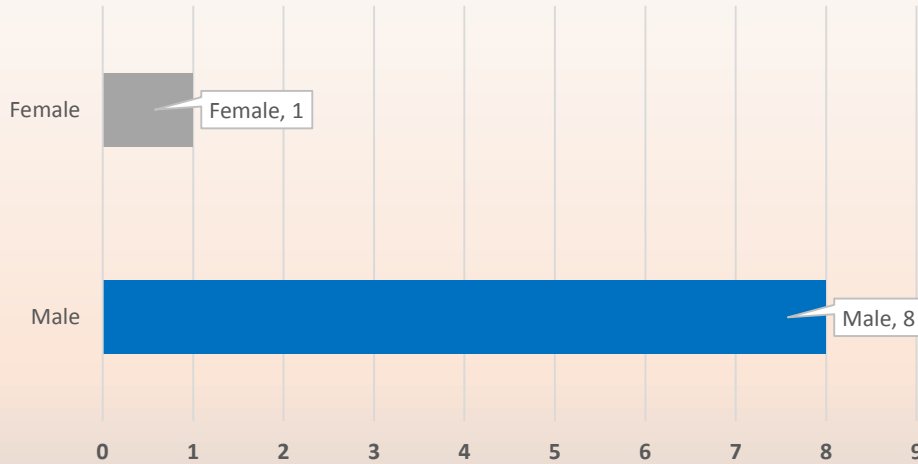
Average Enrollment Totals
Attendance Period 12/17/2018-3/22/2019



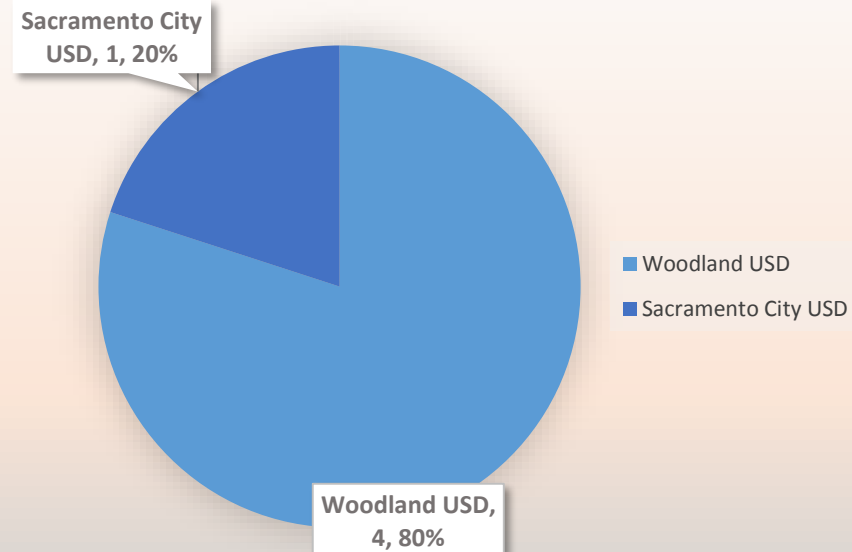
Average Attendance %
Attendance Period 12/17/2018-3/22/2019



Gender

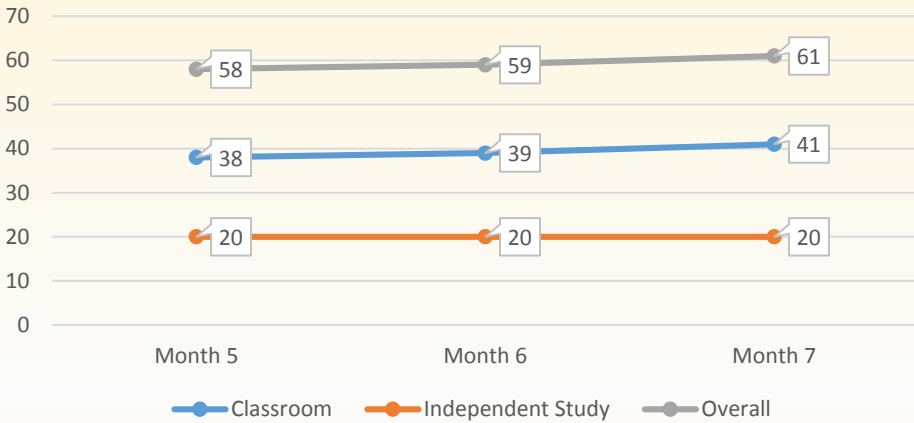


School District of Residence

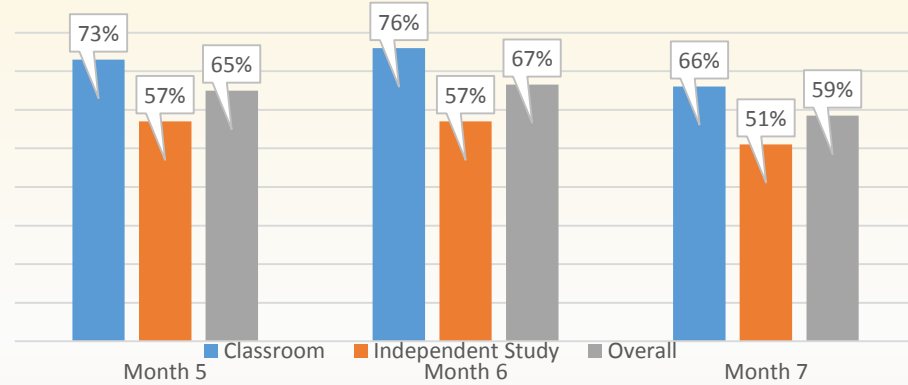


2018-2019 Cesar Chavez Community School - Woodland Attendance Month 5 – 7

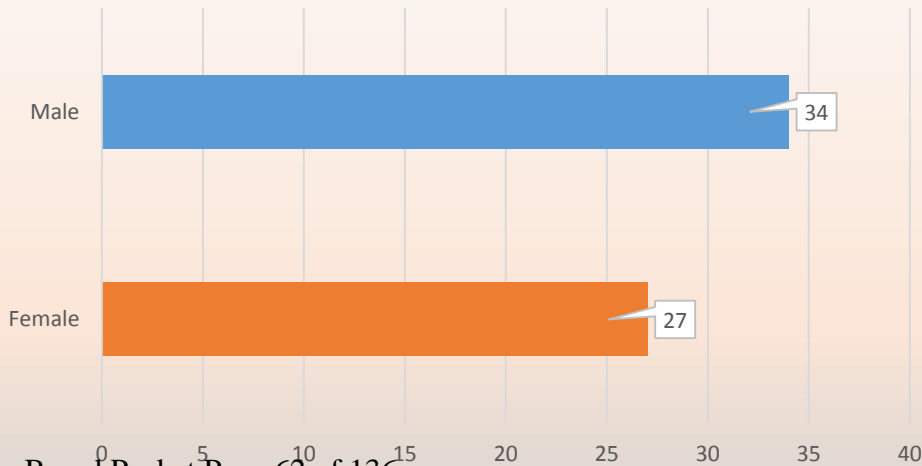
Enrollment Totals
Attendance Period 12/10/2018-3/15/2019



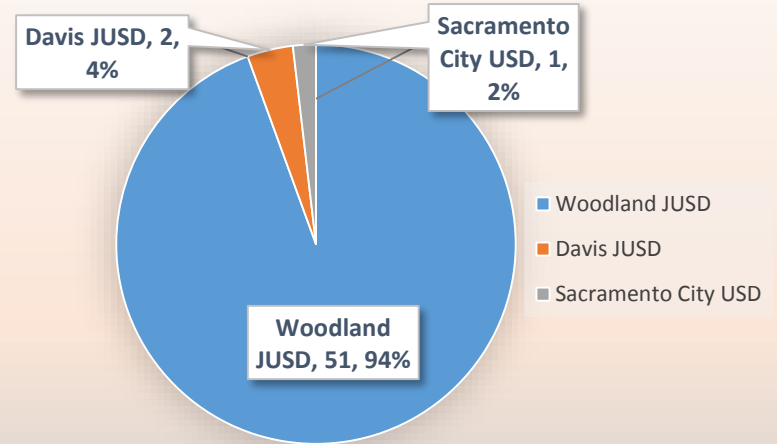
Average Attendance %
Attendance Period 12/10/2018-3/15/2019



Gender

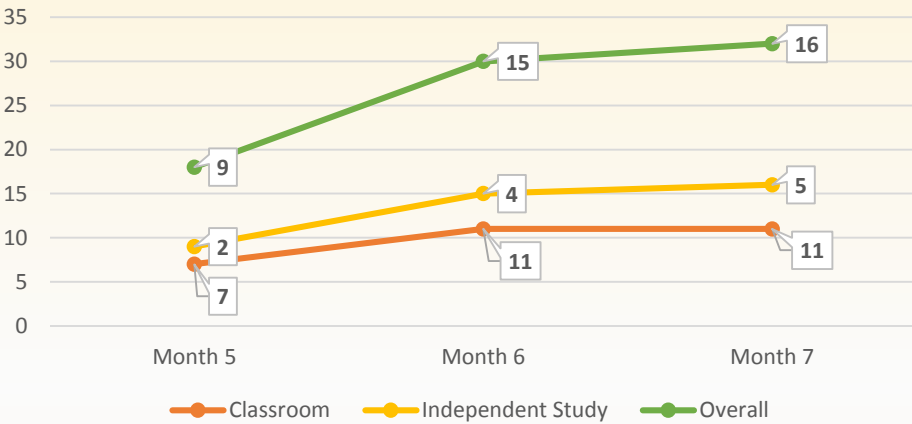


School District of Residence

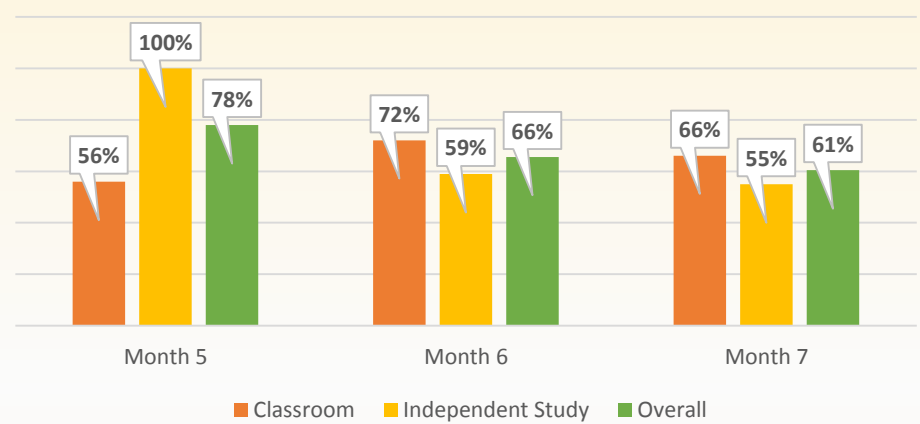


2018-2019 Cesar Chavez Community School – West Sac Attendance Month 5 – 7

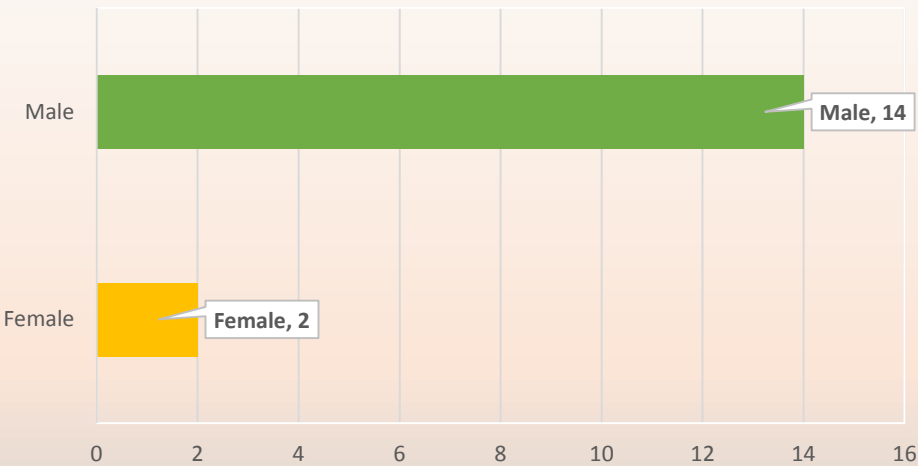
Enrollment Totals
Attendance Period 12/3/2018-3/8/2019



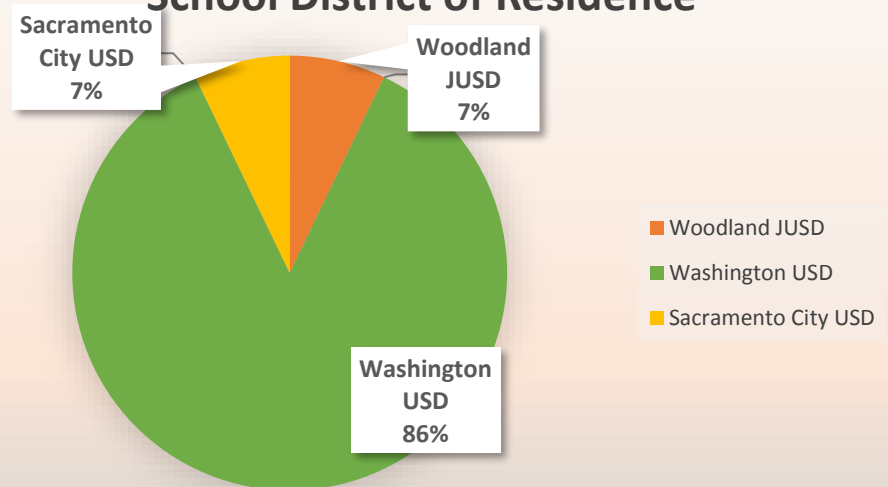
Average Attendance %
Attendance Period 12/3/2018-3/8/2019



Gender

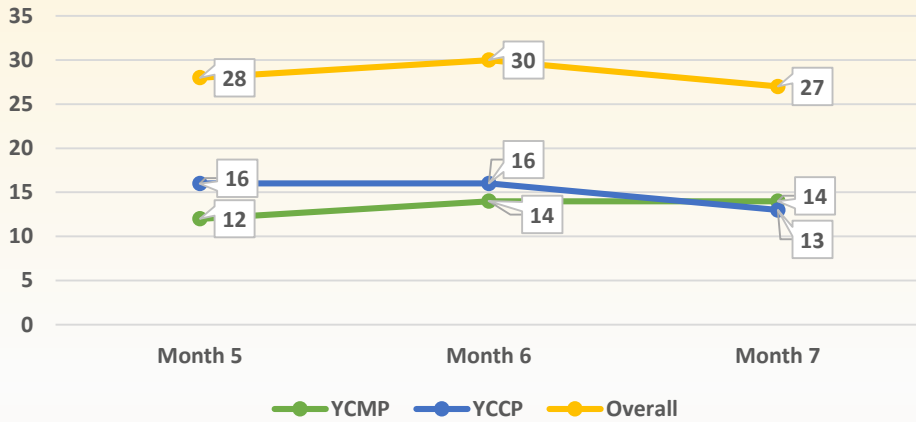


School District of Residence

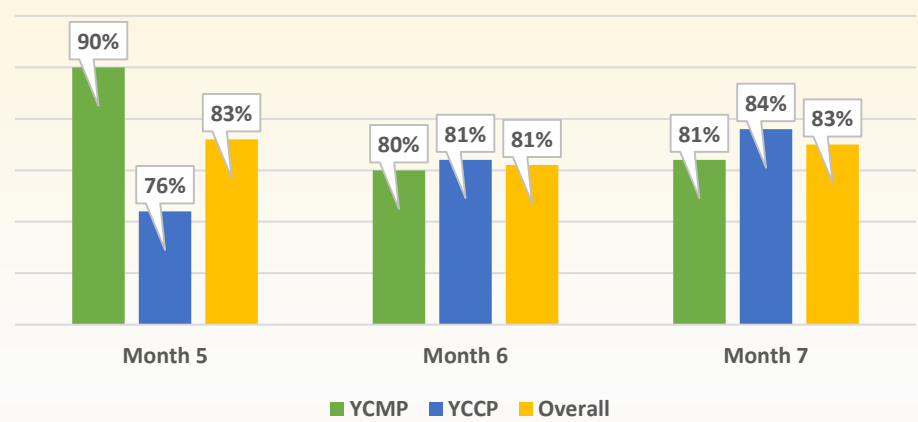


2018-2019 YCCA (Yolo County Career Academy) Attendance Month 4 – 6

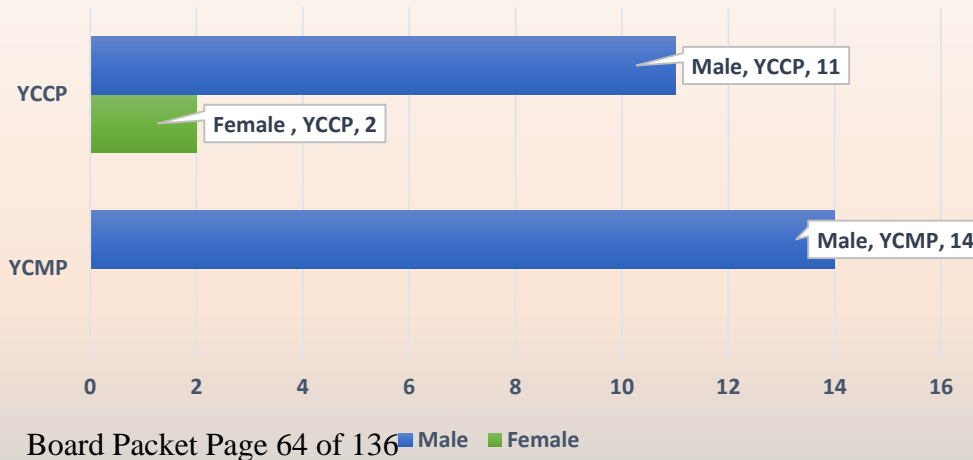
Enrollment Totals
Attendance Period 12/10/2018-3/15/2019



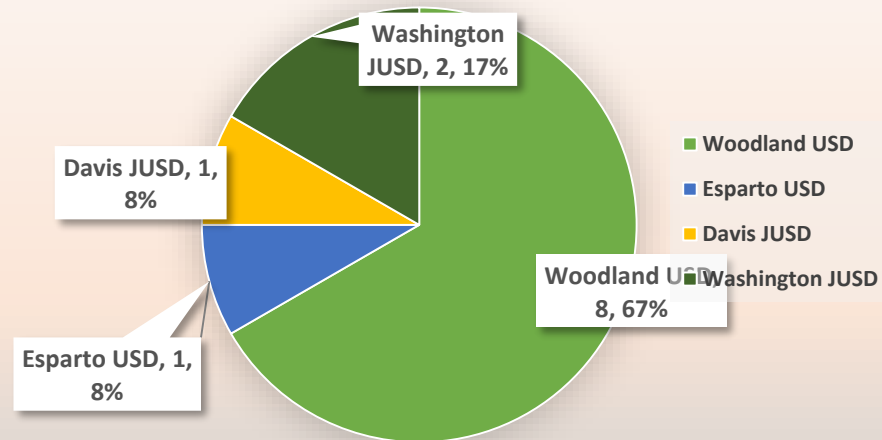
Average Attendance %
Attendance Period 12/10/2018-3/15/2019



Gender



School District of Residence



**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.4. Education Program for Incarcerated Adults

Type:

Informational

Description:

Renee Collins, Director of Student Services, will present this item.

For this item we will be presenting information regarding our Adult Education program at Monroe Jail. Key features of this presentation will be the history of the program, current course offerings, and possible future expansion.

Recommended Motion:

None at this time.

Attachments:

1. Adult Education Offerings



Education Programs for Incarcerated Adults

History of the Program

Yolo County Sheriff Monroe Center has been offering GED/HISET prep and testing center to Adult Inmates since 2002

YCOE has been in partnership with Yolo County Sheriff Department in providing educational support since 2012.

- 2012-2014 YCOE instructor: Glenn Glasgow
- 2014-Present: Ismael Hernandez

Current Course Offerings

HiSet Preparation Courses

- Exam preparation for the following Subject Areas:
 - English
 - Math
 - Science
 - Social Sciences
- Located at the Monroe Detention Center
- Staffed with .2 FTE from YCOE

Future of the Program

- Construction on addition to Yolo County Jail started 2018. Estimated completion date spring 2021
- Cost of Project 44 million dollars with 32 new beds, stand-alone kitchen, laundry facility, improve mental health and medical facilities, and two classrooms
- YCOE role for the future; to continue to provided Education support in HISET/GED Prep

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.5. Yolo Co. Investment Performance Review

Type:

Informational

Quick Summary/Abstract:

Yolo County Investment Performance Review for the Quarter Ended March 31, 2019

Description:

Item to be presented by Debra Hinely, Director, Internal Business Services

SB 564 added Section 53646 to the Government Code in 1996. Government Code Section 53646 (b) requires the Chief Fiscal Officer of local agencies to present quarterly to the Governing Board a statement of the investments made by its office. The quarterly report shall include the type of investment, issuer, date of maturity, par, and dollar amount invested on all securities, investments and monies held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs that are under the management of contracted parties, including lending programs.

The Yolo County Office of Education invests its money in the Yolo County Treasury, as required by law. Attached you will find the Yolo County Treasurer's quarterly Investment Portfolio Information for the period ending March 31, 2019.

As required by Education Code 53646 (b), the Reports of the Yolo County Treasurer include a statement of compliance of the portfolio with the Investment Policy. The Quarterly Reports also provide a cash flow by the Yolo County Treasurer denoting the ability of the Treasurer to meet its pool expenditure requirements for the next six months.

Recommended Motion:

Information only.

Attachments:

1. Yolo Co. March Quarterly Investment Report



YOLO COUNTY

Investment Performance Review For the Quarter Ended March 31, 2019

Client Management Team

PFM Asset Management LLC

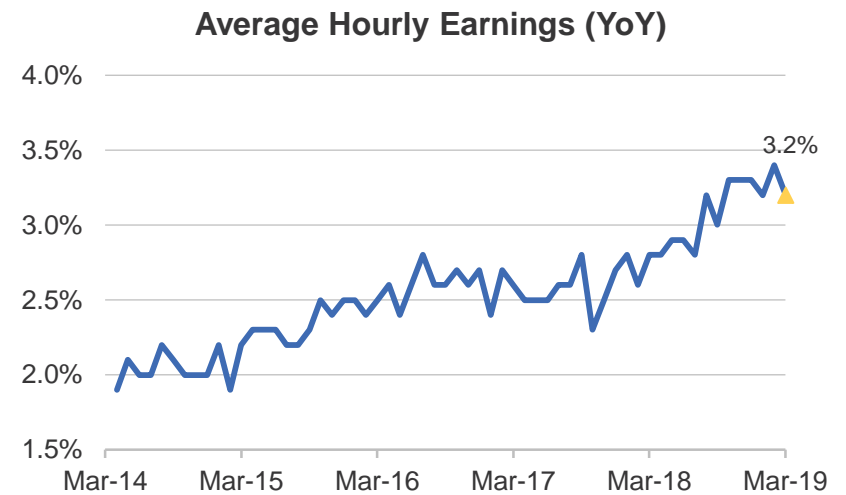
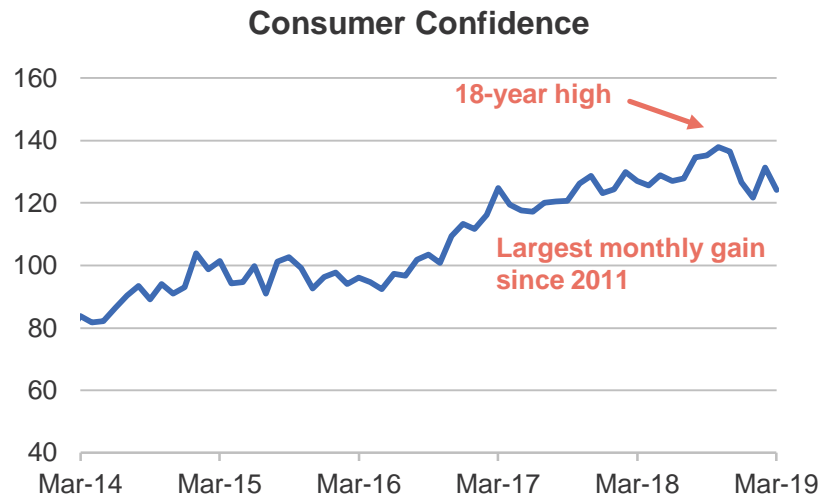
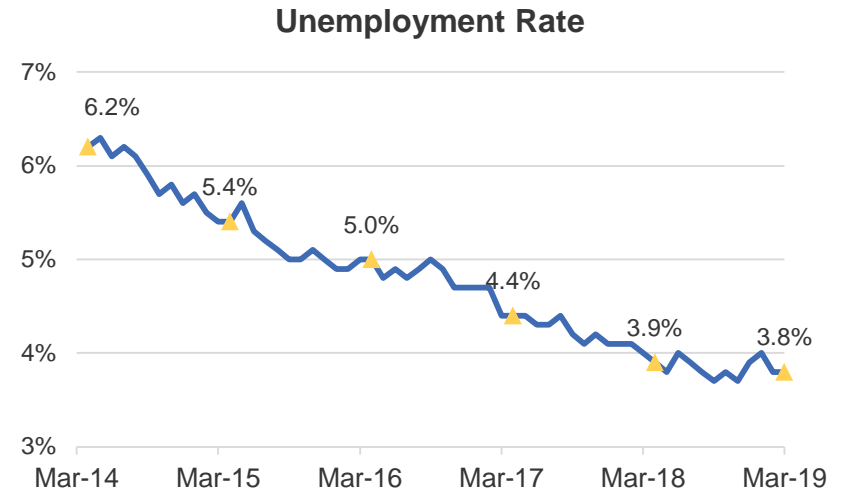
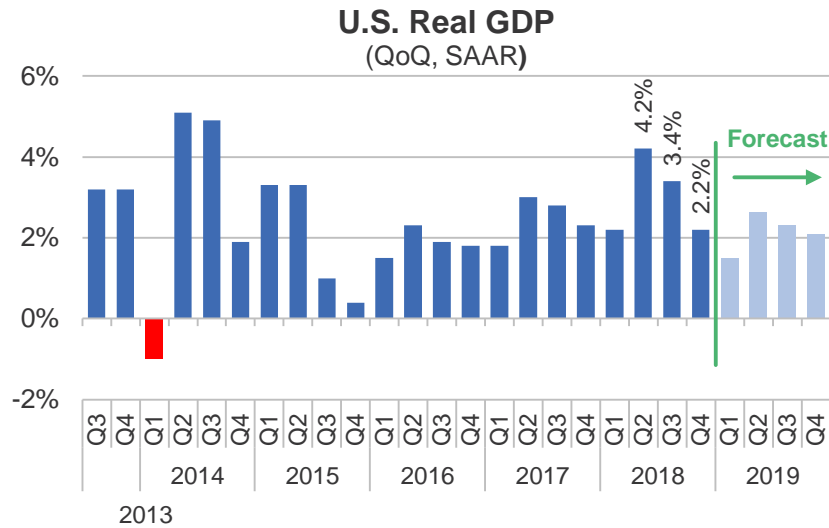
Sarah Meacham, Managing Director
Kenneth Schiebel, CFA, Managing Director
Allison Kaune, Senior Managing Consultant
Joseph Creason, Portfolio Manager

50 California Street Suite 2300
San Francisco, CA 94111
415-982-5544

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

Current U.S. Economic Conditions



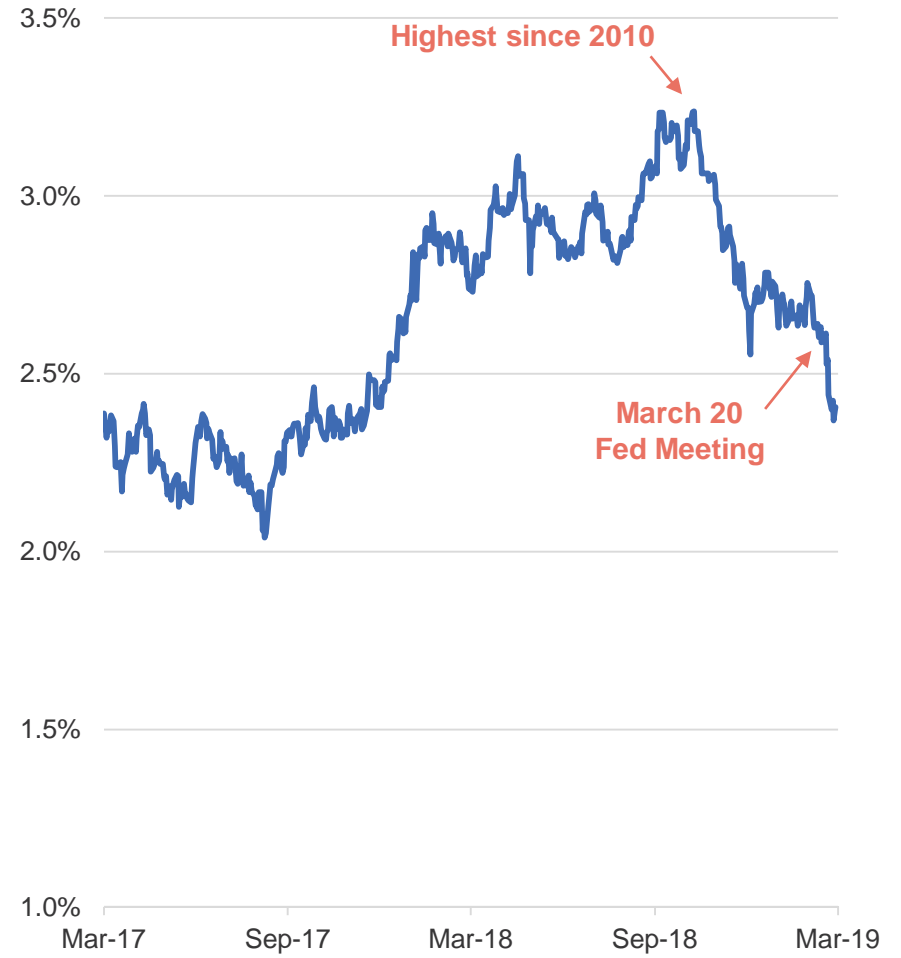
Source: Bloomberg, latest data available as of 3/31/19. SAAR is seasonally adjusted annualized rate.

Treasury Yields Fall Further in the First Quarter

2-Year Treasury



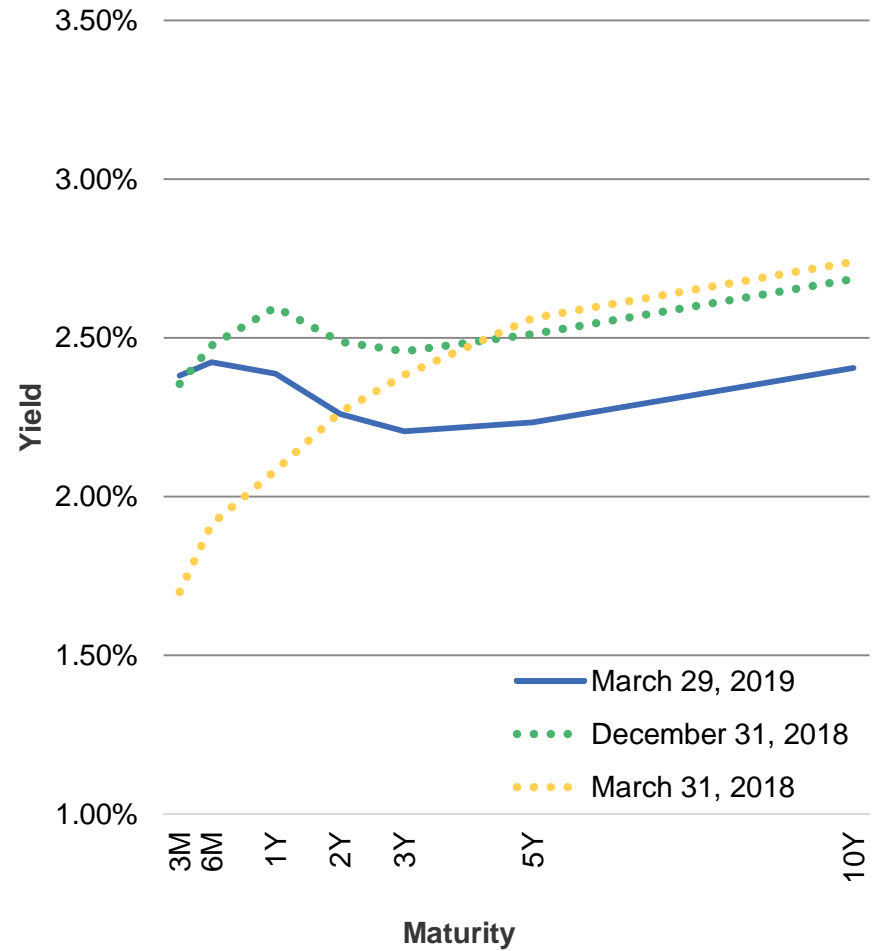
10-Year Treasury



Source: Bloomberg as of 03/31/2019.

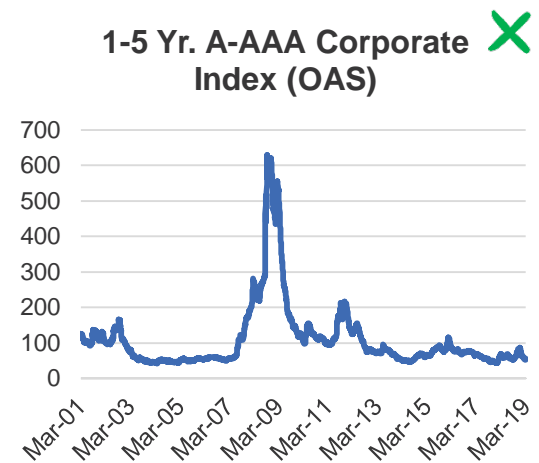
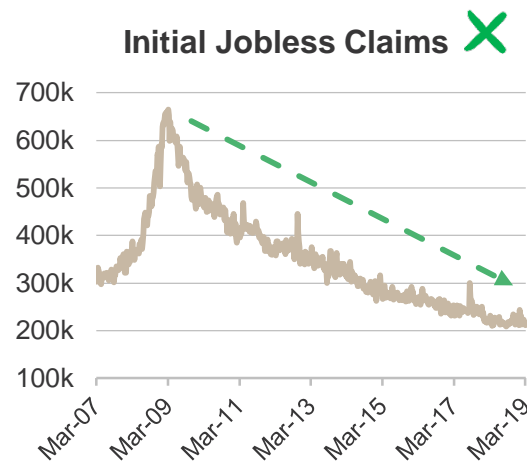
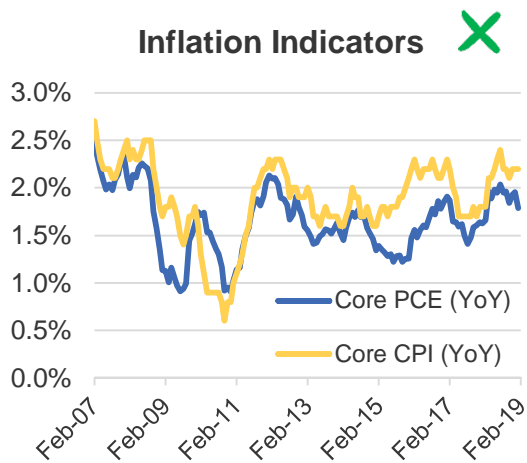
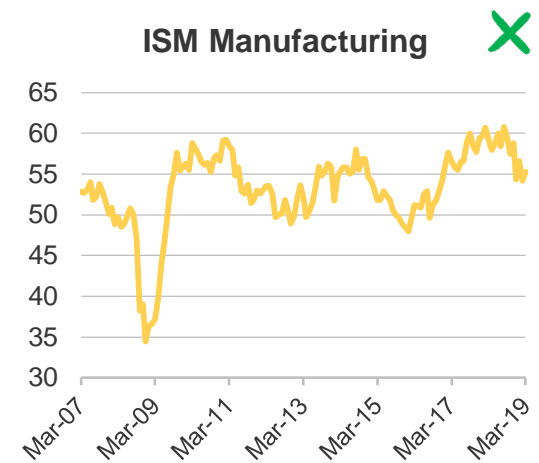
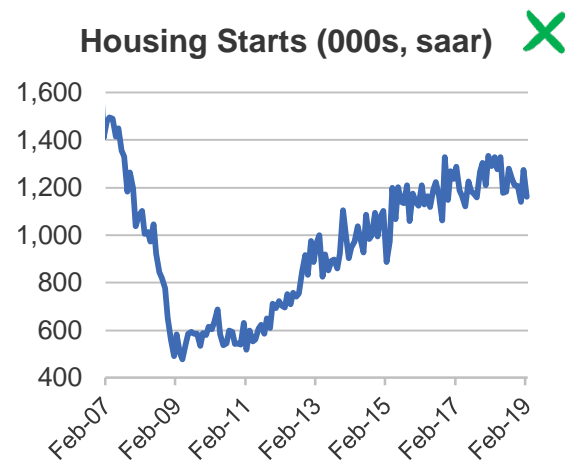
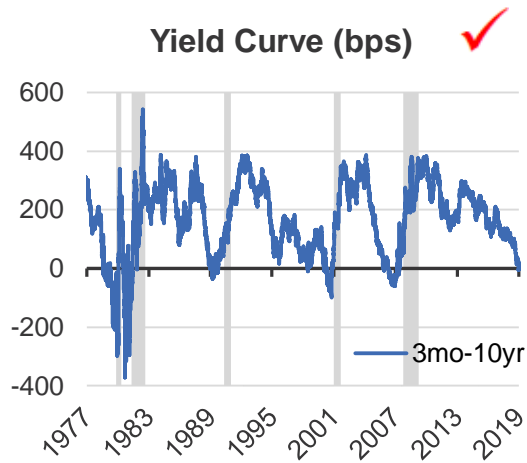
U.S. Treasury Yields Have Fallen; Inversion Deepens

	1Q2019 3/29/19	4Q2018 12/31/18	1Q2018 3/31/18
3-month	2.38%	2.35%	1.70%
6-month	2.42%	2.48%	1.91%
1-year	2.39%	2.60%	2.08%
2-year	2.26%	2.49%	2.27%
3-year	2.20%	2.46%	2.38%
5-year	2.23%	2.51%	2.56%
10-year	2.41%	2.68%	2.74%



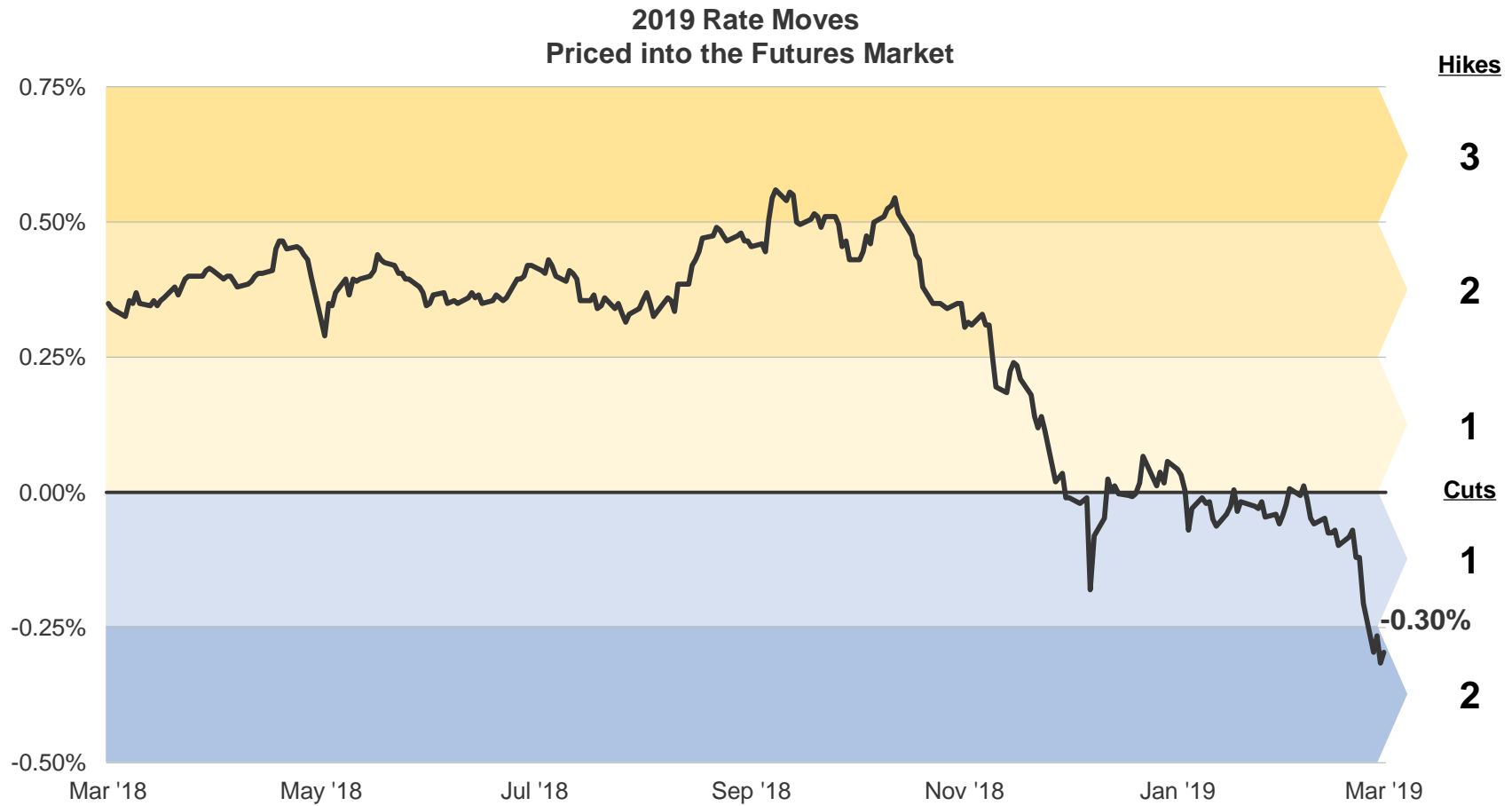
Source: Bloomberg, as of 03/29/2019.

Are We Nearing a Recession?



Source: Bloomberg as of 03/31/2019.

Are We Done With Rate Hikes?



Source: Bloomberg, as of 03/28/2019.

Investment Performance Review

Portfolio Recap

- Continuing the trend from the fourth quarter of 2018, interest rates moved lower during the first quarter of 2019, as the Fed stated it has no plans for further rate action in 2019. However, in a strong reversal from the prior quarter, equity markets rebounded, credit spreads tightened and volatility decreased.
- U.S. Treasury yields with maturities beyond one year fell 20-30 basis points (0.20% to 0.30%). In the last week of the quarter, the 3-month to 10-year part of the yield curve inverted temporarily, renewing concerns about a possible recession.
- Our portfolio strategy included the following elements:
 - Because of the maturity of the current business cycle, slower growth prospects, and a Fed now on hold for further rate hikes, we removed our defensive bias with regard to portfolio duration (duration positioning short of the benchmark), a strategy that had been in place for much of 2017-18 while rates were rising. We are now targeting a duration that is in line with the benchmark.
 - Sector allocation strategy continued to favor broad diversification, generally including the widest range of permitted investments. While the fourth quarter flight to safer assets resulted in Treasuries being the best performing sector, the first quarter's rebound generated strong excess returns for the portfolio as most fixed income sectors outperformed similar duration Treasuries.
 - With agency spreads near historic lows, we continued to favor Treasuries in the government space. We found some value in agencies, primarily with new issues that offered wider than average yield spreads. As an alternative, we continued to evaluate supranationals, but the expected increase in supply never materialized, keeping yield spreads narrow.
 - After corporate yield spreads increased to their widest levels in over two years in the fourth quarter, we sought opportunities to add allocations in the sector as spreads moved tighter throughout the first quarter.
 - We found asset-backed securities (ABS) to be an attractive and alternative outlet to other credit instruments, as ABS typically experiences less volatility than corporates during periods of stress.

Investment Strategy Outlook

- ◆ With the Fed on hold and the market's current outlook for lower future interest rates, we will maintain a neutral duration posture in the portfolio relative to the benchmark.
- ◆ As a result of the outlook for slower economic growth, we continue to recommend maintaining diversification among investment grade sectors with a tilt toward higher grade corporate bonds given their income-producing potential.
- ◆ Our outlook for each of the major investment-grade fixed-income sectors are as follows:
 - As federal agency spreads remain very tight, we expect agency purchases to be minimal, seeking better value in either Treasuries or other sectors. Given the inverted-to-flat yield curve, we will also evaluate callable agencies for their incremental yield.
 - In supranationals, we will wait for the expected increase in supply to drive spreads wider. Until then, we will generally remain on the sidelines.
 - In the corporate sector, yield spreads have narrowed, settling in around longer-term, post-recession historical averages. Although the Treasury yield curve is flat, the corporate spread curve remains positively sloped, offering value for extending maturities. But, given international growth concerns, we remain diligent in our issuer and security selection process.
 - Allocations to AAA-rated ABS will be maintained. The sector offers an attractive incremental income compared to similar duration government securities and continues to offer a defensive outlet relative to other credit instruments.
 - Agency MBS and CMBS continue to be an alternative to other government sectors for its incremental income potential. Our analysis focuses on the expected performance of various structures and collateral types to identifying value.
 - Short-term, high quality credit in the form of negotiable certificates of deposit and commercial paper offer good income potential, especially in light of the partially inverted Treasury yield curve.

Sector Allocation & Compliance

- The portfolio is in compliance with the County's Investment Policy and California Government Code.

Security Type	Market Value as of 3/31/19	% of Portfolio	% Change vs. 12/31/18	Permitted by Policy	In Compliance
U.S. Treasury	\$61,258,616	12.7%	+2.4%	100%	✓
Federal Agency	\$20,150,563	4.2%	-	100%	✓
Federal Agency CMOs	\$3,274,251	0.7%	-0.1%	100%	✓
Supranationals	\$22,370,017	4.7%	-0.8%	30%	✓
Negotiable CDs	\$44,943,955	9.3%	-1.5%	30%	✓
Corporate Notes	\$58,802,417	12.2%	+0.6%	30%	✓
Commercial Paper	\$13,605,463	2.8%	+0.9%	40%	✓
Asset-Backed Securities	\$19,197,197	4.0%	+0.2%	20%	✓
Securities Sub-Total	\$243,602,479	50.7%			
Accrued Interest	\$1,100,686				
Securities Total	\$244,703,165				
CAMP	\$206,913,170	43.0%	-2.0%	100%	✓
LAIF - Total	\$30,370,712	6.3%	+0.3%	\$65 million per account	✓
Total Investments	\$481,987,047	100.0%			

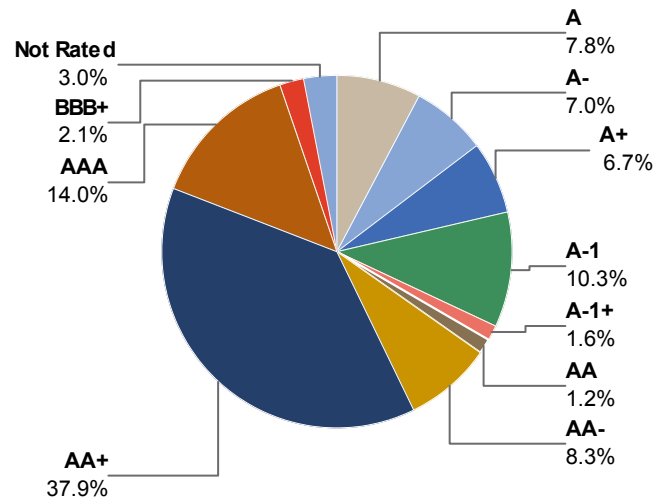
Market values, excluding accrued interest. Detail may not add to total due to rounding. Current investment policy as of December 11, 2018.

Portfolio Statistics

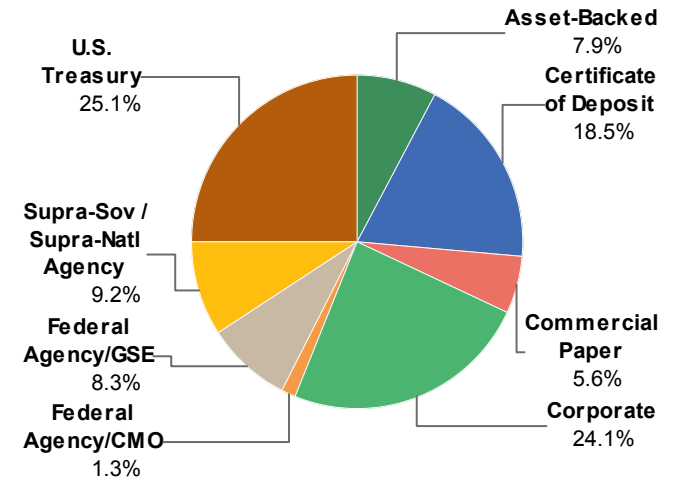
As of March 31, 2019

Par Value:	\$244,538,262
Total Market Value:	\$244,703,165
Security Market Value:	\$243,602,479
Accrued Interest:	\$1,100,686
Cash:	-
Amortized Cost:	\$243,521,530
Yield at Market:	2.46%
Yield at Cost:	2.39%
Effective Duration:	2.10 Years
Duration to Worst:	2.16 Years
Average Maturity:	2.37 Years
Average Credit: *	AA

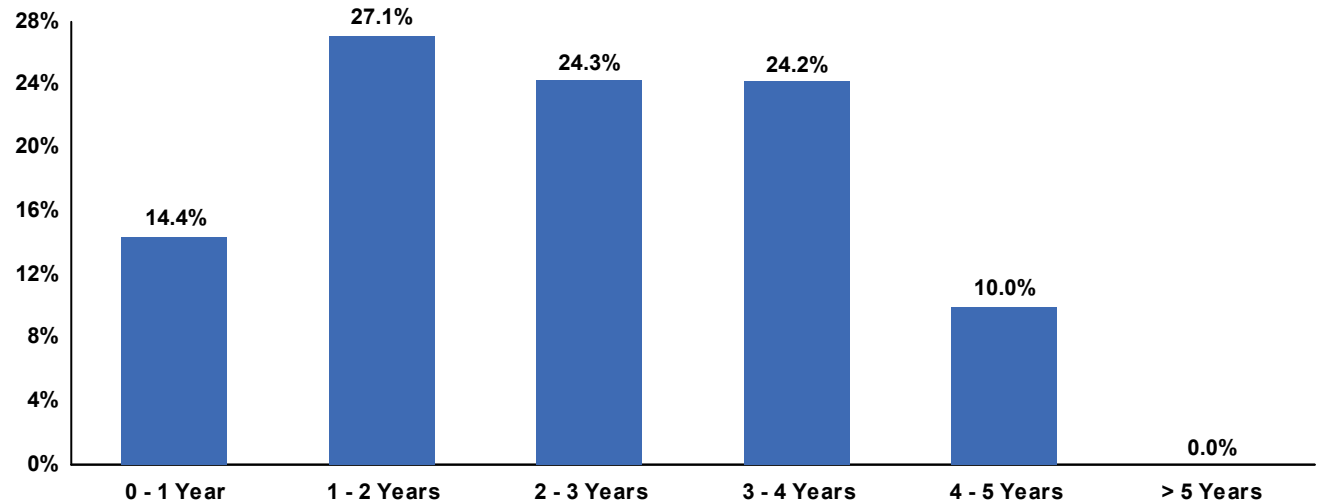
Credit Quality (S&P Ratings)**



Sector Allocation



Maturity Distribution

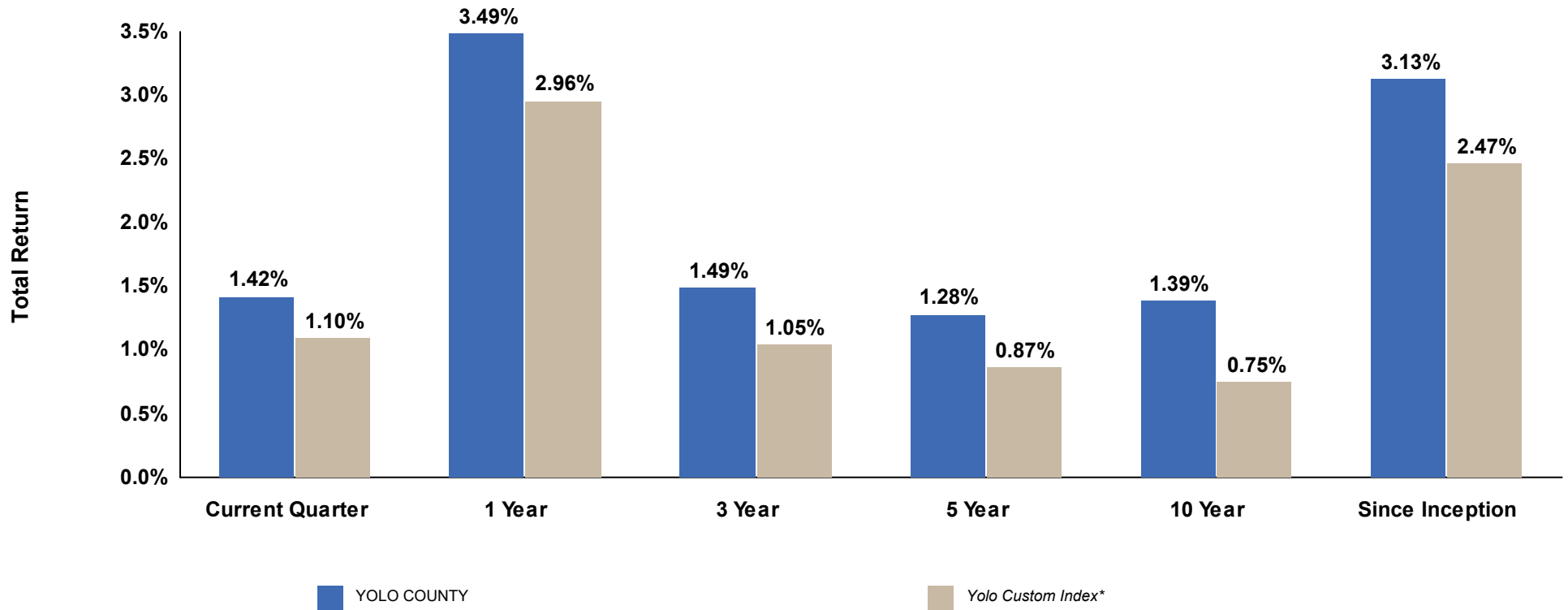


*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

**Securities held in the County's portfolio are in compliance with California Government Code and the County's investment policy dated December 2018.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				Since Inception (06/30/98)
			1 Year	3 Year	5 Year	10 Year	
YOLO COUNTY	2.10	1.42%	3.49%	1.49%	1.28%	1.39%	3.13%
Yolo Custom Index*	2.09	1.10%	2.96%	1.05%	0.87%	0.75%	2.47%
Difference		0.32%	0.53%	0.44%	0.41%	0.64%	0.66%



Performance is gross of fees unless otherwise indicated.

*The County's benchmark is the ICE Bank of America Merrill Lynch (BAML) 0-5 Year U.S. Treasury Index, as of September 30, 2017. From March 31, 2015 to September 30, 2017 the benchmark was a blend of 30% BAML 3-month Treasury index and 70% BAML 1-3 year U.S. Treasury Index. From March 31, 2002 to March 31, 2015 the benchmark was a blend of 50% BAML 1-3 Year U.S. Treasury index and 50% BAML 3-month Treasury Bill index. Prior to March 31, 2002 the benchmark was the BAML 1-3 Year U.S. Treasury index.

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/30/2015 1.375% 09/30/2020	912828L65	495,000.00	AA+	Aaa	3/15/2017	3/17/2017	486,743.55	1.86	18.60	491,440.60	487,807.16
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	525,000.00	AA+	Aaa	8/1/2017	8/2/2017	514,479.49	1.74	2,755.52	518,515.85	511,772.63
US TREASURY NOTES DTD 11/30/2016 1.750% 11/30/2021	912828U65	1,520,000.00	AA+	Aaa	9/25/2017	9/25/2017	1,518,159.38	1.78	8,915.38	1,518,819.95	1,500,346.40
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	2,340,000.00	AA+	Aaa	7/6/2017	7/11/2017	2,335,703.90	1.92	7,272.10	2,337,290.28	2,316,326.22
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	4,515,000.00	AA+	Aaa	8/1/2018	8/3/2018	4,366,851.56	2.82	231.30	4,392,567.47	4,469,497.83
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	3,780,000.00	AA+	Aaa	7/17/2017	7/17/2017	3,786,349.22	1.84	193.65	3,784,133.01	3,741,905.16
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	4,050,000.00	AA+	Aaa	12/1/2017	12/6/2017	4,009,341.80	2.12	207.48	4,021,407.08	4,009,184.10
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	1,500,000.00	AA+	Aaa	1/3/2018	1/4/2018	1,481,660.16	2.18	76.84	1,486,864.73	1,484,883.00
US TREASURY NOTES DTD 03/31/2015 1.750% 03/31/2022	912828J76	5,150,000.00	AA+	Aaa	8/30/2017	8/31/2017	5,162,875.00	1.69	246.24	5,158,551.37	5,077,173.85
US TREASURY NOTES DTD 07/31/2015 2.000% 07/31/2022	912828XQ8	5,100,000.00	AA+	Aaa	8/30/2017	8/31/2017	5,164,546.88	1.73	16,906.08	5,144,389.07	5,061,750.00
US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	3,160,000.00	AA+	Aaa	10/3/2017	10/6/2017	3,133,090.63	1.93	151.09	3,140,851.19	3,108,403.52
US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	5,115,000.00	AA+	Aaa	6/4/2018	6/6/2018	4,906,204.10	2.76	244.57	4,944,031.89	5,031,482.28
US TREASURY N/B NOTES DTD 10/31/2017 2.000% 10/31/2022	9128283C2	5,990,000.00	AA+	Aaa	5/2/2018	5/4/2018	5,790,177.34	2.80	50,302.76	5,828,681.45	5,942,032.08
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	3,395,000.00	AA+	Aaa	10/2/2018	10/4/2018	3,232,941.80	2.93	9,847.38	3,250,342.04	3,334,392.46
US TREASURY NOTES DTD 02/29/2016 1.500% 02/28/2023	912828P79	5,675,000.00	AA+	Aaa	7/2/2018	7/5/2018	5,369,082.03	2.74	7,402.17	5,415,360.35	5,518,937.50

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 03/31/2016 1.500% 03/31/2023	912828Q29	2,525,000.00	AA+	Aaa	2/8/2019	2/12/2019	2,431,989.26	2.44	103.48	2,434,839.17	2,453,787.43
US TREASURY NOTES DTD 08/01/2016 1.250% 07/31/2023	912828S92	2,575,000.00	AA+	Aaa	2/8/2019	2/12/2019	2,446,149.41	2.44	5,334.94	2,449,793.05	2,469,988.93
US TREASURY NOTES DTD 11/15/2013 2.750% 11/15/2023	912828WE6	4,150,000.00	AA+	Aaa	3/6/2019	3/8/2019	4,191,986.33	2.52	43,190.95	4,191,453.85	4,240,619.40
US TREASURY N/B DTD 12/31/2018 2.625% 12/31/2023	9128285U0	490,000.00	AA+	Aaa	1/30/2019	1/31/2019	491,454.69	2.56	3,233.39	491,410.52	498,326.08
Security Type Sub-Total		62,050,000.00					60,819,786.53	2.33	156,633.92	61,000,742.92	61,258,616.03
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	5,000,000.00	AAA	Aaa	9/12/2017	9/19/2017	4,988,000.00	1.64	4,119.31	4,994,098.05	4,935,820.00
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	5,260,000.00	AAA	Aaa	10/2/2017	10/10/2017	5,308,755.49	1.81	44,089.03	5,285,761.27	5,234,431.14
INTERNATIONAL FINANCE CORPORATION NOTE DTD 01/25/2018 2.250% 01/25/2021	45950KCM0	2,115,000.00	AAA	Aaa	1/18/2018	1/25/2018	2,108,781.90	2.35	8,724.38	2,111,184.03	2,110,093.20
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	3,890,000.00	AAA	Aaa	3/9/2018	3/16/2018	3,887,082.50	2.66	6,263.98	3,888,068.19	3,889,194.77
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	3,685,000.00	AAA	Aaa	7/18/2018	7/25/2018	3,676,377.10	2.83	19,141.53	3,678,280.70	3,720,630.27
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 01/26/2017 2.000% 01/26/2022	459058FY4	2,500,000.00	AAA	Aaa	9/6/2017	9/8/2017	2,528,050.00	1.73	9,027.78	2,518,294.23	2,479,847.50
Security Type Sub-Total		22,450,000.00					22,497,046.99	2.13	91,366.01	22,475,686.47	22,370,016.88

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	15,714.03	AA+	Aaa	6/9/2016	6/30/2016	15,871.16	1.05	23.37	15,714.03	15,678.43
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	114,917.67	AA+	Aaa	10/7/2015	10/30/2015	116,068.44	1.08	157.63	114,921.92	114,515.96
FNMA SERIES 2015-M12 FA DTD 09/01/2015 2.653% 04/01/2020	3136AP3Z3	286,955.61	AA+	Aaa	9/10/2015	9/30/2015	286,852.30	0.54	634.41	286,955.61	286,590.63
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	1,469,328.91	AA+	Aaa	4/11/2018	4/30/2018	1,498,555.34	2.27	4,359.01	1,490,665.24	1,487,850.09
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	1,350,000.00	AA+	Aaa	4/4/2018	4/9/2018	1,361,496.09	2.61	3,476.25	1,358,508.06	1,369,615.91
Security Type Sub-Total		3,236,916.22					3,278,843.33	2.21	8,650.67	3,266,764.86	3,274,251.02
Federal Agency Bond / Note											
FHLMC AGENCY NOTES DTD 04/20/2017 1.375% 04/20/2020	3137EAEF2	1,635,000.00	AA+	Aaa	4/19/2017	4/20/2017	1,629,408.30	1.49	10,054.11	1,633,009.60	1,617,235.73
FHLB NOTES DTD 09/08/2017 1.375% 09/28/2020	3130ACE26	390,000.00	AA+	Aaa	1/3/2018	1/4/2018	382,999.50	2.05	44.69	386,133.19	384,168.72
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	2,545,000.00	AA+	Aaa	4/12/2018	4/13/2018	2,541,207.95	2.55	29,691.67	2,542,398.73	2,554,434.32
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	2,515,000.00	AA+	Aaa	1/9/2019	1/11/2019	2,513,189.20	2.65	14,670.83	2,513,318.95	2,537,763.27
FANNIE MAE NOTES DTD 09/14/2018 2.875% 09/12/2023	3135G0U43	5,480,000.00	AA+	Aaa	12/3/2018	12/6/2018	5,468,930.40	2.92	8,315.14	5,469,752.95	5,608,248.44
FEDERAL HOME LOAN BANKS NOTES DTD 12/09/2013 3.375% 12/08/2023	3130A0F70	3,620,000.00	AA+	Aaa	1/30/2019	1/31/2019	3,726,695.48	2.72	38,349.38	3,723,257.79	3,784,648.46
FANNIE MAE NOTES DTD 02/08/2019 2.500% 02/05/2024	3135G0V34	2,825,000.00	AA+	Aaa	2/7/2019	2/8/2019	2,814,491.00	2.58	10,397.57	2,814,782.37	2,851,526.75
FHLB BONDS DTD 02/15/2019 2.500% 02/13/2024	3130AFW94	805,000.00	AA+	Aaa	2/14/2019	2/15/2019	802,150.30	2.58	2,571.53	802,218.92	812,537.22

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		19,815,000.00					19,879,072.13	2.61	114,094.92	19,884,872.50	20,150,562.91
Corporate Note											
BERKSHIRE HATHAWAY INC CORPORATE NOTES DTD 08/15/2016 1.300% 08/15/2019	084664CK5	1,200,000.00	AA	Aa2	8/8/2016	8/15/2016	1,198,836.00	1.33	1,993.33	1,199,853.17	1,194,372.00
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	3,000,000.00	A-	A2	2/1/2017	2/3/2017	2,992,740.00	2.23	10,929.17	2,997,938.19	2,986,041.00
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	1,605,000.00	A-	A2	2/28/2017	3/3/2017	1,603,330.80	2.24	2,746.33	1,604,475.18	1,597,549.59
TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	1,985,000.00	AA-	Aa3	4/11/2017	4/17/2017	1,984,086.90	1.97	17,633.42	1,984,676.07	1,971,845.41
UNILEVER CAPITAL CORP BONDS DTD 05/05/2017 1.800% 05/05/2020	904764AV9	375,000.00	A+	A1	5/2/2017	5/5/2017	373,803.75	1.91	2,737.50	374,555.81	371,861.25
AMERICAN EXP CREDIT CORP NT (CALLABLE) DTD 05/26/2015 2.375% 05/26/2020	0258M0DT3	2,875,000.00	A-	A2	9/7/2017	9/11/2017	2,914,617.50	1.85	23,708.77	2,891,366.14	2,865,682.13
IBM CREDIT CORP NOTE DTD 09/08/2017 1.800% 01/20/2021	44932HAB9	2,700,000.00	A	A1	9/8/2017	9/12/2017	2,692,062.00	1.89	9,585.00	2,695,663.58	2,658,803.40
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	1,375,000.00	A-	A2	10/23/2017	10/26/2017	1,374,367.50	2.17	4,927.08	1,374,628.13	1,362,090.13
EXXON MOBIL CORPORATE (CALLABLE) NOTES DTD 03/03/2016 2.222% 03/01/2021	30231GAV4	4,255,000.00	AA+	Aaa	9/6/2017	9/8/2017	4,314,910.40	1.80	7,878.84	4,287,794.09	4,235,682.30
JP MORGAN CHASE & CO CORP NT (CALLABLE) DTD 03/01/2016 2.550% 03/01/2021	46625HQJ2	3,025,000.00	A-	A2	7/10/2017	7/13/2017	3,043,936.50	2.37	6,428.13	3,035,012.75	3,014,969.10
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	5,000,000.00	A	A1	9/7/2017	9/11/2017	5,088,600.00	1.99	57,638.89	5,050,140.90	4,987,850.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	2,635,000.00	A-	A2	11/1/2017	11/3/2017	2,654,736.15	2.40	31,125.94	2,646,893.07	2,628,433.58
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	1,375,000.00	A-	A2	8/8/2017	8/11/2017	1,377,956.25	2.19	12,546.88	1,376,673.53	1,366,050.13
AMERICAN HONDA FINANCE DTD 07/12/2016 1.650% 07/12/2021	02665WBF7	2,000,000.00	A	A2	8/8/2017	8/11/2017	1,968,900.00	2.06	7,241.67	1,981,612.10	1,954,438.00
GOLDMAN SACHS GROUP CORP NOTES DTD 07/27/2011 5.250% 07/27/2021	38141GGQ1	2,380,000.00	BBB+	A3	11/3/2017	11/7/2017	2,608,218.20	2.53	22,213.33	2,524,897.45	2,500,137.64
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	635,000.00	A	A2	2/21/2019	2/25/2019	615,295.95	2.98	659.69	616,050.13	620,163.23
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	2,500,000.00	A	A2	9/6/2017	9/8/2017	2,476,050.00	1.95	2,597.22	2,485,188.43	2,441,587.50
CISCO SYSTEMS INC CORP (CALLABLE) NOTES DTD 09/20/2016 1.850% 09/20/2021	17275RBJ0	2,500,000.00	AA-	A1	1/10/2019	1/14/2019	2,430,325.00	2.94	1,413.19	2,435,722.50	2,453,002.50
CITIGROUP INC CORP (CALLABLE) NOTE DTD 12/08/2016 2.900% 12/08/2021	172967LC3	2,635,000.00	BBB+	A3	11/20/2017	11/22/2017	2,652,997.05	2.72	23,985.82	2,647,063.40	2,634,301.73
APPLE INC CORP NOTES DTD 02/09/2017 2.500% 02/09/2022	037833CM0	3,505,000.00	AA+	Aa1	1/7/2019	1/9/2019	3,452,985.80	3.01	12,656.94	3,456,721.43	3,500,713.39
NATIONAL RURAL UTIL COOP CORP NOTES DTD 02/02/2012 3.050% 02/15/2022	637432MQ5	540,000.00	A	A1	4/3/2018	4/5/2018	539,325.00	3.08	2,104.50	539,500.01	545,708.88
CHEVRON CORP CORP (CALLABLE) NOTES DTD 03/03/2017 2.498% 03/03/2022	166764BN9	1,650,000.00	AA	Aa2	8/8/2017	8/11/2017	1,671,136.50	2.20	3,205.77	1,663,650.86	1,650,285.45
BB&T CORP (CALLABLE) NOTES DTD 03/21/2017 2.750% 04/01/2022	05531FAX1	1,225,000.00	A-	A2	4/3/2018	4/5/2018	1,202,251.75	3.25	16,843.75	1,207,623.83	1,225,257.25

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
NATIONAL RURAL UTIL COOP CORP NOTES DTD 04/25/2017 2.400% 04/25/2022	637432NM3	540,000.00	A	A1	4/3/2018	4/5/2018	525,231.00	3.12	5,616.00	528,668.35	536,246.46
TOYOTA MOTOR CREDIT CORP NOTES DTD 09/08/2017 2.150% 09/08/2022	89236TEC5	3,400,000.00	AA-	Aa3	9/8/2017	9/12/2017	3,391,840.00	2.20	4,670.28	3,394,288.48	3,352,811.40
VISA INC (CALLABLE) NOTE DTD 09/11/2017 2.150% 09/15/2022	92826CAG7	2,700,000.00	AA-	A1	9/21/2017	9/25/2017	2,684,070.00	2.28	2,580.00	2,688,747.32	2,671,447.50
UNITED PARCEL SERVICE CORP NOTES DTD 09/27/2012 2.450% 10/01/2022	911312AQ9	1,480,000.00	A+	A1	3/1/2018	3/5/2018	1,443,162.80	3.04	18,130.00	1,451,364.60	1,475,086.40
Security Type Sub-Total		59,095,000.00					59,275,772.80	2.29	313,797.44	59,140,769.50	58,802,417.35
Commercial Paper											
NATIXIS NY BRANCH COMM PAPER DTD 11/01/2018 0.000% 05/01/2019	63873KS16	4,065,000.00	A-1	P-1	1/10/2019	1/10/2019	4,030,532.19	2.77	0.00	4,055,684.36	4,056,008.22
BNP PARIBAS NY BRANCH COMM PAPER DTD 11/06/2018 0.000% 06/05/2019	09659CT57	1,810,000.00	A-1	P-1	12/7/2018	12/7/2018	1,784,569.50	2.85	0.00	1,800,816.77	1,801,558.16
ING (US) FUNDING LLC COMM PAPER DTD 01/10/2019 0.000% 10/07/2019	4497W1X76	3,360,000.00	A-1	P-1	1/16/2019	1/17/2019	3,292,987.60	2.79	0.00	3,311,842.80	3,312,476.16
CREDIT AGRICOLE CIB NY COMM PAPER DTD 01/22/2019 0.000% 10/18/2019	22533UXJ7	4,500,000.00	A-1	P-1	1/22/2019	1/22/2019	4,407,867.50	2.80	0.00	4,431,500.01	4,435,420.50
Security Type Sub-Total		13,735,000.00					13,515,956.79	2.79	0.00	13,599,843.94	13,605,463.04
Certificate of Deposit											
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	5,000,000.00	A-1	P-1	8/3/2017	8/4/2017	4,998,050.00	1.85	14,822.22	4,999,670.55	4,986,855.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	2,620,000.00	A-1	P-1	2/7/2018	2/8/2018	2,620,000.00	2.67	80,252.78	2,620,000.00	2,622,960.60
NORDEA BANK AB NY CD DTD 02/22/2018 2.720% 02/20/2020	65590ASN7	3,910,000.00	A-1+	P-1	2/20/2018	2/22/2018	3,910,000.00	2.72	12,112.31	3,910,000.00	3,918,668.47
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	3,890,000.00	A-1	P-1	3/2/2018	3/6/2018	3,890,000.00	2.93	8,774.11	3,890,000.00	3,902,529.69
CREDIT AGRICOLE CIB NY FLT CERT DEPOS DTD 04/10/2018 3.253% 04/10/2020	22532XHT8	2,545,000.00	A+	A1	4/6/2018	4/10/2018	2,545,000.00	2.85	18,624.63	2,545,000.00	2,550,420.85
CANADIAN IMP BK COMM NY FLT CERT DEPOS DTD 04/10/2018 3.183% 04/10/2020	13606BVF0	3,105,000.00	A+	Aa2	4/6/2018	4/10/2018	3,105,000.00	2.78	22,233.74	3,105,000.00	3,112,790.45
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	4,400,000.00	A+	Aa2	6/5/2018	6/7/2018	4,398,328.00	3.10	43,667.56	4,398,997.59	4,430,800.00
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	4,450,000.00	A+	Aa2	8/1/2018	8/3/2018	4,450,000.00	3.23	95,030.99	4,450,000.00	4,471,137.50
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	4,490,000.00	AA-	Aa3	8/3/2017	8/7/2017	4,490,000.00	2.05	13,806.75	4,490,000.00	4,464,815.59
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	2,455,000.00	A	A1	10/16/2018	10/18/2018	2,451,661.20	3.46	38,144.56	2,454,240.91	2,489,308.63
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	5,315,000.00	AA-	Aa2	11/16/2017	11/17/2017	5,315,000.00	2.30	45,579.08	5,315,000.00	5,273,426.07
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.970% 02/26/2021	55379WZT6	2,700,000.00	A	A1	2/27/2019	2/28/2019	2,700,000.00	2.99	7,128.00	2,700,000.00	2,720,241.90
Security Type Sub-Total		44,880,000.00					44,873,039.20	2.68	400,176.73	44,877,909.05	44,943,954.75

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
TOYOTA ABS 2016-A A3 DTD 03/02/2016 1.250% 03/15/2020	89237KAD5	132,530.29	AAA	Aaa	2/23/2016	3/2/2016	132,522.77	1.25	73.63	132,528.80	132,388.95
TOYOTA ABS 2016-C A3 DTD 08/10/2016 1.140% 08/15/2020	89237WAD9	238,112.69	AAA	Aaa	8/1/2016	8/10/2016	238,106.32	1.14	120.64	238,110.88	237,187.36
HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	189,564.88	AAA	Aaa	3/22/2016	3/30/2016	189,528.10	1.57	131.43	189,554.80	189,198.51
NISSAN ABS 2016-B A3 DTD 04/27/2016 1.320% 01/15/2021	65478VAD9	248,602.03	NR	Aaa	4/18/2016	4/27/2016	248,563.47	1.33	145.85	248,589.57	247,387.11
TOYOTA ABS 2017-A A3 DTD 03/15/2017 1.730% 02/15/2021	89238MAD0	486,387.70	AAA	Aaa	3/7/2017	3/15/2017	486,330.45	1.74	373.98	486,359.55	484,068.85
JOHN DEERE ABS 2017-A A3 DTD 03/02/2017 1.780% 04/15/2021	47787XAC1	433,569.71	NR	Aaa	2/22/2017	3/2/2017	433,507.97	1.79	343.00	433,532.87	431,493.17
ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	555,581.87	NR	Aaa	1/24/2017	1/31/2017	555,533.31	1.70	419.77	555,558.73	553,010.91
HONDA ABS 2017-1 A3 DTD 03/28/2017 1.720% 07/21/2021	43814TAC6	837,018.31	NR	Aaa	3/21/2017	3/28/2017	836,968.50	1.72	399.91	836,985.24	832,332.60
ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	1,526,926.85	NR	Aaa	3/21/2017	3/29/2017	1,526,746.82	1.79	1,207.97	1,526,833.66	1,519,944.67
HONDA ABS 2017-2 A3 DTD 06/27/2017 1.680% 08/15/2021	43811BAC8	2,442,243.35	AAA	Aaa	6/20/2017	6/27/2017	2,442,032.10	1.68	1,823.54	2,442,119.11	2,425,189.16
HYUNDAI ABS 2017-A A3 DTD 03/29/2017 1.760% 08/15/2021	44931PAD8	1,015,808.26	AAA	NR	3/22/2017	3/29/2017	1,015,726.07	1.76	794.59	1,015,741.71	1,010,132.13
JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	800,000.00	NR	Aaa	7/11/2017	7/18/2017	799,941.44	1.82	647.11	799,962.52	794,918.08
HAROT 2017-4 A3 DTD 11/29/2017 2.050% 11/21/2021	43813FAC7	1,480,000.00	NR	Aaa	11/22/2017	11/29/2017	1,479,791.47	2.06	842.78	1,479,859.12	1,472,340.26
TAOT 2017-D A3 DTD 11/15/2017 1.930% 01/15/2022	89238KAD4	1,650,000.00	AAA	Aaa	11/7/2017	11/15/2017	1,649,847.87	2.26	1,415.33	1,649,896.73	1,638,068.36
HYUNDAI ABS 2017-B A3 DTD 08/16/2017 1.770% 01/15/2022	44932GAD7	2,095,000.00	AAA	Aaa	8/9/2017	8/16/2017	2,094,636.94	1.78	1,648.07	2,094,766.89	2,077,855.57

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	2,060,000.00	AAA	Aaa	11/14/2017	11/22/2017	2,059,840.14	1.99	1,821.96	2,059,888.90	2,048,845.31
HART 2018-A A3 DTD 04/18/2018 2.790% 07/15/2022	44891KAD7	850,000.00	AAA	Aaa	4/10/2018	4/18/2018	849,871.99	2.80	1,054.00	849,899.72	852,125.00
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	665,000.00	AAA	NR	2/19/2019	2/27/2019	664,982.18	2.83	679.59	664,982.86	669,096.27
NAROT 2019-A A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	1,570,000.00	NR	Aaa	2/5/2019	2/13/2019	1,569,762.15	2.91	2,023.56	1,569,769.19	1,581,614.39
Security Type Sub-Total		19,276,345.94					19,274,240.06	2.00	15,966.71	19,274,940.85	19,197,196.66
Managed Account Sub Total		244,538,262.16					243,413,757.83	2.39	1,100,686.40	243,521,530.09	243,602,478.64
Securities Sub-Total		\$244,538,262.16					\$243,413,757.83	2.39%	\$1,100,686.40	\$243,521,530.09	\$243,602,478.64
Accrued Interest											\$1,100,686.40
Total Investments											\$244,703,165.04

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

GLOSSARY

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.6. Disposition of Surplus Property

Type:

Informational

Description:

Item to be presented by Debra Hinely, Director, Internal Business Services.

The Yolo County Office of Education has various items of obsolete equipment that are not required for use by the organization.

A list describing the specific items intended for disposal is attached. Per OP 3270.00, YCOE is providing the itemized list of surplus property for the Board's review.

Recommended Motion:

Information

Attachments:

1. Disposal of Surplus Property

YCOE Surplus List 4/23/19
Support Operations Services Department

Surplus

Item description	Asset Tag #	Value (current)	Reason for surplus	Location
file cabinet	318	\$ 0.01	broken/replaced	Greengate
file cabinet	343	\$ 0.01	broken/replaced	Greengate
John Deere 265 Garden mower	N/A	<\$100	Parts are tough to find, multiple issues, replaced.	Greengate
70 original event chairs	N/A	\$ 0.01	Replaced.	Greengate
Original event tables (8)	N/A	\$ 0.01	Replaced. Unsafe to move, finger entrapment hazard.	Greengate

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.7. Board Policies (6000 series)

Type:

Informational

Quick Summary/Abstract:

Review of the 6000 series (Instruction) Board Policies:

- a. BP 6152.1 Placement in Mathematics Courses
- b. AR 6152.1 Placement in Mathematics Courses
- c. BP 6155 Challenging Courses by Examination
- d. AR 6155 Challenging Courses by Examination
- e. BP/SP 6158 Independent Study
- f. AR 6158 Independent Study
- g. BP/SP 6161.1 Selection and Evaluation of Instructional Materials
- h. AR 6161.1 Selection and Evaluation of Instructional Materials
- i. BP/SP 6161.11 Supplementary Instructional Materials

Description:

Ronda DaRosa, Deputy Superintendent, will be presenting this item.

The Board will be asked to adopt the draft policies at the Regular May 28, 2019 Board meeting.

Recommended Motion:

Information only.

Attachments:

- 1. April 6000 Series Policies
- 2. April 6000 Series Policies
- 3. April 6000 Series Policies
- 4. April 6000 Series Policies
- 5. April 6000 Series Policies
- 6. April 6000 Series Policies

7. April 6000 Series Policies
8. April 6000 Series Policies
9. April 6000 Series Policies

PLACEMENT IN MATHEMATICS COURSES

The Yolo County Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or fulfilling careers. The Yolo County Office of Education students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

- (cf. 6141.5 - Advanced Placement)
- (cf. 6142.92 - Mathematics Instruction)
- (cf. 6143 - Courses of Study)
- (cf. 6146.1 - High School Graduation Requirements)

The Yolo County Superintendent of Schools or designee shall work with County Office teachers, counselors, and administrators and the representatives of feeder schools to develop a well-articulated sequence of mathematics courses and consistent protocols for placing students in mathematics courses offered at County Office high schools/programs.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, statewide mathematics assessments, including state interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. (Education Code 51224.7)

- (cf. 5121 - Grades/Evaluation of Student Achievement)
- (cf. 6011 - Academic Standards)
- (cf. 6162.5 - Student Assessment)
- (cf. 6162.51 - State Academic Achievement Tests)

County Office staff shall implement the placement protocols uniformly and without regard to students' socioeconomic background or any characteristic specified in BP 0410 - Nondiscrimination in County Office Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 0415 - Equity)
- (cf. 6174 - Education for English Learners)

PLACEMENT IN MATHEMATICS COURSES (continued)

If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the County Superintendent or designee. The decision of the County Superintendent or designee shall be final.

The County Superintendent or designee shall ensure that all teachers, counselors, and other County Office staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

(cf. 4131 - Staff Development)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
48070.5 Promotion and retention; required policy
51220 Areas of study, grades 7-12
51224.5 Completion of Algebra I or Mathematics I
51224.7 California Mathematics Placement Act of 2015
51225.3 High school graduation requirements
51284 Financial literacy
52060-52077 Local control and accountability plan
60605 State-adopted content and performance standards in core curricular areas
60605.8 Common Core standards

Instruction

BP/SP 6152.1(c)

PLACEMENT IN MATHEMATICS COURSES (continued)

60640-60649 California Assessment of Student Performance and Progress

Management Resources:

CSBA PUBLICATIONS

Math Misplacement, Governance Brief, September 2015

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

California Common Core State Standards: Mathematics, January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

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

Standards

LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA
(LCCR)

Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes,
2013

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>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR):

<http://www.lccr.com>

Northwest Evaluation Association, Measures of Academic Progress: <http://www.nwea.org>

University of California, Mathematics Diagnostic Testing Project: <http://mdtp.ucsd.edu>

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

PLACEMENT IN MATHEMATICS COURSES**Placement Protocols**

In determining student placement in mathematics courses for students entering grade 9, the Yolo County Superintendent of Schools or designee shall assess whether each student has the prerequisite skills for success in the course and consider student and parent/guardian requests. Such determinations shall be based on multiple measures, including, but not limited to, the following:

1. Interim and summative grade 8 mathematics assessments from the California Assessment of Student Performance and Progress
2. For students with disabilities, an alternate test or other measures when designated in a student's individualized education program (IEP)
3. Other assessments such as Measures of Academic Progress, the readiness tests of the University of California's Mathematics Diagnosis Testing Project, and/or County Office benchmark assessments
4. The student's grades in his/her previous mathematics course
5. The final mathematics grade on the end-of-year report card

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

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Individual student performance data shall be analyzed each spring prior to scheduling and placing students into secondary mathematics courses. Students and parents/guardians shall be notified in writing by the end of the school year as to the mathematics course in which the student has been placed.

No student shall be required to repeat a mathematics course which he/she has successfully completed in accordance with The Yolo County Offices's placement protocols.

When a student does not qualify to be enrolled in a particular mathematics course based on a consideration of the objective measures specified in the placement protocol, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor

PLACEMENT IN MATHEMATICS COURSES (continued)

who has personal knowledge of the student's academic ability.

Students who exhibit deficits in knowledge and skills needed to advance to a higher level mathematics course may receive supplemental instruction to improve achievement of mathematic content standards.

(cf. 6011 - Academic Standards)
(cf. 6179 - Supplemental Instruction)

Reevaluation

Within the first month of the school year, mathematics course placements shall be individually reevaluated to ensure placement in the most rigorous mathematics course for which the student has the potential for success.

Criteria for reevaluating each student's placement shall include, but are not limited to, course preassessment results, attendance, and student performance in the first month of the school year as determined by teacher observation and grades on assignments and tests. Student and parent/guardian request for course placement may also be considered.

Notification of Placement Protocol

The County Office's policy and protocols related to student placement in mathematics courses shall be posted on the County Office's web site. (Education Code 51224.7)

(cf. 1113 - District and School Web Sites)

The County Superintendent or designee shall also make the County Office's placement policy, protocols, and course sequence readily accessible to students, parents/guardians, and staff at school/program sites and/or in student handbooks.

Appeals

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement may appeal the decision to the County Superintendent or designee. The County Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal.

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

CHALLENGING COURSES BY EXAMINATION

The Yolo County Governing Board recognizes that there is a need to allow high school students to challenge a given course by examination for grade and credit in order to accelerate progress towards graduation and to achieve more flexibility in the selection of electives. This opportunity will permit a student to enroll in courses best suited to his/her educational objectives.

The examination shall be comprehensive and cover all course objectives. Successful completion of the examination shall be at a level which indicates mastery of the content and/or reasonable chance for success in the next higher course.

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

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

51225.3 Requirements for graduation

64001 School plan for student achievement, consolidated application programs

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

CHALLENGING COURSES BY EXAMINATION

Petition to Challenge Course

One month prior to the end of the current semester, currently enrolled students interested in challenging a course shall file a petition form with their counselor. Entering ninth-grade students and new enrollees shall file a petition and take the examination within two weeks of the time of initial entry to high school classes.

The counselor shall inform the course instructor of the student's intent to challenge the course. The student shall be allowed to challenge the course by examination if his/her petition is signed by the counselor, department chair and parent/guardian. The student's petition shall include, but not be limited to, the following:

1. Grades in courses of the subject area of the challenge
2. Recommendations from the teacher
3. Substitute courses to be taken by the student
4. Student's rationale or reasons for challenging a specific course

The challenge examination may be offered when the course is part of a sequence of courses normally taken in specific order or when the course is normally required for entry into another course.

1. During their enrollment in high school, students may challenge no more than four courses which meet graduation requirements. While successful challenge will exempt a student from those specific courses required for graduation, the student is still responsible for the total units required for graduation.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

2. A student may challenge a particular course only once.
3. A student may challenge only one course per semester. This may be a course in which the student is enrolled or any other approved course offering.

CHALLENGING COURSES BY EXAMINATION (continued)

4. A student may not attempt credit for a course below his/her ability or grade placement.

Test Content and Administration

The site administrator and department chairpersons shall collaborate with teachers in the development of appropriate County Office-wide testing procedures and materials for the classes that may be challenged within each department. Departmentally-developed performance objectives shall determine the content and the type of evaluation to be used. The examination may be written, oral, by demonstration or any combination thereof.

The type of test administered shall depend on the course outline. The department chairperson or designee shall supervise the administration and evaluation of tests pertaining to the department.

The student must earn an A or B to receive credit for challenging a course by examination. The transcript shall reflect that the grade was earned by challenge.

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

INDEPENDENT STUDY

The Yolo County Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

The Yolo County Superintendent of Schools or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, a home-based format, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the County Superintendent or designee. The County Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the County Office's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom setting.

The minimum period of time for any independent study option shall be five consecutive school days.

Written Agreements
Instruction

BP/SP 6158(b)

INDEPENDENT STUDY (continued)

The County Superintendent or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course-based independent study exist for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the County Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Teachers are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

Home-Based Independent Study

The County Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the County Office's classroom instruction.

Program Evaluation

The County Superintendent or designee shall annually report to the County Board the number of
Instruction **BP/SP 6158(c)**

INDEPENDENT STUDY (continued)

County Office students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study.

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities
41976.2 Independent study programs; adult education funding
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers and teachers in special classes and schools
46200-46208 Instructional day and year
46300-46307.1 Methods of computing average daily attendance
47612.5 Independent study in charter schools
48204 Residency
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.6 Independent study programs
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

Instruction

BP/SP 6158(d)

INDEPENDENT STUDY (continued)

11700-11703 Independent study

19819 State audit compliance

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

INDEPENDENT STUDY

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to:
(Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
(cf. 6143 - Courses of Study)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
(cf. 5112.3 - Student Leave of Absence)
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
(cf. 0420.4 - Charter School Authorization)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

INDEPENDENT STUDY (continued)

Equivalency

The Yolo County Office of Education's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the County Office's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The County Office shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Yolo County Superintendent of Schools or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the County Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education
Instruction **AR 6158(c)**

INDEPENDENT STUDY (continued)

Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student

Instruction

AR 6158(d)

INDEPENDENT STUDY (continued)

4. A statement of the County Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

7. A statement that independent study is an optional educational alternative in which no student may be required to participate

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The County Office shall offer a course-based independent study program for students in grades K-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

Instruction

AR 6158(e)

INDEPENDENT STUDY (continued)

(cf. 4112.2 - Certification)

2. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.
3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.
4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.
 6. Statewide testing results shall be reported and assigned to the school at which the student
- Instruction** **AR 6158(f)**

INDEPENDENT STUDY (continued)

is enrolled and shall be included in the aggregate results of the County Office. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.
8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the County Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the County Office's policies and procedures related to this program
 2. The duration of the enrolled course(s) and the number of course credits for each enrolled
- Instruction** **AR 6158(g)**

INDEPENDENT STUDY (continued)

course, consistent with the County Board certifications made pursuant to item #2 above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student
6. A statement that the student is not required to enroll in courses in this program
7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The County Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

Instruction

AR 6158(h)

INDEPENDENT STUDY (continued)

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the County Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation.
(Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or
Instruction **AR 6158(i)**

INDEPENDENT STUDY (continued)

younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the County Office, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the County Office enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The County Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The County Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to **Instruction** **AR 6158(j)**

INDEPENDENT STUDY (continued)

independent study

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The County Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Yolo County Governing Board desires that the Yolo County Office of Education instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the County Office's curriculum to ensure that they effectively support the County Office's adopted courses of study.

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

The County Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The County Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

Review Process

The Yolo County Superintendent of Schools or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the County Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the County Office chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the County Superintendent or designee shall ensure that a majority of the participants in the County Office's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

The County Office may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

The County Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

The County Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the County Superintendent or designee shall post a notice in three public places within the County Office containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. World/foreign language

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The County Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the County Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If the County Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school/program in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The County Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the County Office's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

- 220 Prohibition against discrimination
 - 1240 County superintendent, general duties
 - 33050-33053 General waiver authority
 - 33126 School accountability report card
 - 35272 Education and athletic materials
 - 44805 Enforcement of course of studies; use of textbooks, rules and regulations
 - 49415 Maximum textbook weight
 - 51501 Nondiscriminatory subject matter
 - 52060-52077 Local control and accountability plan
 - 60000-60005 Instructional materials, legislative intent
 - 60010 Definitions
 - 60040-60052 Instructional requirements and materials
 - 60060-60063.5 Requirements for publishers and manufacturers
 - 60070-60076 Prohibited acts (re instructional materials)
 - 60110-60115 Instructional materials on alcohol and drug education
 - 60119 Public hearing on sufficiency of materials
 - 60200-60210 Elementary school materials
 - 60226 Requirements for publishers and manufacturers
 - 60350-60352 Core reading program instructional materials
 - 60400-60411 High school textbooks
 - 60510-60511 Donation for sale of obsolete instructional materials
 - 60605 State content standards
 - 60605.8 Common Core State Standards
 - 60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards
- CODE OF REGULATIONS, TITLE 5
- 9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

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

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Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the Yolo County Governing Board, the Yolo County Superintendent of Schools or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

(cf. 6011 - Academic Standards)

For grades K-8, the County Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

(cf. 6161.11 - Supplementary Instructional Materials)

For grades 9-12, the County Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)

3. Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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

4. To the satisfaction of the County Board, are accurate, objective, current, and suited to the needs and comprehension of Yolo County Office of Education students at their respective grade levels (Education Code 60045)

5. With the exception of literature and trade books, use proper grammar and spelling

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the County Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.

b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

7. If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials (Education Code 60052)

8. Meet the requirements of Education Code 60040-60043 for specific subject content

9. Support the County Office's adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

10. Contribute to a comprehensive, balanced curriculum

11. Demonstrate reliable quality of scholarship as evidenced by:

a. Accurate, up-to-date, and well-documented information

b. Objective presentation of diverse viewpoints

c. Clear, concise writing and appropriate vocabulary

d. Thorough treatment of subject matter

Instruction

AR 6161.1 (c)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
14. Contribute to the proper articulation of instruction through grade levels
15. As appropriate, have corresponding versions available in languages other than English
16. Include high-quality teacher's guides
17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
18. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any County Office employee who is participating in the evaluation of instructional materials and not otherwise designated in the County Office's conflict of interest code shall sign a disclosure statement indicating that he/she:

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the County Office.

(cf. 9270 - Conflict of Interest)

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SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Yolo County Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with County Office goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 6011 - Academic Standards)

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

(cf. 6163.1 - Library Media Centers)

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Supplementary instructional materials may be selected by the Yolo County Superintendent of Schools or designee, school administrators, or teachers, as applicable, and obtained through donations to the County Office and/or available funding sources designated for these purposes.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

(cf. 1260 - Educational Foundation)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 4132/4232/4332 - Publication or Creation of Materials)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

(cf. 6162.6 - Use of Copyrighted Materials)

Supplementary Materials Aligned with Common Core Standards

To prepare County Office students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the County Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

The County Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The County Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

Whenever a County Office employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

The employee shall confer with the County Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

233.5 Duty regarding instruction in morals, manners, and citizenship
18111 Exclusion of books by governing board
51510 Prohibited study or supplemental materials
51511 Religious matters properly included
51933 Sex education materials
60010 Definitions
60050 Social content review of instructional materials
60060-60062 Requirements of publishers
60200.7 Suspension of state instructional materials adoptions
60226 Learner verification of instructional materials
60400 Adoption of high school instructional materials
60605.8 Common Core Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards
60811.3 English language development standards

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130
Fowler v. Board of Education of Lincoln County, (1978) 819 F.2d 657

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

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

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

**Yolo COE
Regular Meeting
Tuesday, April 23, 2019
Open Session: 3:30 PM
Yolo County Office of Education, Conference Center**

4.8. Suggested Future Agenda Item(s)

Type:

Procedural

Description:

1. May/June 2019 – Changes that Governor Newsom is proposing in education. Trustee Yip will present to the Board
2. Future meeting – YCOE Mission and Goals
3. Future meeting – Assembly bill 1505 – 1508. Trustee Yip will present to the Board
4. Future meeting - How do we insure ourselves (YCOE - Statement Certifying Insurance to Cover Assets purchased with certificates)