



**YOLO COUNTY BOARD OF EDUCATION REGULAR BOARD
MEETING**

11/10/2020 04:30 PM

Yolo County Office of Education
ZOOM VIDEO CONFERENCING
Open Session - 4:30 PM

AGENDA

The Yolo County Office of Education's vision is to be a *model of excellence in educational service, innovation, and impact.*



Scan the above QR code with your phone to view this meeting agenda on your phone.

BOARD MEMBERS

Carol Souza Cole, President

Matt Taylor, Vice President

Melissa Moreno

Shelton Yip

Tico Zendejas

This meeting is being agendized to allow Board members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020).

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1. OPENING PROCEDURES

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Native American Land Acknowledgement Statement 

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<p>4. Approval of Agenda Motion to Approve Agenda.</p> <p>5. Public Comment <i>Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the Zoom teleconference. For those individuals who wish to make a make a public comment, please do so in the following manner:</i></p> <p><i>If you are joining the meeting via Zoom and wish to make a comment on an item, press use the "raise a hand" button or Zoom chat.</i></p> <p><i>You may also make public comment online by google form:</i> https://docs.google.com/forms/d/e/1FAIpQLScxyl6GvazAzBA7nUY174MngxFpGGilkd6Jo2AiX5kQjiKuhg/viewform</p> <p><i>Please turn in your form by the Board meeting date. A moderator for the meeting will read your comments for the record.</i></p> <p><i>Comments may not exceed three (3) minutes.</i></p>	<p>13</p> <p>14</p>
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<p>1. Board Member(s)/Superintendent/Superintendent's Advisory Team/Committee(s) </p> <p> a. Board Reports</p> <p> b. Superintendent</p> <p> i. Employees of the Month - November 2020</p> <p> c. Superintendent's Advisory Team</p> <p> d. Committees</p> <p> For Information.</p> <p>2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and public</p>	<p>16</p> <p>23</p>
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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:

- Approval of Minutes:
- a. October 13, 2020

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5. First Reading of Board Policies – 6000 Series  BP 5022 and AR 5022, related to student and family privacy rights, are being presented for information. The BP and AR have been updated by CSBA, so YCOE correspondingly needs to update our previously adopted versions. Attached you will find a copy of the proposed revisions to BP 5022 and AR 5022, and a clean copy of each. This item is being presented for information.	99

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This item is information only.	
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For information only.	
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The following reports are being presented to the Board as information:	
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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 Agenda - this is a standing report to the Board	
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12. Set Date of Organizational Meeting 	209
That the Board at its November 10, 2020 Regular Board Meeting, schedule the Annual Organization Meeting as Monday, December 14, 2020 at 4:30 p.m. The Board will review the attached policies and recommend revisions, if necessary, and be prepared to elect new officers, adopt a 2021 meeting calendar, and make committee appointments at the December 14, 2020 Regular meeting.	
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AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

- For disability related accommodations, please contact the Yolo County Office of Education - Superintendent's office at (530) 668-3702, at least three (3) working days prior to the scheduled meeting.
- For translation services, if joining the meeting via Zoom, please check the box to Enable Language Interpretation for the meeting.
- Four (4) calendar days prior to the meeting, a full Board packet is available for review on the Yolo County Office of Education website: www.ycoe.org



1. OPENING PROCEDURES



1. 1. Call to Order and Roll Call



1. 2. Pledge of Allegiance

1. 3. Native American Land Acknowledgement Statement 

Supporting Documents

 [IPD and Native Heritage Resolution at YCOE](#)



Yolo County Board of Education and Yolo County Superintendent of Schools

Resolution #20-21/12: Establishment of Native American Heritage Month

WHEREAS, Native Americans have made distinct and significant contributions in many fields (e.g., academic scholarship, agriculture, astronomy, art, business, education, ecology, engineering, environmentalism, economics, forestry, government, irrigation systems, language, leadership, literature, mathematics, medicine, military, music, politics, poetry, science); and

WHEREAS, the “Native American Heritage Month” has been established at the national level with a Presidential Proclamation to recognize significant contributions and rich legacies of Native Americans.

WHEREAS, California Governor Newsom in fall of 2019 acknowledged California Indian genocide and wants Californians to learn Native American history; and

WHEREAS, Section 51204.5 of the California Education Code states that instruction in social sciences shall include the early history of California and a study of the role and contributions of both men and women, Native Americans, and members of other ethnic and cultural groups (i.e., African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities) to the economic, political, and social development of California and the United States of America, with particular emphasis on portraying the role of these groups in contemporary society;

NOW, THEREFORE BE IT RESOLVED, by the Governing Board of the Yolo County Office of Education that November 2020 is designated as Native American Heritage Month and that all educational sites be encouraged to recognize the contributions of Native Americans through our curriculum and activities at school;

and know that there is an approved Land Acknowledgement Statement applicable to Yolo County;

Land Acknowledgement Statement

We should take a moment to acknowledge the land on which we are gathered on at this meeting. For thousands of years, this land has been the home of Patwin people, including Yocha Dehe Wintun Nation today. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be working today on their traditional lands.

(Approved by Yocha Dehe Tribal Council 5/14/19)

BE IT FURTHER RESOLVED, that this resolution be distributed to every district in Yolo County.

PASSED AND ADOPTED this 13th Day of October 2020 by the following vote:

AYES: Moreno, Souza Cole, Taylor, Yip

NOES: None

ABSTAIN: None

ABSENT: Zendejas

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of
Schools

1. 4. Approval of Agenda

Recommendation

Motion to Approve Agenda.

1. 5. Public Comment

Quick Summary / Abstract

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If you are joining the meeting via Zoom and wish to make a comment on an item, press use the "raise a hand" button or Zoom chat.

You may also make public comment online by google form:

<https://docs.google.com/forms/d/e/1FAIpQLScxyl6GvazAzBA7nUY174MngxFpGGilkd6Jo2AiX5k>

Please turn in your form by the Board meeting date. A moderator for the meeting will read your comments for the record.

Comments may not exceed three (3) minutes.

2. REPORTS

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

Quick Summary / Abstract

- a. Board Reports
- b. Superintendent
 - i. Employees of the Month - November 2020
- c. Superintendent's Advisory Team
- d. Committees

Recommendation

For Information.

Supporting Documents

 [EMPLOYEES OF THE MONTH - November 2020](#)

 [Admin Services Update 11.2020](#)

 [YCOE Ed Services Board Updates for November 2020.docx](#)

****EMPLOYEES OF THE MONTH****

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

Internal Business Services Staff:

Maria Jett

Leslie Valentine

Kim Magallanes

Gerri Cleland

Franky Melgoza

Claudia Grimaldi

as the Employees of the Month for November.

During this COVID-19 pandemic, the Internal Business Services staff have given a new meaning to the definition of TEAMwork and *Striving for Excellence!* Once approved to do so, they have been at the Santa Anita office daily during the closure. Each day, the staff have been available and continue to be accessible to assist other departments and positions with department needs. That is what makes the Internal Business Services staff so special and unique. They assist other staff knowing that what they are doing will make a difference; keeping the Yolo COE organization running and continuing to assist employees and students. There were times when the weight of this additional work caused a strain on the

department, but they rallied and supported one another to meet the challenges set before them. These tasks consisted of processing requisitions for staff who were unable to due to the closure; sending POs electronically, so emergency purchases could be made; received large quantities of supplies needed for safety and the reopening of schools; and routed invoices for payments. In addition to helping with these tasks, they managed to participate in the budget development process for the current fiscal year and close out the prior fiscal year. This department has gone above and beyond. This is one AMAZING TEAM!

Congratulations Mary, Leslie, Kim, Gerri, Franky and Claudia!

ADMINISTRATIVE SERVICES - November 2020 UPDATES

Associate Superintendent, Administrative Services, Crissy Huey

External Business Services

Director, Veronica Moreno

- EBS Director Moreno and Equity & Support Services Executive Director Studer reviewed district Local Control and Accountability Plans and letters were issued to each district regarding the reviews.
- The External Business Services Accountant, Lorelle Mudd, recently submitted her resignation and her last day with YCOE was October 31st. We are planning to post the position soon to fill the vacancy.
- The EBS team has been focusing on reviewing, updating, and testing outdated procedures to align with current processes, especially now that most tasks are being completed virtually. This will be an ongoing process, but the goal is for each desk to have a comprehensive and up-to-date desk manual. This not only will assist when there is staff turnover but will also assist in cases of staff being out for other purposes.

Internal Business Services

Director, Debra Hinely

- Internal Business has two retirees in the department who will be leaving in November. One position has been filled by a promotion of a current employee within the department, which now leaves another vacant position. The newly open position and the second retiree position will be advertised shortly.
- CDE sent a letter thanking the County Office of Education and Yolo County school districts for the timely submittal of the 2019-2020 Unaudited Actual financial reports.
- YCOE's independent auditor firm, Nigro and Nigro, will be here the second week of November for the year-end audit.

Support Operations Services

Director, Matthew Juchniewicz

- We are wrapping up punch list items for the Greengate ADA and Hinkle Donation project.
- The new check printing room is almost complete. We are waiting on the keyed cylinders to be installed. When this is completed, the check printing equipment will be moved and then we will proceed to bid out the fire suppression repair work in our data center.
- We are prepping to deliver the first round of PPE for students.
- The first draft of our recreated EOP is nearing completion.
- We are starting the planning work for the facilities portion of the IEEEP grant, which includes two shade structures at Prairie Head Start, ADA modifications at Lemen Head Start, and the addition of ADA seating and sensory boards at Greengate School.
- We are conducting site visits with various staff to ensure classes are set up for social distancing.

Information & Technology Services

Director, Carl Fahle

- Staff completed configuration, updates, and integration of the remaining 300 donated Chromebooks which are now available to Alternative Ed and Special Ed programs for distribution.
- Staff are readying configuration of over 200 new Dell laptops for Alternative Ed and Special Ed staff to replace outdated computing devices or provide a device for staff without access to a portable YCOE computing device.

- ITS recently completed development of a process that will cut the base configuration and integration of new Dell computing devices from hours, and sometimes days or weeks, to just over four minutes per machine; including all updates, core application installs, and a common YCOE standards-based configuration. We're currently working on a process that will automatically push a unified user profile that would substantially improve our ability to provide support, scale training, and offer the best possible computing experience for all staff out-of-the-box.
- We continue to visit programs with SOS staff at each of our satellite locations in other districts and facilities to review and assess the current implementation of network services and technology.

EDUCATIONAL SERVICES NOVEMBER UPDATES

Carolynne Beno - Associate Superintendent, Educational Services

- Working as a liaison between Yolo County schools and districts and the Yolo County Department of Public Health.
- Engaging in re-opening planning with the early childhood education, special education, and alternative education teams.
 - Developing staff and parent re-opening information and presentations.
 - Participating in reopening discussions with labor groups.
- Facilitating twice-weekly collaboration between Yolo County's educational services leads, and supporting district re-opening planning.

Curriculum and Instruction (C&I) / College and Career Readiness Department

Director, Deb Bruns

- **Yolo County PBIS (Positive Behavior Interventions and Supports) Consortium**
 - All 22 school site teams (in all 5 districts plus YCOE) have picked up where we left off with trainings last spring and are modifying their behavior expectations and positive supports to address distance learning and setting up health and safety procedures for possible return to in-person instruction.
 - Four additional Woodland school sites will start Tier 1 PBIS training on November 12.
- **Yolo County CTE (Career Tech Education) System of Support**
 - Submitted the second grant for the fall: K12 Strong Workforce Program proposal to enhance career exploration and work-based learning at Cesar Chavez Community School.
 - Posted a new position: College and Career Readiness Specialist who will focus on working with businesses, districts and community colleges to increase work-based learning opportunities in Yolo County and create a database to better track.
- **Supporting new teachers in Intern and Induction programs.** YCOE, in collaboration with the Yolo Solano Center for Teacher Credentialing, is supporting continuing teacher intern, Monica Aceves-Robles at CCCS, new teacher intern Ian Demment at Horizon, and induction (formerly known as "BTS") teachers Laura Harvey, Special Ed VI teacher and Tomas Montoya, CTE Teacher, YCCP. All new teachers have been paired with experienced YCOE teacher mentors. Thanks to Mike Jackson who is coordinating YCOE's Intern and Induction support as well as the human resources department and all the mentor teachers. It takes a village!
- **Corazon Center:** California Human Development (CHD) has requested to adjust their possible move-in date to July 2021. We are working with them to get the lease in place before setting a firm move-in date. YCOE's Adult Education program will continue to meet with CHD staff to identify possible program collaborations when the lease is signed.

Early Childhood Education (ECE) Department

Director, Gail Nadal

- New Policy Council representatives and alternates have been chosen and these parents participated in training on November 5th and 6th. The new Policy Council members assume their leadership responsibilities beginning with the November 20th meeting.
- All staff will be reporting to their worksites on November 9th to prepare for the re-opening of in-person classroom operations at all locations.

- Parent and staff meetings have been scheduled to train and inform parents and staff of the health and safety procedures as we return back to in-person classroom operations.

Equity and Support Services

Executive Director, Micah Studer

- All Learning Continuity and Attendance Plans (LCPs) have been reviewed. We are happy to share that there was no need to formally request amendments from district governing boards.
- Similarly, we have reviewed and approved the Comprehensive Support and Improvement (CSI) prompts for our districts with schools in CSI.
- We are well underway into our next phase of planning for our Budget Overview for Parents (BOP), School Plan for Student Achievement (SPSA), School Accountability Report Cards (SARCs), and Comprehensive School Safety Plans. We will be bringing these forward over the next two months.
- We also successfully launched our Soulful Conversations forum by which discussed issues of equity leadership. We want to thank Peter Lamber (Woodland JUSD), Dr. Elyse Versher (Sac City USD), and Dr. Iyanna Pease (Sac City USD), who were our co-facilitators in this collaboration with Yolo and Capitol ACSA charters.
- We are additionally happy to share that we successfully launched our 2020-21 Social-Emotional Learning Community of Practice (SELCOP) which saw 53 participants from Yolo, Yuba, and Colusa counties participating.

Special Education

Director, Jessica Burrone

- In-person special education assessments have been underway at YCOE sites for the past month.
- Over 50 virtual IEP's were held during the month of October.
- The infant team continues to provide home coaching in English, Spanish, and Sign Language for families.

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

3. CONSENT AGENDA

Quick Summary / Abstract

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Approval of Minutes:

- a. October 13, 2020
- b. Temporary County Certificates (October 2020)

Supporting Documents



[10-13-20 Draft Minutes](#)



[TCC's October 2020 5 totals](#)

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: October 13, 2020
MINUTES

1.1 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on October 13, 2020 at 4:30 p.m. in Regular session on a Zoom conference call. Board Members present were: Carol Souza Cole, Melissa Moreno, Shelton Yip and Tico Zendejas. Trustee Matt Taylor is absent. Trustee Souza Cole presided. Superintendent Garth Lewis was present. (Roll Call held).
- 1.2 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.3 Approval of Agenda.

Motion was made to move **Item #6.8 Adoption of the 2019-20 and 2020-21 Gann Limit AFTER Item #5.6 2020-2021 Comprehensive Support and Improvement Prompts.**

Trustee Matt Taylor joined meeting at 4:32 p.m.

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

- 1.4 Public Comment.
None

2.0 REPORTS

- 2.1 Board Member(s)/Superintendent/SAT/Committee(s).

a. Board Reports

Trustee Zendejas
None.

Trustee Moreno

- *Excited to be elected Director at Large to the California Latino School Boards Association (CLSBA).*
 - *Looking forward to serving state, children and creating policy*
- *Pleased with Superintendent Lewis and Deb Bruns, Director of Curriculum and Instruction for organizing the upcoming Native American professional development meeting.*
 - *Thank you for putting together the packet and timeline for this meeting.*

Trustee Yip

- *Thanked staff for all of their hard work getting ready for school.*
- *Congratulated Trustee Moreno on her election as Director at Large for CLSBA.*
 - *Yolo County well represented on that Board*
- *Attended Youth Empowerment Summit event with students from Cesar Chavez Community School recently.*
 - *Panel was well spoken.*
 - *Enjoyed the student engagement.*
- *Attended the Equity and Governance event recently which was well received.*
 - *Thanked President Souza Cole and the Yolo County School Boards Association (YCSBA) for sponsoring this event.*
- *Invited Board to attend the CSBA virtual conference in December.*
 - *Lots of great speakers and will have some interactive sessions.*

Trustee Taylor

- *Attended Youth Empowerment Summit event with students from Cesar Chavez Community School recently.*
 - *Enjoyed the student engagement.*
- *Attended the California County Board of Education (CCBE) meetings and was pleased with virtual format*
 - *Considering a virtual and an in-person conference each year in the future (Possible spring event).*

Trustee Souza Cole

- *Congratulated Trustee Moreno on her election as Director at Large for CLSBA.*
- *Will be attending the CSBA virtual conference in December.*
- *Appreciated time spent with Principal Gayelynn Gerhart at Cesar Chavez Community School and the conversation they had was very wide ranging and inspiring. Also was able to attend classroom Zoom instruction.*
- *Asked Board if they are interested in receiving the attendance reports from Cesar Chavez Community School and information on the continual operations that include their own data reporting on metrics that were in the school plan. It would also include data already being collected, for example: student credit progression and check-ins with students.*
 - *Trustee Souza Cole would like to request this item as a future agenda item or quarterly report for the Board.*
- *Thanked Board members who attended YCSBA Equity event.*
 - *Will continue as an association to keep Equity in the forefront of the conversation. Will also keep as an ongoing agenda item every meeting.*
 - *Will share current equity policy with committee.*

Superintendent

Updates

- *Congratulated Trustee Moreno on her election as Director at Large for CLSBA.*
- *Thanked YCSBA board members for their vision and work in Equity from a policy makers lens as it is such an important step.*
- *Invited Board to attend the Excellence in Education (EIE) event on October 26th at 5 p.m. on Zoom.*
- *Our team continues to work hard for distance learning and remote working for students and staff.*
 - *Eventual reopening of programs across organization*
 - *Continue to work on communications with school districts/partners. Tremendous pleasure to work with superintendents and their teams and appreciate hard work.*
- *Gave an an update on the new public health officer who will begin at the end of this month.*
 - *Appreciates support of the Public Health Department*
- *Update on Local Childcare Planning Council (LCP)*
 - *The County offered a \$250,000 grant award to COE in collaboration with LCP for childcare emergency funding to assist families and childcare providers in Yolo County. This emergency funding will provide stabilization for families and providers.*
 - *Request for applications went live last Tuesday to help families cover costs during this time. .*
- *Shared information on Chamber of Commerce event that he will present at on October 15, 2020.*
 - *Items shared will include:*
 - *PowerPoint will be emailed to Board.*
 - *Apprenticeship programs that will be offered at YCOE*
 - *Work based issues for youth.*
 - *First opportunity to share education issues with business community in Yolo County and invite them to partner with YCOE.*
- *Shared with Board plans in the next couple of weeks to launch a strategic planning process.*
 - *Ready to pivot and shift thinking long range.*
 - *Board will be contacted to provide input on strengths and areas of improvement for the county office.*

SAT

Dr. Carolynne Beno, Associate Superintendent, Educational Services discussed:

Updates on the Educational Services division

- *Re-entry planning for schools/programs.*

- *Discussed partnership with libraries and districts to support families with literacy during this time.*
- *Discussed Corazon Center and partnership with the California Human Development group who will provide adult education.*
 - *Expected date of occupancy- June 2021. Will keep Board updated.*
- *Thanked Executive Director of Equity & Support Services, Dr. Micah Studer and Director of External Business Services, Veronica Moreno, on their work on the Learning Continuity and Attendance Plan.*
- *Launched social and emotional learning with district and county partners Yuba and Colusa county.*

Crissy Huey, Associate Superintendent, Administrative Services discussed:

- *Thanked Matt Juchniewicz, Director, Support Operations Services for his work with the state and districts on Personal Protective Equipment (PPE).*
- *Thanked Carl Fahle, Director, Information Technology Services for working with Educational Services during this busy time.*
- *Thanked Veronica Moreno, Director of External Business Services for all of her hard work with Dr. Micah Studer, Executive Director, Equity and Support Services on budgets, Local Control and Accountability Plan (LCAP) and the Learning Continuity and Attendance Plan (LCP).*

Committees.

Executive Committee

None

2.2 Associations.

None

3.0 CONSENT AGENDA

a. Approval of Minutes:

- September 8, 2015 Regular Board Meeting
- September 15, 2020 Regular Board Meeting
- September 28, 2020 Regular Board Meeting
- Temporary County Certificates (September 2020)

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

ROLL CALL VOTE:

TAYLOR: AYE

YIP: AYE

MORENO: AYE

SOUZA COLE: AYE

ZENDEJAS: **AYE**

4.0 2020 Mini Grant Presentations

YMCA Gym Memberships – Heather Williams, Education Specialist, Greengate PowerPoint.

Ms. Williams reviewed the PowerPoint in the Board packet and responded to questions from the Board. The Board thanked Ms. Williams for her work with the students. The 20-21 Mini Grants will soon be chosen per Superintendent Lewis. President Souza Cole recommends changing the name of the Mini Grant next year to *Innovation Grants*. This term will better align with our vision.

Trustee Zendejas left meeting at 5 p.m. and returned at 5:20 p.m.

5.0 ACTION ITEMS

5.1 RESOLUTION #20-21/12 Native American Heritage Month November 2020

Superintendent Lewis commended Trustee Moreno for bringing forward this concept to the Board. This has served as a launch for a Native American education initiative which will bring authentic voices and experiences to students and our teachers this year. He would also like to recognize many community members who are members of tribes locally in the region who have been generous with their time and experience. Superintendent Lewis also appreciates that the Board has moved forward from adopting a resolution to allowing action and bringing forward an educational experience and enhancement to our county.

The Board took action to approve RESOLUTION #20-21/12 Native American Heritage Month November 2020.

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

ROLL CALL VOTE:

TAYLOR: AYE

YIP: AYE

MORENO: AYE

SOUZA COLE: AYE

ZENDEJAS: ABSENT

President Souza Cole stated that during the next Board meeting in November we will open with the land acknowledgement statement to recognize Native American Month. Trustee Yip stated that the Superintendent of Public Instruction is hosting a virtual roundtable for Native American curriculum soon and Superintendent Lewis will forward the details of the roundtable to the Board.

5.2 RESOLUTION #20-21/13 Declaring November 1-7, 2020 as California Retired

Teachers Week

Superintendent Lewis thanked the California Retired Teachers Association for all of their work and volunteer time. Gil Walker, President of California Retired Teachers Association, Yolo County- Division 83 accepted the resolution. Trustee Yip appreciates and commented on the work done by the California Retired Teachers Association.

The Board took action to approve RESOLUTION #20-21/13 Declaring November 1-7, 2020 as California Retired Teachers Week.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**

MORENO: **AYE**

SOUZA COLE: **AYE**

ZENDEJAS: **AYE**

5.3 RESOLUTION #20-21/14 Sikh American Awareness and Appreciation Month - November 2020.

Superintendent Lewis reviewed and commented on the contributions of Sikh Americans in our community.

The Board took action to approve RESOLUTION #20-21/14 Sikh American Awareness and Appreciation Month – November 2020.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**

MORENO: **AYE**

SOUZA COLE: **AYE**

ZENDEJAS: **AYE**

Trustee Yip commented on the kindness of the Sikh community. Trustee Moreno acknowledged the history of Ronald Takaki, founder of ethnic studies and the shared history of Punjabi in Yuba county. She stressed the importance for students to see contributions of others in this community.

5.4 Committed Fund Balance

Debra Hinely, Director, Internal Business Services reviewed this item in

the Board packet and responded to questions from the Board.

The Board took Action to approve the Committed Fund Balance.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**

MORENO: **AYE**

SOUZA COLE: **AYE**

ZENDEJAS: **AYE**

5.5 Committed Fund Balance Pension Contribution

Debra Hinely, Director, Internal Business Services reviewed this item in the Board packet and responded to questions from the Board.

The Board took Action to approve the Committed Fund Balance Pension Contribution.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**

MORENO: **AYE**

SOUZA COLE: **AYE**

ZENDEJAS: **AYE**

Trustee Yip commented that YCOE is one of the few county offices and districts that has done this. He appreciates that the Board and our fiscal office supports this.

5.6 2020-2021 Comprehensive Support and Improvement Prompts

Dr. Micah Studer, Executive Director, Equity & Student Services reviewed this item in the Board packet and responded to questions from the Board.

The Board took Action to approve the 2020-21 Comprehensive Support and Improvement Prompts.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**
MORENO: **AYE**
SOUZA COLE: **AYE**
ZENDEJAS: **AYE**

- 6.8 Adoption of the 2019-20 and 2020-21 Gann Limit
Debra Hinely, Director, Internal Business Services reviewed this item in the Board packet and responded to questions from the Board.

The Board took Action to approve the 2019-20 and 2020-21 Gann Limit.

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

ROLL CALL VOTE:
TAYLOR: **AYE**
YIP: **AYE**
MORENO: **AYE**
SOUZA COLE: **AYE**
ZENDEJAS: **AYE**

6.0 INFORMATION ITEMS

- 6.1 Empowering Possibilities International Charter (EPIC) Annual Report
EPIC's team reviewed the PowerPoint in the Board packet and responded to questions from the Board.

Presenters/Attendees included:

Jason Sample, Deputy Superintendent, Gateway Community Charters
Dr. Cindy Peterson, Superintendent, Gateway Community Charters
Dr. Christine McCormick, Assistant Superintendent, Gateway Community Charters
Aaron Thornsberry, CBO, Gateway Community Charters
Dr. Jerry Kosch, Principal, EPIC Schools

Items discussed in PowerPoint included:
Student Learning and academic outcomes
Enrollment/ADA 2019-20
Fiscal Highlights
Diversity, Equity and Inclusion
Coherence
EPIC Comprehensive Report and Improvement Plan 2020-21
Chronic Absenteeism
Mathematics/English Language Arts
Demographics/Ethnicity Growth
Outreach and Recruitment

Key Areas of Focus 2020-21

Questions from trustees included:

- Student learning outcomes and academic cultural competency.
- What is the achievement gap between the dominant culture, Latino and other ethnic groups.
- Discussed Academic achievement by racial ethnic differences.
 - Work done by EPIC specifically focused on instructional model to identify those gaps.
 - Follow up on more specific details. Doing data analysis and driving questions and goals.
 - Expanding and increasing growth of non-dominant culture.
 - Discussion in terms of teaching leadership and staff on equity and inclusion.
 - Trustee Moreno requested demographic information for staff which will be forwarded to the Board.
- Total enrollment numbers.
- Distance learning.
- Plan for outreach to increase diversity ethnically.

Dr. Carolynne Beno will plan a visit to EPIC in the spring if possible, dependent on COVID 19 regulations.

6.2 Head Start/ Early Head Start Reports

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 Agenda - this is a standing report to the Board
- e. Policy Council Meeting Minutes - this is a standing report to the Board

Dr. Carolynne Beno, Associate Superintendent of Educational Services answered questions from the Board.

- Gail Nadal, Director, Early Childhood Education commented on parent response to distance learning.
- Recruitment and outreach.
- Curriculum development.
- Two weeks ago, 250 chrome books were handed out to families and they saw a huge increase in class participation.
- Instructors come together with families for socialization.
 - Activities and read books.
- Call in from team to families to check in and see what is going on.
 - Discuss any resources to provide.
- Ms. Nadal shared experiences with childcare stabilization funding for families

who are not working and qualify for subsidy due to current environment.

○ Wonderful benefit.

- Appointing new Policy Council representatives
- Trustee Moreno appreciates efforts with child care stabilization grant funding and outreach to students and families.
- Trustee Souza Cole had a question on enrollment and future repercussions of funding in regards to the child care stabilization funding. Ms. Nadal stated we should be fine and answered her questions on the deadlines for the funding grant.

6.3 Initial Proposal to the Yolo County Superintendent of Schools from the California School Employees Association

Superintendent Lewis reviewed this item in the Board packet.

6.4 Foster Youth Services Annual Report

Mariah Ernst-Collins, Program Coordinator II reviewed the Foster Youth Services Coordinating Services Program (FYSCP) PowerPoint in the Board packet and responded to questions from the Board.

Items discussed included:

Countywide K-12 data

Learning Continuity and Attendance Plan

Highlights and accomplishments of program

AmeriCorps

Trustee Zendejas left meeting at 6:57 p.m.

President Souza Cole thanked Ms. Ernst-Collins for her comprehensive report. Trustee Moreno thanked Ms. Ernst-Collins for her work and asked if a youth survey on the program has ever been distributed. Do students get an opportunity to assess all the amazing programming included in reports. Ms. Ernst-Collins stated that they have done a needs assessment in the past but didn't get much of a response so they are working on how they will include more surveys in the future (possibly through AmeriCorps). Also a possible survey monkey at the end of the program (quick 3 questions) could also work in the future to figure out the needs of the students.

6.5 Alternative Education Monthly Attendance Report

Dr. Micah Studer, Executive Director, Equity and Support Services reviewed this item in the Board packet and responded to questions from the Board. Monthly attendance reports will now be added every month. Dr. Studer thanked Sonia Pizano, Administrative Secretary for pulling together this data for the report. Trustee Moreno requested information on the facility and insight on the quantity of time and trends to incarcerating youth. Dr. Studer discussed the long-term incarcerated students who commit violent crimes and that number to measure is predictable but most students are in and out like a day or two so that is a harder target for speculating and quantifying time. Superintendent Lewis agreed with Dr.

Studer's statement and commented that long-term students' typical stay is 90 days or more. For the short-term students he stated that we could do a snapshot or point in time and compare by month or quarter for the 2019-20 year. This information will show a trend of average number of days in a given quarter or year after year; and will give a sense of the average stay of the short-term student which can be included in the reports from now on.

6.6 Distance Learning Update

Dr. Carolynne Beno, Associate Superintendent, Educational Services reviewed the PowerPoint, Reopening *YCOE Programs and Schools* in the Board packet and responded to questions from the Board.

Items discussed included:

- State's Dashboard
- Red Tier
- YCOE program and schools reopening plans
- Guidance for small cohorts/groups of children and youth
- Groups and size of small cohorts
- YCOE's plan for part time in person/part time virtual
- Example of hybrid schedule
- Precautions
- Distance learning and if students unable to wear masks

Trustee Taylor asked what the guidance from public health was on the current tier. Dr. Beno will send a summary to the Board on additional information about the Tier that Yolo County is in and how that impacts in-person instruction.

Superintendent Lewis did state that once our programs open that we will be able to stay open as long as guidance is being followed.

6.7 2019-20 Unaudited Actuals

Debra Hinely, Director, Internal Business Services reviewed this item in the Board packet and responded to questions from the Board. Items discussed included 2019-20 Revenues and Expenditures; Lottery transfer; 45 day revise plus revenue to be presented during the first interim report; transfer to charter school, Adult Ed. Fund and retirement benefits, Ending fund balances, prepaid items and the Yolo County Career Academy financial report for 2018/19 & 2019/20. A schedule of audit findings and questioned cost for the fiscal year ended June 30, 2019 was also discussed and summarized.

6.9 2020-21 Budget Development Calendar

Debra Hinely, Director, Internal Business Services reviewed this item in the Board packet.

6.10 Monthly Board Financial Report

Debra Hinely, Director, Internal Business Services reviewed this item in the Board packet and responded to questions from the Board. Question on year to date

revenues from President Souza Cole. President Souza Cole requested the amount that reflects cash on hand to be added to the monthly report that will be used to cover deferrals from February to June.

6.11 Interdistrict Attendance Appeal Process Handbook

Superintendent Garth Lewis reviewed this item in the Board packet and responded to questions from the Board. This handbook includes a redlined version updated with the attorney's help. This item will come back as an Action item at next month's November 10, 2020 Regular Board meeting.

6.12 Suggested Future Agenda Items

- President Souza Cole mentioned including the additional date that is being collected in the alternative education program that will be compiled in board reports from now on.
- Trustee Moreno requested feedback from parents on how they are doing regarding re-entry in schools for YCOE programs.
 - Percentage or number of parents on hybrid and distance learning.
 - Summary of timeline.
 - Are all parents set up with devices and training and does that include non-English speaking families.
 - Report will be included at the next Regular Board meeting in November.

9.0 **ADJOURNMENT.** The meeting adjourned at 7:53 p.m.

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

ROLL CALL VOTE:

TAYLOR: **AYE**

YIP: **AYE**

MORENO: **AYE**

SOUZA COLE: **AYE**

ZENDEJAS: **ABSENT**

Garth Lewis, Superintendent

/ys

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

October 2020

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Regina Mendez	Career Substitute Permit

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Jackson Tsutsui	Career Substitute Permit
Maria Aguirre Robledo	Short Term Staff Permit
Melissa Caldwell	Short Term Staff Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Tomas Montoya	Career Technical Education

Total TCC's for the Month of October 2020: 5

4. 2020 MINI-GRANT PRESENTATION

Quick Summary / Abstract

TeachTown Accounts - Mike Jackson, SDC Autism Teacher

5. ACTION ITEMS

5. 1. Interdistrict Attendance Appeal Process Handbook

Description

Attached is the Interdistrict Attendance Appeal Process Handbook.

Recommendation

Motion to approve the Interdistrict Attendance Appeal Process Handbook

Supporting Documents



[Handbook E 5117 FINAL Adopted 11-10-2020](#)

Contact Person

Superintendent Garth Lewis will present this item.



INTERDISTRICT ATTENDANCE APPEAL PROCESS HANDBOOK

Adopted: 11-10-2020
by the Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

INTERDISTRICT ATTENDANCE APPEAL HANDBOOK
INTRODUCTION

The Yolo County Board of Education has prepared this Handbook to provide direction and information to pupils and the parents/guardians who wish to appeal a school district's decision not to grant an interdistrict attendance agreement.

This Handbook constitutes the official procedures adopted by the County Board of Education for conducting interdistrict attendance appeals. *Particular attention should be paid to issues noted in "italics." These issues have been found to be confusing to those filing appeals in the past.*

The County Board of Education is committed to an objective review of and consideration of appeals for pupils denied interdistrict attendance agreements from local school districts.

The laws on pupil attendance, interdistrict attendance agreements, and interdistrict attendance appeals in the *California Education Code §§ 46600-46611*, as well as the local school district's policies and administrative regulations for interdistrict attendance, also apply in these appeals. Pupils and/or parents/guardians have the right to review pupil records at the school district, and you have the right to consult with and engage the services of an advocate or an attorney.

INTERDISTRICT ATTENDANCE APPEALS

County Board Authority

The County Board of Education has legal authority to review the procedures and reasoning followed by the school district(s) within its jurisdiction after the school district(s) have rejected or failed to rule on a pupil's interdistrict attendance request. The County Board of Education will determine whether to grant or deny an interdistrict attendance agreement after reviewing the relevant facts from the pupil, parent/guardian, and local school district(s) involved.

Limitations On County Board Authority

There are limits on the types of appeals the County Board of Education can hear. For example, the County Board has no authority to consider the following interdistrict attendance appeals or issues:

1. To determine the specific school within the school district where the pupil will be enrolled. This authority is reserved for the school district of attendance, after the County Board has made its final decision;
2. Denial of an interdistrict transfer request based upon parent employment within the district (Ed. Code § 48204(b), commonly referred to as "Allen Bill Transfers"). *Your recourse for denial of attendance is to go to court;*
3. Denial of an interdistrict attendance request by a pupil under consideration for expulsion or who has been expelled, pursuant to Education Code Sections 48915 and 48918 during the term of the expulsion [Ed. Code § 46601(b)(4)];
4. Denial of an *intradistrict* transfer between schools within the same district (Ed. Code § 35160.5(b));
5. A dispute over the placement of a special education pupil or the services provided to a special education pupil. Such a dispute should be handled by the district of residence through special education procedures (Ed. Code §§ 56505(g)-(i); 20 U.S. Code § 1415(f)); or
6. A determination by a school district regarding the validity or invalidity of a caregiver affidavit (Ed. Code § 48204(a)(5) and Family Code §§ 6550, *et seq.*).

County Board Authority in Appeals Involving Two Counties

If the interdistrict attendance involves school districts located in different counties, the appeal will be heard by the County Board of Education over the district within its jurisdiction denying an interdistrict attendance agreement or refusing or failing to enter into such an agreement.

What Actions the County Board of Education May Take

The County Board of Education’s review of the appeal may result in:

1. Granting the interdistrict attendance appeal and enrolling the pupil in the new school district;
2. Denying the appeal and ordering the pupil returned to the school district of residence; or
3. In rare cases, remanding the case to the local school district for further consideration of new evidence or new grounds for the request for interdistrict attendance.

REQUESTING AN INTERDISTRICT ATTENDANCE APPEAL HEARING

In general, you must request an appeal hearing **within thirty (30) calendar days** of when your interdistrict attendance request was denied by the school district. However, the school district may not respond to your request in a timely manner or simply fails to respond at all. Listed below are three different situations and a description of when your thirty (30) calendar day timeline starts to run:

District Denies Request:

1. *In most situations, a school district will act on your interdistrict attendance request either orally or in writing. You must file your appeal with the County Board of Education within thirty (30) calendar days from the date that your request was rejected by either the school district of residence or the school district of requested attendance, or both.*

District Fails To Act On Request For Next School Year:

2. If you have asked for an interdistrict attendance agreement for the next school year and the school district(s) fail to respond to your request, you must wait at least thirty (30) calendar days from the date of your request to see if you get a response from either school district. You must also wait fourteen (14) calendar days after both school districts’ academic school year begins before the 30-calendar day filing period begins. An academic school year starts on the first day of classes in the school district.

Example: If you filed an interdistrict attendance request on July 1 and you did not hear anything from the school district(s) by July 31, you must wait fourteen (14) calendar days into the academic year before you can file an appeal with the County Board of Education. If the academic year for both districts begins on August 15, you must file your appeal after August 29 and before September 28.

District Fails To Act On Request Filed During The School Term:

3. If you have asked for an interdistrict attendance agreement for the current school year and the school district(s) fail to respond to your request, you must wait thirty

(30) calendar days from the date of your request to see if you get a response from the school district(s). If you do not get a response during that time, you have thirty (30) more days to file an appeal with the County Board of Education.

Example: If you filed an interdistrict attendance request on September 1 and you did not hear anything from the school districts by October 1, you have until October 31 to file your appeal with the County Board of Education. You may not, however, file your appeal on September 15 (too soon) or November 15 (too late).

Before you file your appeal, please refer to the local school district policies to determine if there is any type of internal appeal procedure (e.g., decision by Superintendent may be appealed to School Board). If there is an internal appeal procedure, you must use that procedure before you file an appeal with the County Board of Education. Appeals may now be accepted by a county office of education only upon verification that appeals to the school districts have been exhausted within established timelines.

LATE APPEALS

Failure to appeal within the required time will result in denial of your appeal unless you can show “good cause” for the late appeal. The explanation of “good cause” must be filed with the appeal. An example of “good cause” would be where the parent appeal is mailed timely, but the parent proves that document was lost by the U.S. mail.

FILING AN APPEAL AND REQUESTING A HEARING

The appeal process begins with completing and filing a written form called: “**Appeal of Denial of Interdistrict Attendance.**” This form is attached to the Handbook. You may deliver the form in person or by placing it in the mail at the following address:

President, Yolo County Board of Education
1280 Santa Anita Court, Suite #100
Woodland, CA 95776-6127
Attention: County Superintendent

This form must be completed, signed, and returned within the applicable time limits (refer to pages 3 and 4). *Complete all sections of the form legibly.*

Please read the entire Handbook before completing the form. We especially recommend that you read the section “Facts The County Board Will Consider” that begins on page 8 before completing the section of the form entitled, “The reasons for this request.”

Your completed appeal form should be accompanied by: (1) a copy of your original request for an interdistrict attendance agreement; (2) the district’s denial if applicable; and (3) any other supporting documentation you want the County Board to consider.

The Board will accept a date-stamped copy of your request for an interdistrict attendance agreement filed with the district as evidence that you have complied with district procedures in the event that the district fails to act on your original request. (See page 4)

The reason(s) for your appeal must be the same as those stated on your original request for an interdistrict permit or agreement. If the reasons on the appeal are substantially different, you may be asked to reapply for an interdistrict transfer with your district of residence.

If you have any questions about completing the form, you may contact the Executive Assistant to the Superintendent at the Yolo County Office of Education, (530) 668-3702.

The effective date of the appeal is the date on which the completed and signed appeal document is received by the County Superintendent of Schools.

PROCESSING THE REQUEST FOR AN APPEAL

County Superintendent or Designee Will Verify Information

After receiving your appeal request, the County Superintendent's office will review it and seek to verify certain information before a hearing date is scheduled. The County Superintendent will verify whether the pupil is subject to expulsion. A parent cannot appeal the denial of an interdistrict attendance agreement if the pupil is up for expulsion or is currently serving an expulsion term.

The County Superintendent's office will also check to see if you have exhausted any appeal processes in the local school districts. If you have not used the local appeal channels you will be asked to complete the local appeal process before going forward.

The County Superintendent's office will review the case to determine that all timelines have been honored prior to setting a hearing. Misinformation and/or falsification of information may cause rejection of an appeal.

Setting A Hearing Date

If the written appeal is complete and appropriate before the County Board of Education, the County Superintendent will place the matter on the County Board of Education's agenda for a regular or special meeting to be held no later than thirty (30) calendar days following the effective date of the appeal. The County Board may extend this thirty (30) day period an additional five (5) calendar days for good cause (Ed. Code § 46601(b)). The County Superintendent has discretion to approve a request for postponement filed by you or by the school district for good cause provided the request is filed in writing at least five (5) calendar days prior to the hearing date, except in an emergency. A postponement by a party extends the timeline for the County Board of Education to make a decision.

Notification of Hearing Date

The County Superintendent's office will notify you and the district(s) involved of the date, time, and place of the appeal hearing. Normally, the notice will be sent at least fifteen (15) calendar days before the date of the hearing. *If the circumstances dictate notice of less than fifteen (15) calendar days, the timelines for written argument will also be adjusted.*

Other Issues

After you have filed your appeal, you may also be contacted by the County Superintendent's office for the following reasons:

1. To explain your rights and the procedures for your case.
2. To request that you make certain documents available to assist the Board of Education in making its determination.

PREPARING FOR THE HEARING

Filing A Written Argument Is Important:

The County Board recommends that the parent/guardian or a representative files a pre-hearing written statement with the County Board of Education (please submit a typed argument if at all possible). Any written argument must be filed *at least ten (10) calendar days prior to the date set for the hearing before the County Board of Education*. Send or deliver copies of the argument to the school district of residence *and* the school district of proposed enrollment when you file with the County Board.

District Written Response:

The school district(s) denying the transfer may submit a written reply in response to your written argument. The school district's reply must be filed *at least five (5) calendar days* prior to the hearing date. The school district(s) shall deliver a copy to the parent and the other district no later than the date upon which the argument was filed with the County Board of Education.

You may employ an attorney or other advocate, *at your expense*, to prepare your written argument for the hearing.

Attach Documentation to Your Written Argument:

Adequate documentation is helpful when presenting your case. You will find that evidence is most effective when it is provided in writing, related to the issue(s) at hand and is the type of evidence upon which reasonable persons can rely in the conduct of serious affairs.

Some examples of documentary evidence include:

1. A copy of your original request for an interdistrict attendance permit or agreement and any written denial(s) (*if not already provided with your appeal form*).
2. Documents to support your request for an interdistrict transfer. For example, when you review the factors that the County Board will consider, you will see that certain documents may support your position. Those documents could be professional recommendations by doctors, educators, psychologists, or others. Verifications of participation or non-availability of child care providers, transportation providers, teachers, or others could be helpful. Brochures or written information about special programs in the school district or community of proposed enrollment may be supportive evidence.

Waiver of Privacy of Documents Provided:

There are numerous laws which protect the release of confidential records. For example, there are certain laws regarding the privacy and confidentiality of pupil records. (See Ed. Code §§ 49060, *et seq.*) There are also laws regarding the confidentiality of juvenile court records and medical records. *If you wish to have the County Board consider material from confidential records, you must understand that turning the records over to the County Board for the purpose of the interdistrict attendance hearing is a waiver of the privacy rights in those records. In other words, you consent for the County Board to review and comment on the records in a public meeting. You may wish to consult legal counsel regarding such documents.*

Multiple Appeals:

Families with multiple appeals may have the appeals heard separately or as one. If you have all the appeals heard as one, there will be a separate vote on each child, but only one written decision.

Legal Advocate at The Hearing:

Although the hearing is informal, you may bring legal counsel or a legal advocate. The use of any legal counsel *will be at your expense.*

A Brief Verbal Presentation:

The County Board of Education will mostly rely on the written information that you and the school districts provide before the hearing. However, you should prepare a brief verbal presentation which focuses on the factors that the County Board will consider in deciding an appeal. It may also be helpful to bring a witness or someone who might make a special statement on behalf of the pupil. Please make sure any witnesses are prepared to make a brief presentation.

FACTS THE COUNTY BOARD WILL CONSIDER

In its discussion and deliberations on your appeal, the County Board of Education will consider the conditions of, and reasons for, your request for a transfer.

In deciding whether to grant or deny an appeal, the County Board weighs the facts which support the criteria favoring a transfer against the adverse impacts presented by the school district(s). If you are unable to present sufficient evidence to justify a transfer, the County Board may rule against the appeal request without considering the school district's evidence of an adverse impact.

If you are able to submit sufficient evidence to justify a transfer, the school district will have an opportunity to rebut the evidence and submit evidence of an adverse impact. You then have an opportunity to respond and offer evidence as to how some or all of the adverse impacts on the school districts(s) could be alleviated.

Misinformation and/or falsification of information provided by either party shall be good cause for deciding against that party.

A. **Factors Which Support Granting An Appeal:**

- (1) **The pupil's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her or parent's change of residence.** The pupil's desire may be based on his or her anticipated graduation from the school of current attendance at the end of the semester or school year, or on a need for educational continuity for the remainder of the semester or school year.
- (2) **The pupil's plan to move in the near future and desire to begin the semester or school year in his or her new school district.** The pupil and his or her parent or guardian must offer written proof of their plan to move into the district of proposed enrollment. Such written proof may be a rental agreement, a contract to purchase new property, or a similar document.
- (3) **The acceptance of a sibling of the pupil for attendance for the current school year by the district of requested attendance when requiring the pupils to attend different districts would cause a hardship on the family.** The pupil and/or parent must submit written documentation of the sibling's enrollment and demonstrate a hardship based upon child care needs, transportation issues, employment location, or other significant factors.

- (4) **The pupil's psychological or physical well-being will be seriously adversely impacted by remaining in the district of residence.** Problems with a pupil's psychological or physical well-being must be supported by the written statement of a qualified medical or behavioral professional having a professional relationship with the pupil. Acts of bullying fall under this category. Such appeal requests must be supported with written documentation by a qualified medical, educational or behavioral professional who has a relationship with the pupil and/or family. Documentation may also include information from social services, law enforcement agencies or School Attendance Review Board personnel. Acts of bullying must be documented by personnel of the district of residence.
- (5) **A substantial danger to the pupil's health or safety exists by remaining in the district of residence.** A danger to the pupil's health or safety must be supported by the written statement of a qualified health expert, by police reports, by school records, or by other documentation. Substantial danger based upon transportation issues may be included under this criteria.
- (6) **A specialized and specific district academic program or service in grades 7-12 is unavailable in the district of residence, and is essential to the pupil's career or academic objectives.** Such a district program or service must be directly related to and be essential to achieve the pupil's career objectives or academic advancement and not be based solely on the pupil's interests or desires, or on extracurricular activities or athletics. An academic program is defined as a series of classes in a single subject or in related subjects extending over more than one (1) year in grades 7-12, which has a specific occupational or educational objective.
- (7) **The pupil previously has been granted an interdistrict attendance agreement specifically based on that pupil's child care needs, and the pupil must be allowed to continuously enroll in the school district pursuant to Education Code § 46601.5.** The parent or guardian must provide evidence of the previous interdistrict attendance agreement, the current and prior child care location(s), and any documentation from the school districts regarding the prior agreement and current request. *You must demonstrate that the school district's denial was based on an arbitrary, discriminatory or otherwise inappropriate reason* under Education Code § 48204(f).

(Please note: In this situation, a school district has general authority to deny an interdistrict attendance request for the reasons listed under Education Code § 48204(f). Under that law, the school district's reason cannot be based upon race, ethnicity, sex, parental income, scholastic achievement or any other arbitrary consideration. However, the school district may deny the request: (1) if the transfer would negatively impact the district's court-ordered or voluntary desegregation plan; (2) if the additional cost of educating the pupil would exceed the amount of additional state aid received

from the transfer; (3) if the transfer results in a net transfer of pupils out of a district that exceed the statutory amounts in Education Code §§ 48204(f)(6)(A)-(C); or (4) for any non-arbitrary or non-discriminatory reason. You should be prepared to address these reasons when asserting this criteria in the appeal.

- (8) **A need to change the pupil's social environment, as recommended by juvenile authorities, such as School Attendance Review Board, county child welfare, and/or social service agency staff.** You must provide written documentation from a social services agency/staff or a law enforcement agency/staff that, due to documented cases of serious home or community problems, it is inadvisable for the pupil to remain in the school district of residence.
- (9) **By reason of transfer of territory between districts, the residence of the pupil is no longer in the district which maintains the school where the pupil has previously attended.** You must show location of residence and the negative impact, if any, due to the transfer of territory.
- (10) **The pupil's residence is located such that entrance and exit on streets or sidewalks in all directions require travel through the district of proposed enrollment, and by virtue of topography, street pattern, and location of homes in the neighborhood, the area is land-locked.** You must provide written documentation of the land-locked situation and how such a situation makes a change in school districts advisable.
- (11) **Other exceptional or extraordinary circumstances which would weigh heavily in favor of the pupil.** You must specify and describe the type of exceptional or extraordinary circumstance and its effect on the pupil.

B. Adverse Impacts Upon District. The County Board, in its discretion, may determine that evidence provided by the affected district(s) to justify one of the adverse impacts listed below outweighs facts supporting one or more of the above criteria justifying granting the appeal.

- (1) **The negative financial impact of educating the pupil (district of proposed enrollment) or of losing the pupil (district of residence).** In either case, the impacted district(s) must demonstrate in writing that the pupil's transfer would place an undue hardship on the district's operations and/or resident pupils in terms of costs, reduced services or other unacceptable outcomes.
- (2) **The pupil's demonstrated failure to meet reasonable standards relating to behavior, attendance, or diligence to studies.** The demonstration of such failure by the district of proposed enrollment must be based on a written explanation of the district's previous experience with the pupil under an interdistrict attendance agreement or on other documented evidence of behavior or attendance in the prior district of attendance.

- (3) **Lack of space for the pupil in the receiving district.** The district of proposed enrollment must demonstrate in writing that the pupil's transfer would result in an undue hardship on the district's resident pupils in terms of overcrowding or priority for enrollment in a specific program and/or would be a violation of law, district policy or a collective bargaining agreement regarding class sizes or facilities use.
- (4) **The negative impact of the pupil's transfer on a court ordered or voluntary desegregation plan of either district.** The district must provide details about the court ordered or desegregation plan and provide written evidence of the anticipated negative impact of the pupil's transfer.
- (5) **The transfer of the pupil would violate the Education Code, a state department regulation, or some other law governing school districts.** The district(s) must provide written documentation of the specific law which would be violated and how it would be violated.
- (6) **The pupil previously has been granted an interdistrict attendance agreement specifically based on the pupil's child care needs, but the school district has rejected the current request because of one (1) or more of the reasons under Education Code § 48204(f).** The school district must identify its specific reason(s) for the denial and demonstrate whether that reason is appropriate under §§ 48204(f)(1)-(6).
- (7) **Other exceptional or extraordinary circumstances which would weigh heavily in favor of the affected school district.** The school district must specify and describe the type of exceptional or extraordinary circumstance.

C. **Mitigation Of Adverse Impacts.** You may, but are not required to, provide evidence of the following in order to mitigate adverse impacts of the transfer upon the district.

- (1) **Your willingness to pay an amount equivalent to extra taxes, fees, and assessments that the district of proposed enrollment imposes upon residents of that district.** You must specify and commit willingness in writing, including your understanding of the cost of extra taxes.

THE HEARING

Hearings are conducted in open session during regular or special Yolo County Board of Education meetings held at the:

YOLO COUNTY OFFICE OF EDUCATION
1280 Santa Anita Court, Suite #120
Woodland, CA 95776-6127

It is the intent of the County Board of Education to conduct the hearing in a fair and sufficiently informal manner to encourage open communication and understanding of the system. The hearing will also be conducted in closed session in such a manner that no special legal expertise is necessary and so that all parties have the opportunity to present their case fairly and completely. The law provides that you may have legal counsel or an advocate present if you wish, *at your expense*. A record of the hearing will be made.

During your appeal hearing, you, the pupil (optional), and the representatives of the districts, will be seated at a table in front of the County Board.

The hearing is conducted as follows:

1. Three (3) members of the County Board of Education must be present for a quorum to conduct the hearing.
2. After introduction of all parties, the County Board President will conduct the proceedings. All testimony will be taken under oath.
3. The pupil, the parent or guardian, or a representative of the pupil will present the reasons for requesting the pupil attend the district of proposed enrollment. The speaker will have a specified amount of time (normally fifteen (15) minutes) to summarize his/her position based upon the written argument previously submitted. During this time, the speaker will also respond to questions from the County Board, if any.
4. A representative of the district of residence will be given the opportunity to describe its position and the action(s) taken by that district (normally fifteen (15) minutes). During this time, the district representative will respond to questions from the County Board, if any.
5. A representative of the district of proposed enrollment will be given the opportunity to describe its position and the action(s) taken by that district (normally fifteen (15) minutes). During that time, the district representative will respond to questions from the County Board, if any.
6. You will be given an additional five (5) minutes to present any evidence of how to alleviate or mitigate any of the problems raised by the school district(s) and give any closing remarks. Each district will also have an additional five (5) minutes for closing and/or response.
7. Members of the County Board may ask questions to clarify the issues. The County Board may also ask questions of the staff and/or legal counsel if appropriate.
8. The County Superintendent or designee may, at this time, present any factual information or legal consideration not already covered by others present.

9. Following the closing of the hearing, the County Board will deliberate the matter.
10. When the County Board President determines that deliberations are complete, he/she will then call for a roll call vote regarding the following question: “Shall (name of pupil) be permitted to attend the (school district) for the _____ school year?”
11. A majority of the County Board members present must vote “yes” for the appeal to be granted. If a majority of the members present do not vote to grant the appeal, it will be denied.

AFTER THE HEARING

Following action by the County Board, a written decision incorporating the County Board’s rationale will be mailed to all parties.

If the County Board determines that the interdistrict attendance appeal should be approved, the pupil will be admitted to the school district of proposed enrollment without delay (Ed. Code § 46602). The County Board may order attendance in a district, but not in a specific school.

MEMBERS OF THE COUNTY BOARD OF EDUCATION

<u>Trustee Area</u>	<u>Board Member</u>	<u>Term Expires</u>
#1 West Sacramento	Matt Taylor	11/2022
#2 Davis	Melissa Moreno	11/2022
#3 Woodland	Tico Zendejas	11/2020
#4 Davis	Shelton B. Yip	11/2020
#5 Winters/Esparto Woodland	Carol Souza Cole	11/2022

Adopted: November 10, 2020
Revised: October 13, 2020

5. 2. Approve Agreement for Settlement of Damages By and Between the Parties Stated Herein Below Relative to Certain Tax Increment Allocations

Description

Following the dissolution of California Redevelopment Agencies beginning with ABX1 26, effective February 1, 2012, as amended (the "Dissolution Act"), Tax Increment was deposited into a Redevelopment Property Tax Trust Fund ("RPTTF") established under the Dissolution Act, from which the County Chief Financial Officer then made distributions to the local taxing entities within or partially within the redevelopment area of a former redevelopment agency, according to an allocation established by the Dissolution Act including, without limitation, contractual and statutory "pass-throughs" to local educational agencies (LEAs), comprising county offices of education, school districts, and community colleges.

In May 2019, the Yolo County Office of Education (YCOE) provided information to the County of Yolo (County) that there may be error in the calculation of the AB 1290 pass-through due to an inadvertent approach that only made a partial shift of AB 1290 pass-throughs to the Educational Revenue Augmentation Fund (ERAF). This issue is due to the County having erroneously retained the use of pre-ERAF factors in the AB 1290 calculation prior to the 2016-17 fiscal year in the RPTTF and then in the 2016-17 fiscal year adopting a calculation contained in the Auditor-Controller's Property Tax Manual, which did not contain shifts to ERAF for those jurisdictions with contractual pass-through arrangements.

The County Chief Financial Officer has determined that AB 1290 pass-throughs to the LEAs have been miscalculated, resulting in under-allocation of Tax Increment from the RPTTF to LEAs, among other Affected Taxing Entities (ATE), and over-allocation to the cities, among other ATEs, from the 2011-12 fiscal year and through successive years up until the 2018-19 fiscal year.

The YCOE, on behalf of the COE and school districts, worked collaboratively with the County to develop a mutual agreement between all ATEs. The County Chief Financial Officer has re-calculated the AB1290 pass-throughs using the correct methodology. This agreement represents how the misallocated funds will be distributed to LEAs for all affected years.

Recommendation

For action.

Supporting Documents



[FINAL Settlement 10-08-20 signed.pdf](#)

Contact Person

Crissy Huey, Associate Superintendent, Administrative Services, will present this item.

AGREEMENT FOR SETTLEMENT OF DAMAGES
BY AND BETWEEN THE
PARTIES STATED HEREIN BELOW
RELATIVE TO CERTAIN TAX INCREMENT ALLOCATIONS

This AGREEMENT (“Agreement”) is made and entered into this ___ day of October, 2020, by and between the Parties described below to formally and finally resolve the disputes described herein related to prior redevelopment pass-through payments made by COUNTY alleged by the LEAs to have been previously misallocated and/or underpaid.

PARTIES

1. The Parties (“Parties”) to this Agreement comprise:
 - a) The COUNTY OF YOLO (“County”);
 - b) The YOLO COUNTY OFFICE OF EDUCATION (“COE”);
 - c) The DAVIS JOINT UNIFIED SCHOOL DISTRICT (“DJUSD”);
 - d) The WASHINGTON UNIFIED SCHOOL DISTRICT (“WUSD”);
 - e) The WINTERS JOINT UNIFIED SCHOOL DISTRICT (“WINTERS JUSD”);
 - f) The WOODLAND JOINT UNIFIED SCHOOL DISTRICT (“WOODLAND JUSD”);
 - g) The CITY OF DAVIS (“DAVIS”);
 - h) The CITY OF WEST SACRAMENTO (“WEST SACRAMENTO”);
 - i) The CITY OF WINTERS (“WINTERS”); and,
 - j) The CITY OF WOODLAND (“WOODLAND”).
2. COUNTY does, and shall be throughout this Agreement understood to, include its subordinate departments, including, without limitation the Yolo County Chief Financial Officer (in his consolidated capacity as the Yolo County Auditor-Controller/Treasurer-Tax Collector).
3. COE, DJUSD, WUSD, WINTERS JUSD, and WOODLAND JUSD shall hereinafter be referred to, collectively, as the “LEAs”.
4. DAVIS, WEST SACRAMENTO, WINTERS, and WOODLAND shall hereinafter be referred to, collectively, as the “CITIES”.

RECITALS

1. The following recitals are, to the best of the Parties’ knowledge, true and correct.

2. The County Chief Financial Officer is responsible for the correct distribution of property taxes collected in Yolo County.
3. The County Chief Financial Officer is responsible for the calculation and distribution of the local property taxes that are allocated to each redevelopment agency (“Tax Increment”).
4. Following the dissolution of California Redevelopment Agencies beginning with ABX1 26, effective February 1, 2012, as amended (the “Dissolution Act”), Tax Increment was deposited into a Redevelopment Property Tax Trust Fund (“RPTTF”) established under the Dissolution Act, from which the County Chief Financial Officer then made distributions to the local taxing entities within or partially within the redevelopment area of a former redevelopment agency, according to an allocation established by the Dissolution Act including, without limitation, contractual and statutory “pass-throughs” to local educational agencies comprising county offices of education, school districts, and community colleges.
5. This responsibility began with the 2011-2012 fiscal year in which an RPTTF was set up for each of the four former redevelopment agencies of the Cities.
6. Statutory pass-through payments to LEAs to be administered by the County Chief Financial Officer under the Dissolution Act include two types of pass-throughs: a two percent pass-through and pass-throughs under Assembly Bill 1290 (1993) (“AB 1290”).
7. In May 2019, the COE provided information that the County may have an error in the calculation of the AB1290 pass-through due to an inadvertent approach that only made a partial shift of AB 1290 pass-throughs to the Educational Revenue Augmentation Fund (“ERAF”), arising from the County having erroneously retained the use of pre-ERAF factors in the AB 1290 calculation prior to the 2016-17 fiscal year in the RPTTF and then in the 2016-17 fiscal year adopting a calculation contained in the Auditor-Controller’s Property Tax Manual, which did not contain shifts to ERAF for those jurisdictions with contractual pass-through arrangements.
8. The California Court of Appeal has ruled that AB1290 pass-throughs must be consistent with the broader ERAF tax treatment as to ERAF shift, under the cases of *Los Angeles Unified School District v. County of Los Angeles*, 181 Cal. App. 4th 414 (2010) and *Los Angeles Unified School District v. County of Los Angeles*, 217 Cal. App 4th 597 (2013).
9. The County Chief Financial Officer has determined that AB1290 pass-throughs to the LEAs have been miscalculated, resulting in under-allocation of Tax Increment from the RPTTF to LEAs, among other Affected Taxing Entities “ATE”, and over-allocation to the CITIES, among other ATEs, from the 2011-12 fiscal year and through successive years up until the 2018-19 fiscal year.
10. The County Chief Financial Officer has re-calculated the AB1290 pass-throughs using the correct methodology. The County Chief Financial Officer has already communicated his intent to administratively correct the fiscal year 2017-2018 misallocations effective January 1, 2021, and to administratively correct the fiscal year 2018-2019 misallocations effective June 1, 2021. The Parties have not contested the County Chief Financial Officer’s authority to enact these corrections, and agree that the methodology used by the County Chief Financial Officer to re-calculated the pass-throughs is correct.

11. The Cities have asserted that a three-year statute of limitations applies to any corrections by the Chief Financial Officer.

12. The Parties mutually desire to, and do resolve the Claims, as defined herein, by and through this Agreement.

AGREEMENT

NOW, THEREFORE, based upon the foregoing recitals, the Parties agree as follows:

1. For purposes of this Agreement, the Claims (“Claims”) comprise all claims, counter-claims, causes of action, theories of liability, and factual and affirmative defenses relating to:

- a) AB 1290 pass-through payments previously miscalculated and correspondingly misallocated in the fiscal years 2011-2012 through and including 2016-17;
- b) Arising from which miscalculation the CITIES received an improperly enlarged distribution;
- c) And from which miscalculations the LEAs received an improperly diminished distribution of local property taxes; and,
- d) Other ATEs received an improperly diminished distribution of local property taxes under the same miscalculation and misallocation, including, among others and without limitation, the Los Rios Community College District.

2. The LEAs, COUNTY, and CITIES desire to fully and finally settle the Claims and all related affirmative and other defenses to the Claims as set forth herein in the amount of the damages (“Damages”) described in the following subsections 2(a) and 2(b) and presented as Exhibit A to this Agreement:

- a) As a result of the Claims, COE lost funds in an amount described under AB 1290, of which the loss of the amount of the 81.0% thereof not considered to be property taxes and available to be used for educational facilities under Health & Safety Code § 33607.5(a)(4), resulted in actual harm to COE in loss of funding for facilities, causing COE to take various actions to fund necessary repair, maintenance and development of facilities through other funding sources to COE’s substantial detriment comprising Damages to the COE in the amount of \$118,992.
- b) As a result of the Claims, each of the LEAs lost funds in an amount described under AB 1290, of which the loss of the amount of the 56.7% thereof not considered to be property taxes and available to be used for educational facilities under Health & Safety Code § 33607.5(a)(4), resulted in actual harm to each of them in loss of funding, causing each of the LEAs to take various actions to fund necessary repair, maintenance and development of facilities through other funding sources to their substantial detriment comprising Damages to DJUSD in the amount of \$307,032, Damages to WUSD in the

amount of \$468,943, Damages to WINTERS JUSD in the amount of \$32,476 and Damages to WOODLAND JUSD in the amount of \$3,508.

3. As a compromise, in order to reach a mutually acceptable settlement of the Claims, DJUSD, WUSD, WINTERS JUSD, and WOODLAND JUSD shall forego recovery of the remainder 43.3% of funds identified under Health & Safety Code § 33607.5(a)(3)(A) as local property taxes.
4. As a compromise, in order to reach a mutually acceptable settlement of the Claims, COE shall forego recovery of the remainder 19% of funds identified under Health & Safety Code § 33607.5(a)(3)(C) as local property taxes.
5. Under the Dissolution Act, the Parties are each entitled to a portion of funds deposited into the RPTTF pursuant to Health & Safety Code § 34182 for each redevelopment area administered by the Cities, comprising the portion thereof described under Health & Safety Code § 34183(a)(4) (“Residuals”).
6. The CITIES, LEAs, and COUNTY, in order to reach a mutually acceptable settlement of the Claims, all agree that the least harm to the CITIES and all other ATEs will result from the payment of the Damages exclusively from future Residuals.
7. The Parties agree to the payment of the Damages to the LEAs as enumerated under Section 2, and its subsections, herein above as a compromise, in order to reach a mutually acceptable settlement of the Claims without any claw-back of funds overallocated to the CITIES during the period of the Claims, which payment shall be made by the COUNTY by and through its administration of the RPTTF, exclusively from Residuals irrespective of any other method prescribed for distribution thereof. Such payment of Damages shall be made prior to any other distribution to the taxing entities of the Residuals as described in Health & Safety Code § 34183(a)(4).
8. COUNTY shall make, and the CITIES shall not contest, payment of the Damages from Residuals, with all payments to be completed no later than June 30, 2022. In the alternative, any City may elect to satisfy any remaining Damages by making a monetary payment to the affected LEAs prior to June 30, 2022 of the amount not yet paid by Residuals, with written notice to COUNTY.
9. All other ATEs will also each be paid their respective share of underpaid AB 1290 pass-through payments misallocated to the CITIES and other ATEs during the fiscal years 2011-2012 through and including 2016-2017 period exclusively from future Residuals, in the amount of \$208,530 as shown in Exhibit A.
10. **Release of Claims.** The Parties agree that upon full payment of the Damages from Residuals as set forth herein above, the Claims shall be irrevocably extinguished. Except as otherwise provided for in this Agreement, and conditioned on compliance with the provisions contained herein, the Parties hereby release and forever discharge one another from any and all

actions, causes of action, actual or potential claims, liabilities, demands, damages, losses, costs, attorneys' fees, and expenses of every nature whatsoever, whether known or unknown, arising out of or relating to the Claims.

11. The Parties each acknowledge, by entering into this Agreement, that each is familiar with the provisions of Civil Code Section 1542, which provides as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

The Parties, being aware of said code section, hereby expressly, knowingly, and voluntarily waive any rights it may have thereunder, as well as under any other statutes or common law principles of similar effect with respect to the Claims.

12. **Mutual Cooperation.** The Parties agree to mutually cooperate in performing the obligations of this Agreement.

13. **Joint Drafting and Mutual Interpretation.** This Agreement shall be construed and interpreted in a neutral manner. This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties, and no rule of construction or interpretation shall apply against a particular party based on the assumption or contention that the Agreement was drafted by one of the Parties. In this regard, the provisions of California Civil Code Section 1654 are waived and deemed inapplicable to the interpretation of this Agreement. This Agreement was negotiated between the Parties at arm's length with each Party receiving advice from independent legal counsel of its own choosing.

14. **Entire Understanding.** This Agreement contains the entire understanding of the Parties. There are no representations, covenants, or undertakings other than those expressly set forth herein. The Parties acknowledge that no Party, or any agent or attorney of any Party has made any promise, representation, or warranty whatsoever, express or implied, not contained herein to induce any other Party to execute this Agreement. The Parties acknowledge that they have not executed this Agreement in reliance on any promise, representation, or warranty not specifically contained herein. The Parties, and each of them, fully represent and declare that they have carefully read this Agreement and that they have voluntarily signed this Agreement.

15. **No Warranties.** The Parties agree and acknowledge that neither the County nor any other Party warrants that this settlement will not or cannot be subject to audit findings by the State of California, or the defense of this Agreement as against any potential legal challenges by parties other than the Parties which may assert an interest in the Claims or any portion thereof or the alternative distribution of the Damages or Residuals as described herein. The Parties warrant that each is presently unaware of any such actual or potential audit findings or legal challenges.

16. **Supersession and Severability.** This Agreement supersedes any and all oral agreements between or among the Parties which are hereby merged into this final document. Should any

provision of this Agreement, other than the provisions of Sections 2 through 12 of this Agreement, be declared or determined by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement and the remainder of the Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included.

17. **Applicable Law.** The validity of this Agreement and the interpretation of any of its terms or provisions shall be governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

18. **Amendments or Modifications.** This Agreement may only be amended or modified by the mutual agreement of the Parties and only when the Parties memorialize the agreement to amend or modify in writing.

19. **Counterparts.** This Agreement may be executed in counterparts and by electronic signature, all of which, taken together, shall be deemed an original.

20. **Authorized Representative.** The persons executing this Agreement on behalf of a Party affirmatively represents that she/he has the requisite legal authority to enter into this Agreement on behalf of the Party and to bind the Party to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of Party and Party understand that the other Parties are relying on this representation in entering into this Agreement

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first set forth above.

[signature pages begin on following page]

COUNTY OF YOLO

DocuSigned by:
By: Gary Sandy
Gary Sandy, Chair
Board of Supervisors

DocuSigned by:
By: Chad Rinde
Chad Rinde
Yolo County Chief Financial Officer

Attest:
Julie Dachtler, Senior Deputy Clerk
Board of Supervisors

DocuSigned by:
By: Julie Dachtler
(Seal)

Approved as to Form:

DocuSigned by:
Eric May
Eric May
Senior Deputy County Counsel

DAVIS JOINT UNIFIED SCHOOL DISTRICT

DocuSigned by:
By: John Bowes
Name: John Bowes
Title: Superintendent

WINTERS JOINT UNIFIED SCHOOL DISTRICT

DocuSigned by:
By: Diana Jimenez
Name: Diana Jimenez
Title: Superintendent

YOLO COUNTY OFFICE OF EDUCATION

DocuSigned by:
By: Garth Lewis
Name: Garth Lewis
Title: County Superintendent of Schools

WASHINGTON UNIFIED SCHOOL DISTRICT

DocuSigned by:
By: Linda Luna
Name: Linda Luna
Title: Superintendent

WOODLAND JOINT UNIFIED SCHOOL DISTRICT

DocuSigned by:
By: Thomas Pritchard
Name: Thomas Pritchard
Title: Superintendent

CITY OF DAVIS

DocuSigned by:
By: Michael Webb
Michael Webb
City Manager

Approved as to Form:

DocuSigned by:
By: Inder Khalsa
Inder Khalsa
City Attorney

CITY OF WEST SACRAMENTO

DocuSigned by:
By: Aaron Laurel
Aaron Laurel
City Manager

Attest:

DocuSigned by:
By: Yashin Abbas
Yashin Abbas
City Clerk

Approved as to Form:

DocuSigned by:
By: Jeffrey Mitchell
Jeffrey Mitchell
City Attorney

CITY OF WINTERS

DocuSigned by:
By: Shelly Gunby
Shelly Gunby
Interim City Manager/Director of
Financial Management

CITY OF WOODLAND

DocuSigned by:
By: Ken Hiatt
Ken Hiatt
City Manager

EXHIBIT A

EXHIBIT A

**(i) Correct Remaining Retrospective AB 1290 Pass-Throughs to All ATEs¹
Funded from Change in Residual Distributions to All ATEs, including
Cities, Special Districts, and All LEAs, but**

**(ii) Limit Corrections to LEAs to Facilities Share Only
Paid as Damages, Not as AB 1290 Pass-Throughs**


FYs 2011-12 through 2016-17

ATEs	Facilities Share	Facilities Share = Total Damages	Estimated Change in Residual Distributions										Total Residuals		
			Davis 24.04%	West Sac 50.62%	Winters 26.50%	Woodland ³ 25.71%	LMA #4 0.25%	SYMAD 0.96%	WCD 2.74%	YCFCD 0.75%	Total K-14 LEAs	Total Residuals			
Davis RPTTF	81.00%	46,534	(11,189)							(454)				(34,892)	(46,534)
West Sacramento RPTTF	81.00%	66,371	(33,597)					(166)		(630)				(31,978)	(66,371)
Winters RPTTF	81.00%	5,607		(1,486)						(57)	(154)			(3,870)	(5,607)
Woodland RPTTF	81.00%	479					(123)			(5)				(346)	(479)
Yolo COE		118,992	(11,189)	(33,597)	(1,486)	(123)	(123)	(166)	(1,145)	(5)	(154)	(46)		(71,086)	(118,992)
Davis Joint USD	56.70%	307,032	(73,824)					(1,171)	(4,449)	(328)	(889)	(235)		(225,942)	(468,943)
Washington Joint USD	56.70%	468,943	(237,382)	(8,607)						(37)		(37)		(22,416)	(32,476)
Winters Joint USD	56.70%	32,476												(2,532)	(3,508)
Woodland Joint USD	56.70%	3,508					(902)								(902)
Total K-12 LEAs		930,950	(85,013)	(270,979)	(10,094)	(1,025)	(1,025)	(1,336)	(8,954)	(556)	(1,043)	(318)		(552,188)	(930,950)
Davis RPTTF	52.50%	56,961	(13,696)							(177)				(42,710)	(56,961)
West Sacramento	52.50%	70,980	(35,930)							(673)				(34,199)	(70,980)
Los Rios CCD		127,941	(13,696)	(35,930)				(177)	(1,229)					(76,908)	(127,941)
Grand Total, All LEAs		1,058,891	(98,709)	(306,909)	(10,094)	(1,025)	(1,025)	(1,514)	(10,184)	(1,043)	(1,043)	(318)		(629,096)	(1,058,891)
City of West Sacramento		76,009						(190)	(721)					(36,622)	(76,009)
Davis RPTTF		4,316	(1,038)							(42)				(3,236)	(4,316)
Woodland RPTTF		265					(68)			(3)				(191)	(265)
Sacto-Yolo Mosquito Abatement District		4,580	(1,038)				(68)		(45)	(3)		(3)		(3,427)	(4,580)
Grand Total, All ATEs		1,139,480	(99,747)	(345,386)	(10,094)	(1,093)	(1,093)	(1,703)	(10,949)	(1,043)	(1,043)	(321)		(669,145)	(1,139,480)

1. Excludes County and Other ATEs in each Project Area with Pass-Through agreements that do not receive AB 1290 Pass-Throughs, or (ii) with 100% Pass-Through agreements that do not receive Residual Distributions.
2. Excludes County and Other ATEs in each Project Area with 100% Pass-Through agreements that do not receive Residual Distributions.
3. Most recent Residual Distribution percentage share is FY 2018-19, except for Woodland which is FY 2016-17. Percentage shares shown by individual RPTTF, except for SYMAD and YCFCD, which are weighted average shares across four and two RPTTFs, respectively.

6. A PUBLIC HEARING WILL BE CONDUCTED TO RECEIVE COMMENT FROM PARENTS, TEACHERS, MEMBERS OF THE COMMUNITY, AND BARGAINING UNIT LEADERS REGARDING THE INITIAL PROPOSAL TO THE YOLO COUNTY SUPERINTENDENT OF SCHOOLS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, YOLO COUNTY CHAPTER #639

7. INFORMATION ITEMS

7. 1. Yolo County Superintendent's of Schools' Response to the Initial Proposal from California School Employees Association (CSEA), Yolo County Chapter #639 and Initial Proposal of Superintendent for Reopener Negotiations for 2020-21 

Description

Collective Bargaining law requires that initial proposals for negotiations be provided for public input (Government Code section 3547). Attached is the Yolo County Superintendent of Schools' response to initial proposal from the California School Employees Association (CSEA), Yolo County Chapter #639 and Initial Proposal of Superintendent for Reopener Negotiations for 2020-21.

Recommendation

For Information. It is recommended that the Yolo County Superintendent of Schools' response to initial proposal from the California School Employees Association (CSEA), Yolo County Chapter #639 and Initial Proposal of Superintendent for Reopener Negotiations for 2020-21. be posted and set for public hearing at the December 14, 2020 Regular Board meeting.

Supporting Documents



[Superintendent's Response and Initial Proposal of YCOE for CSEA Unit 2020-21](#)

YOLO COUNTY OFFICE OF EDUCATION

**Response to Initial Proposal
From California School Employees Association
Yolo County Chapter #639
and
Initial Proposal of Superintendent
For Reopener Negotiations
For 2020-2021**

November 2, 2020

The Yolo County Office of Education (“Superintendent”) responds to the Initial Proposal of California School Employees Association, Chapter #639 (“CSEA”), and makes the following Initial Proposal for 2020-2021 reopener negotiations for Classified Employees.

Superintendent’s Response to CSEA’s Initial Proposal

1. Article 9 Pay and Allowances: YCOE is willing to discuss the Regular Rate of Pay (Section 9.1).
2. Article 11 Fringe Benefits: YCOE is willing to discuss the Paid Benefits for both full and part-time employees (Section 11.2 and 11.3).
3. YCOE is willing to discuss with CSEA all other articles set forth in CSEA’s initial Proposal.

Superintendent’s Initial Proposal

The Superintendent proposes to meet and negotiate with CSEA on the following matters for the 2020-2021 fiscal year.

1. Salary and benefits as identified above.

7. 2. Alternative Education Monthly Attendance Report

Description

For this item, we will be sharing the regular monthly attendance report with an additional draft data report in accordance with the trustee's request at October's board meeting.

Recommendation

This item is information only.

Supporting Documents



[Data for Board November 2020.pdf](#)



[Data for Board November 2020.pptx](#)

Contact Person

Principal Gerhart will present this item.

ATTENDANCE REPORTS

Dan Jacobs

Cesar Chavez Community School - Woodland
Yolo County Career Program (YCCP)

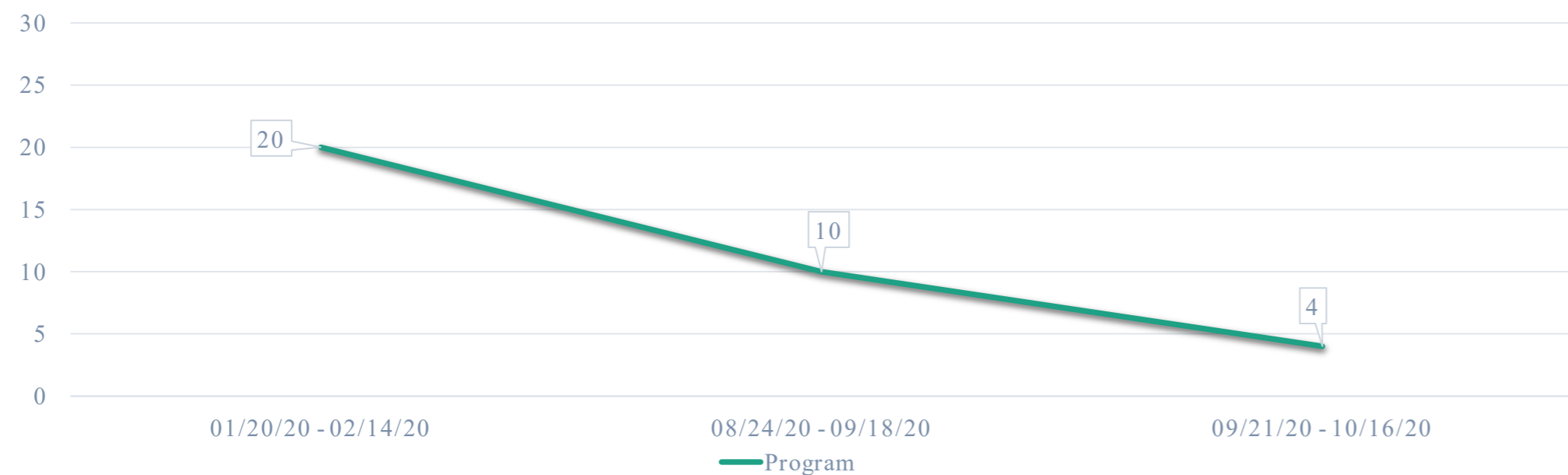


Dan Jacobs School

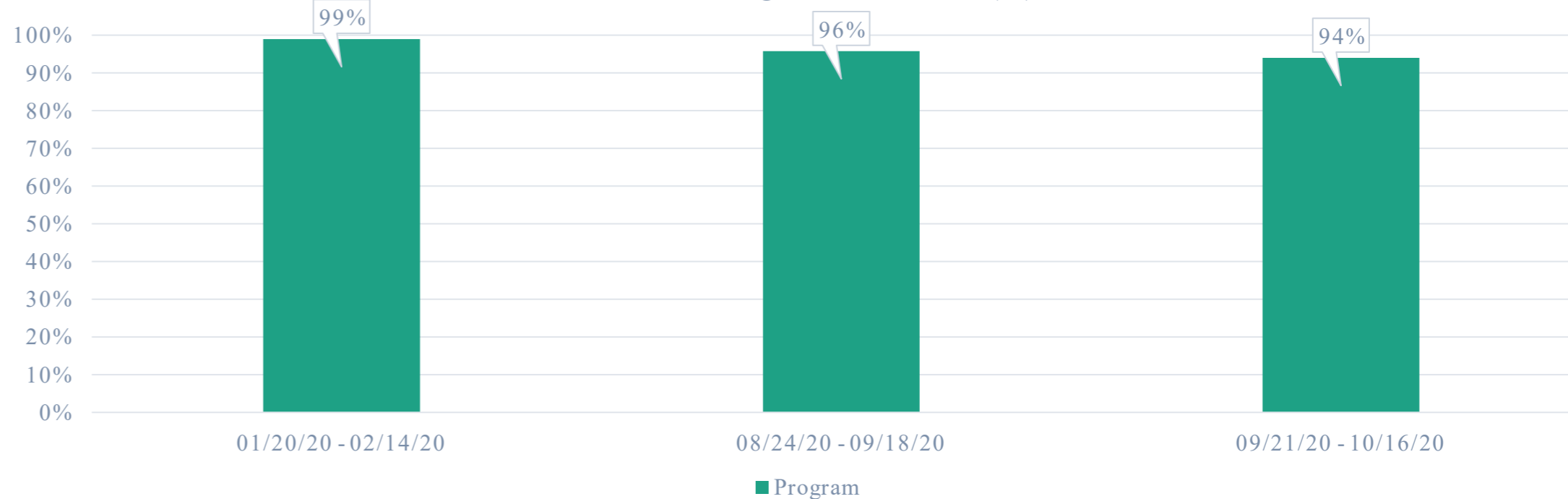
Month 8 (2019-2020); Months 3-4 (2020-2021)

Attendance Periods: 01/20/2020 – 02/14/2020; 08/24/2020 – 10/16/2020

Enrollment Totals (#)
(Total Enrollments for each attendance period)



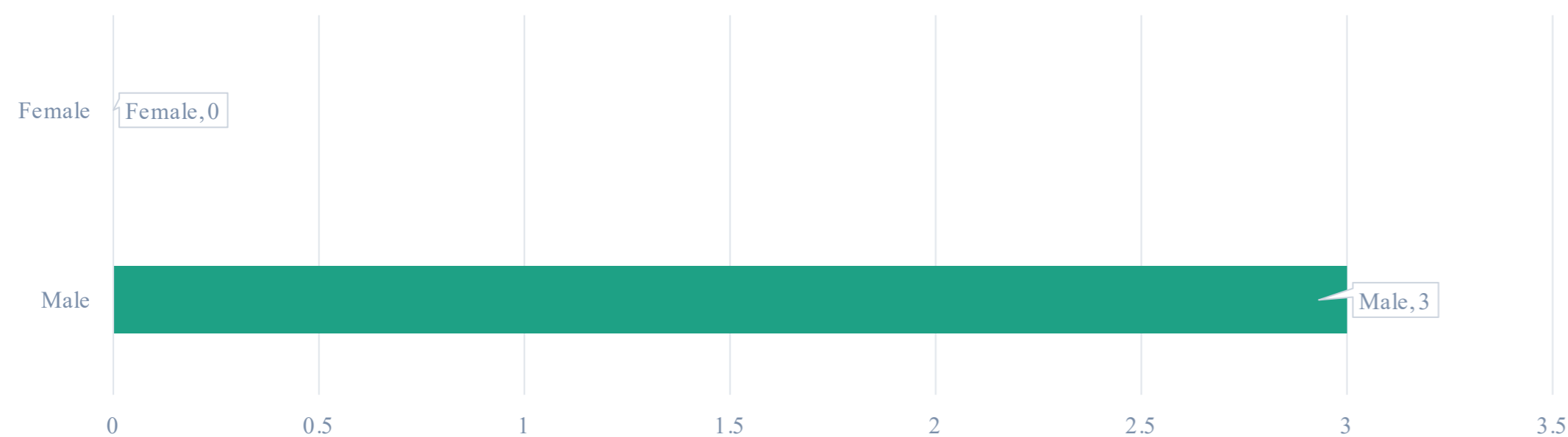
Average Attendance (%)



Gender

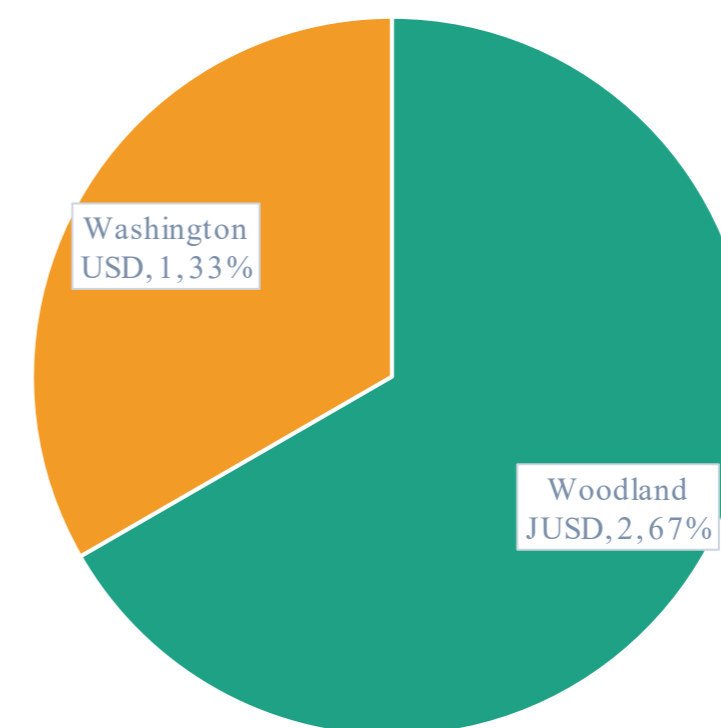
Attendance Period: 09/21/2020 - 10/16/2020

(Data is pulled from the Aeries attendance dashboard on the final day of the attendance period and may not reflect total enrollments for the reporting period).



School District of Residence

(Data is based on ending enrollment for the attendance month)

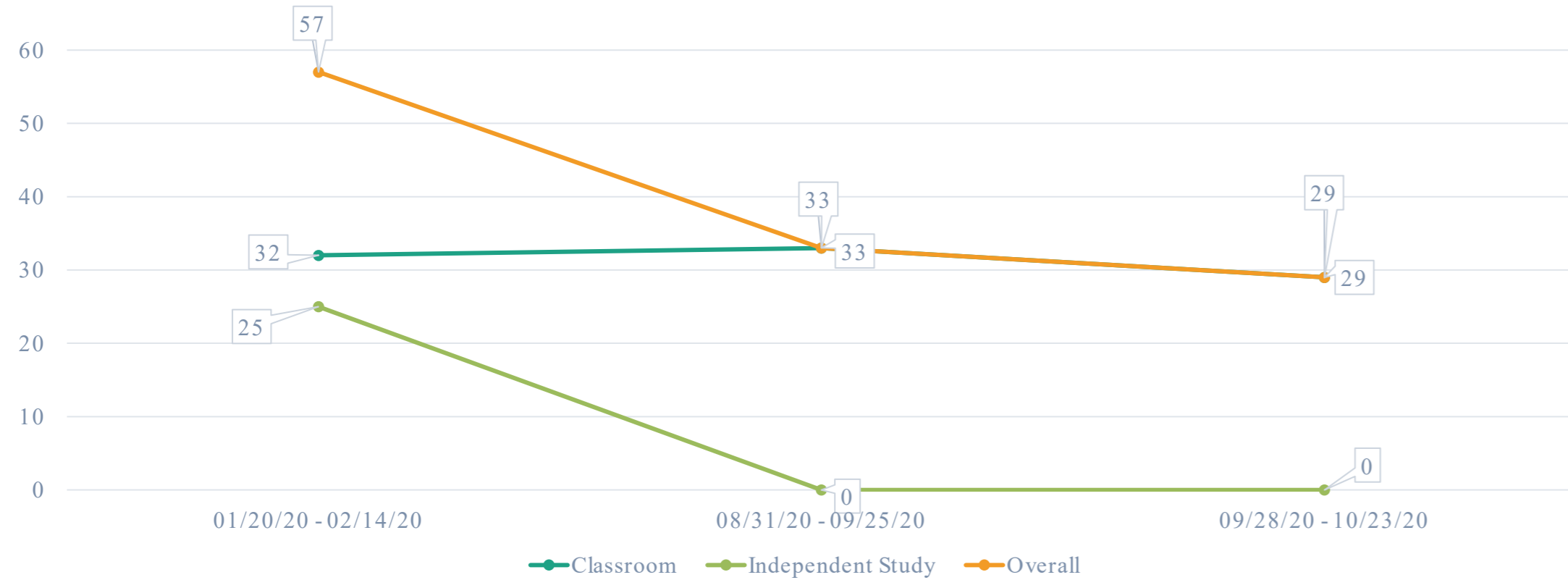


Cesar Chavez Community School - Woodland

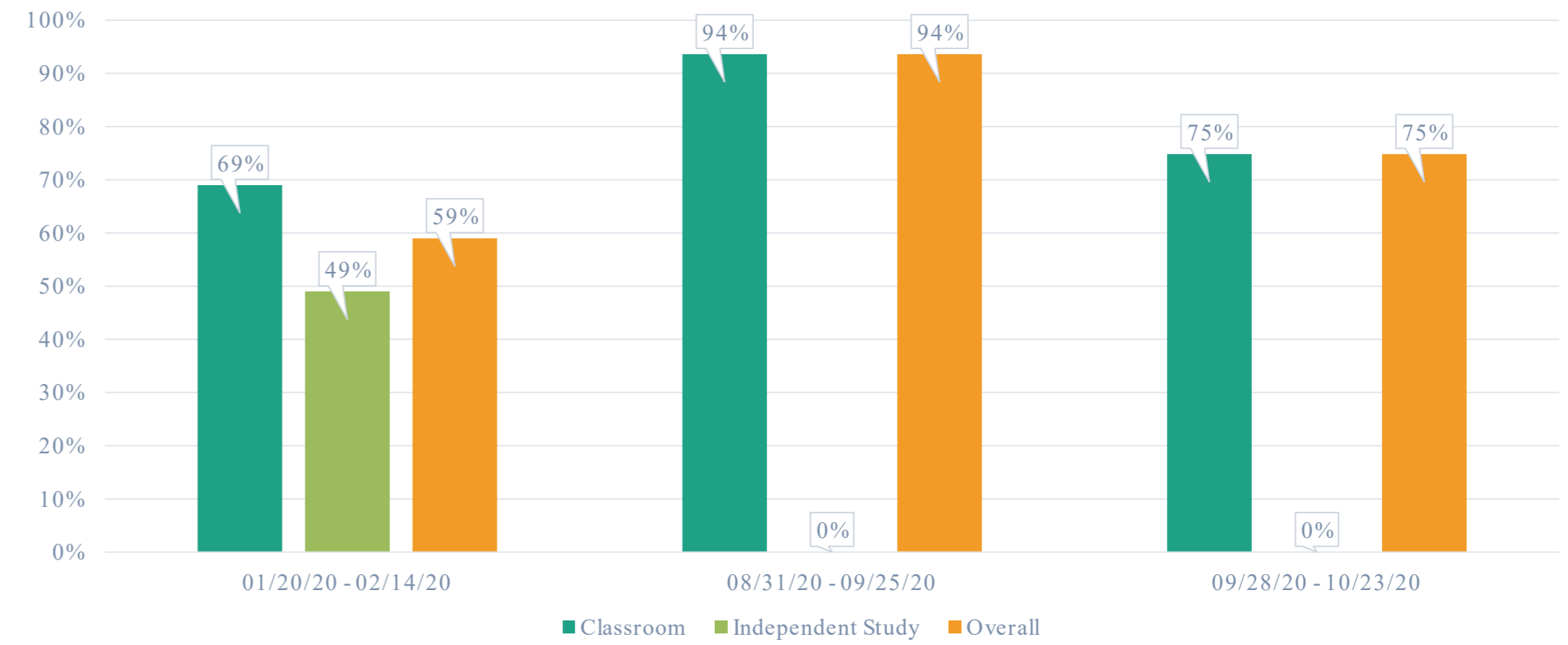
Month 6 (2019-2020); Month 1-2 (2020-2021)

Attendance Periods: 01/20/2020 – 02/14/2020; 08/31/2020 – 10/23/2020

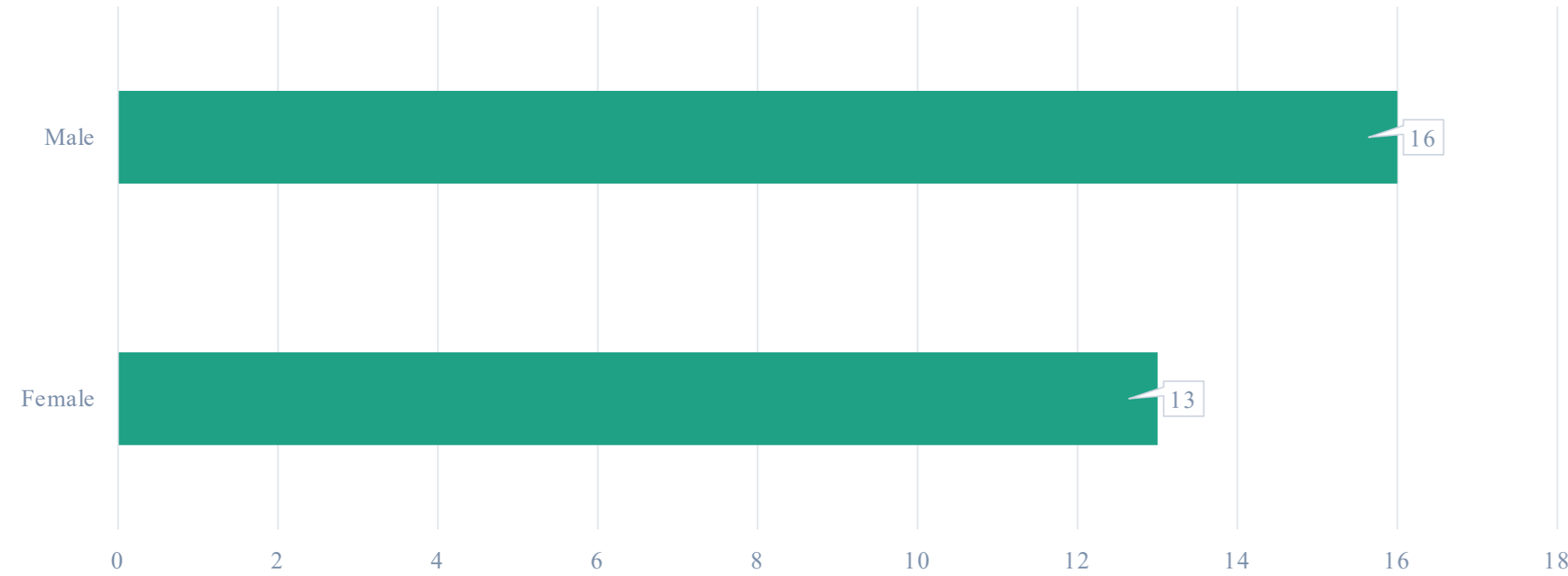
Enrollment Totals (#)
(Total Enrollments for each attendance period)



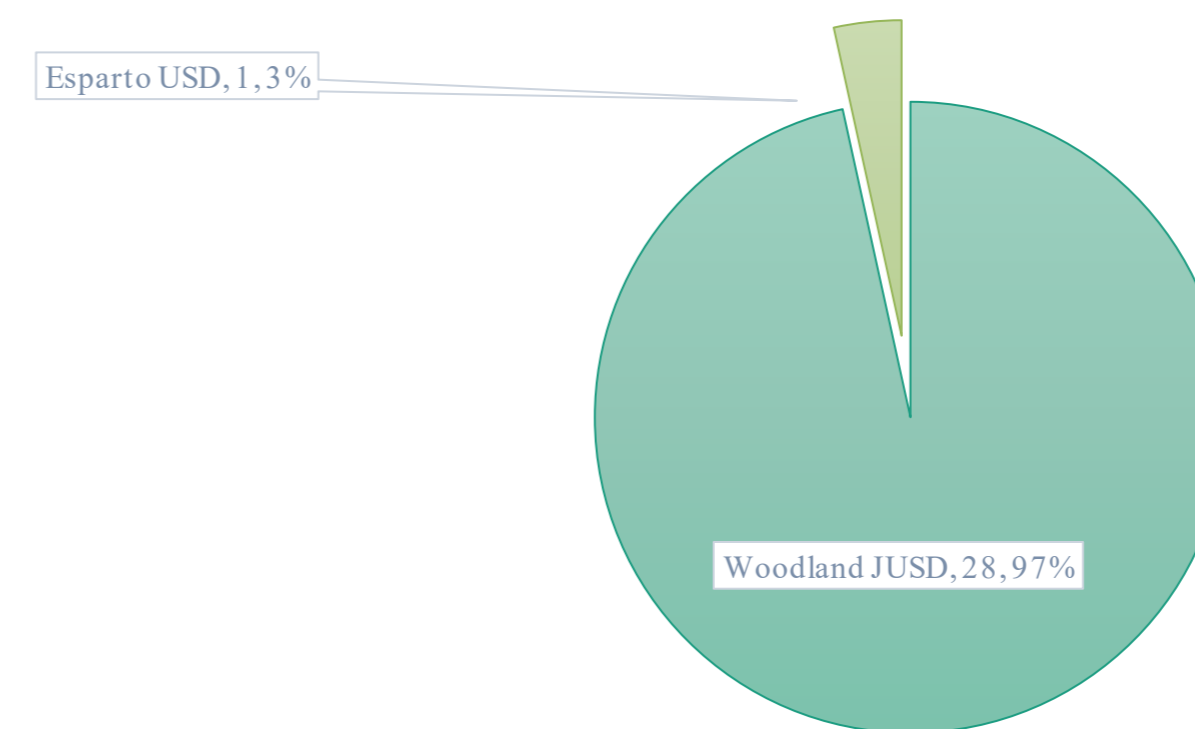
Average Attendance (%)



Gender
Attendance Period: 09/28/20 - 10/23/20
(Data is pulled from the Aeries attendance dashboard on the final day of the attendance period and may not reflect total enrollments for the reporting period.)



School District of Residence
(Data is based on ending enrollment for the attendance month)

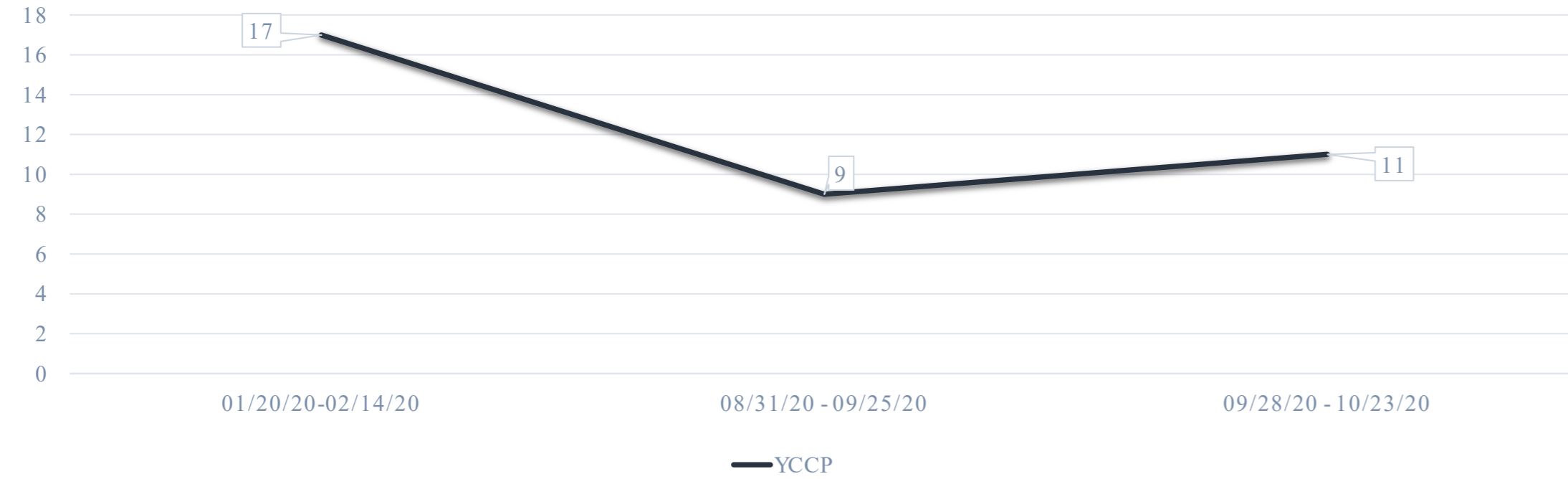


YCCP (Yolo County Career Program)

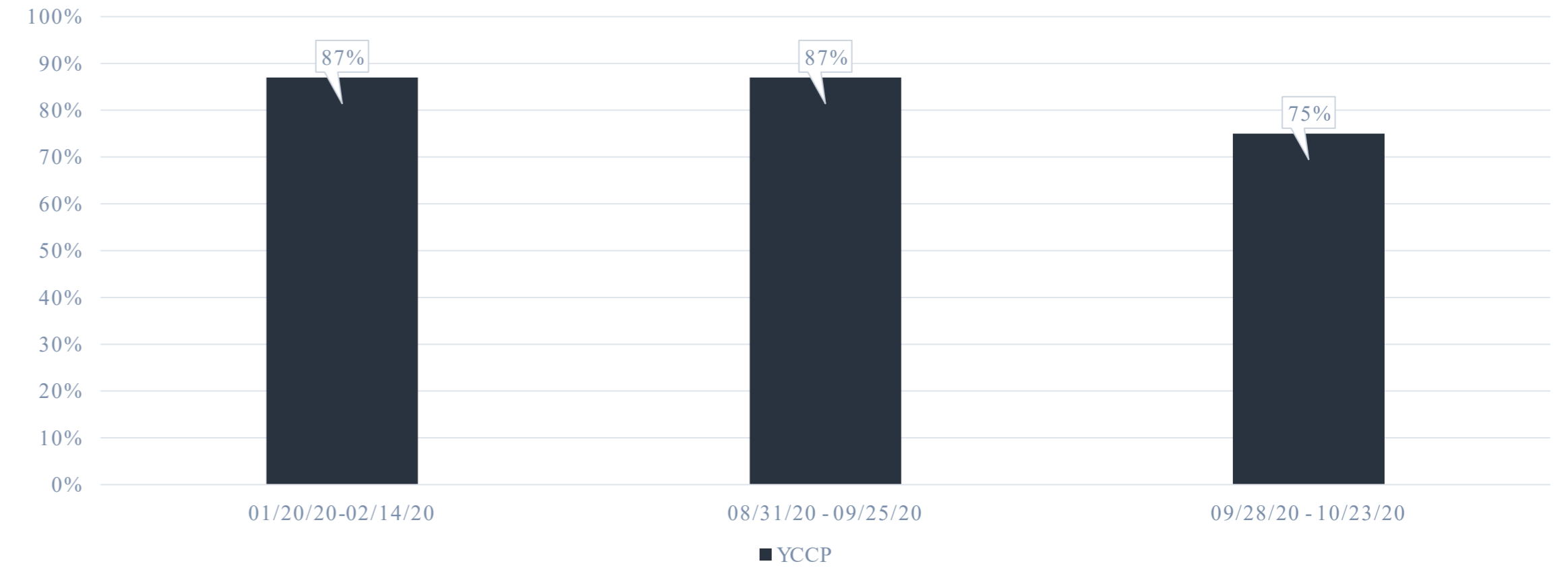
Month 6 (2019-2020); Month 1-2 (2020-2021)

Attendance Periods: 01/20/2020 – 02/14/2020 ; 08/31/2020 – 10/23/2020

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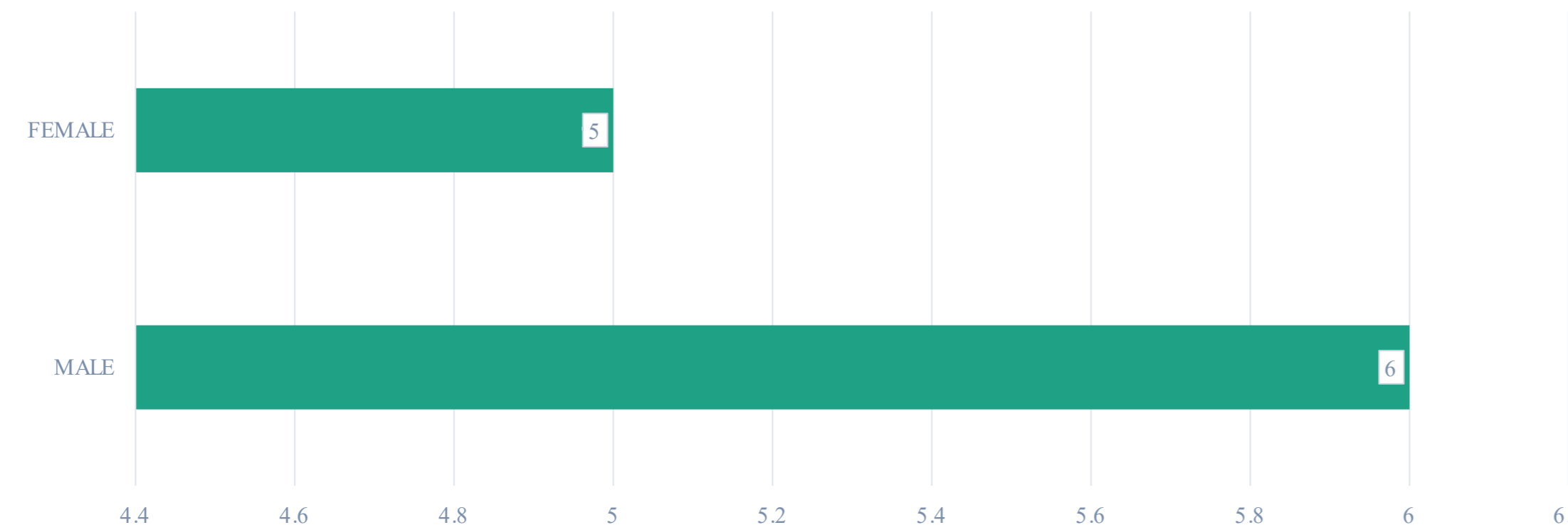
Average Attendance (%)



Gender

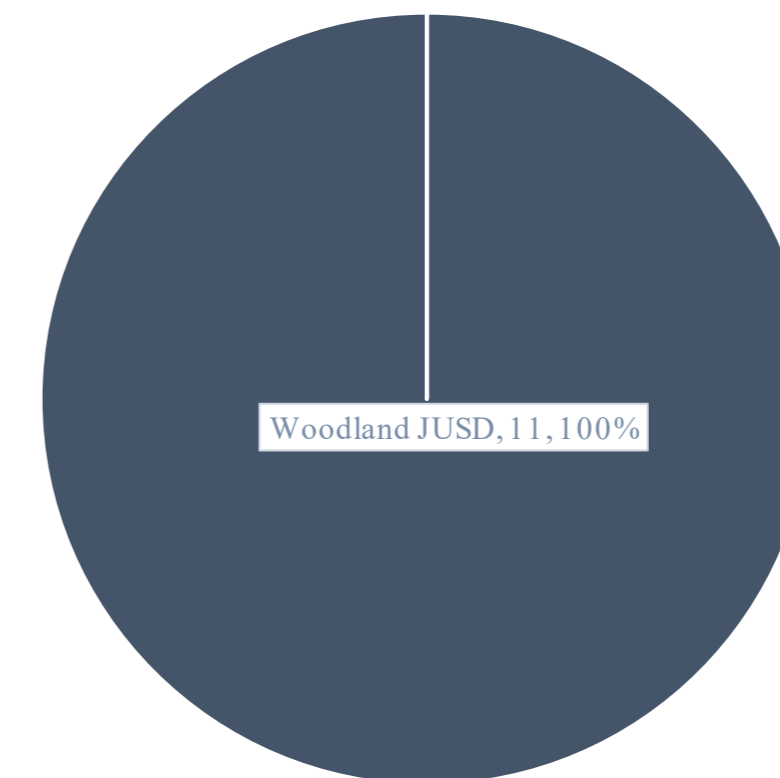
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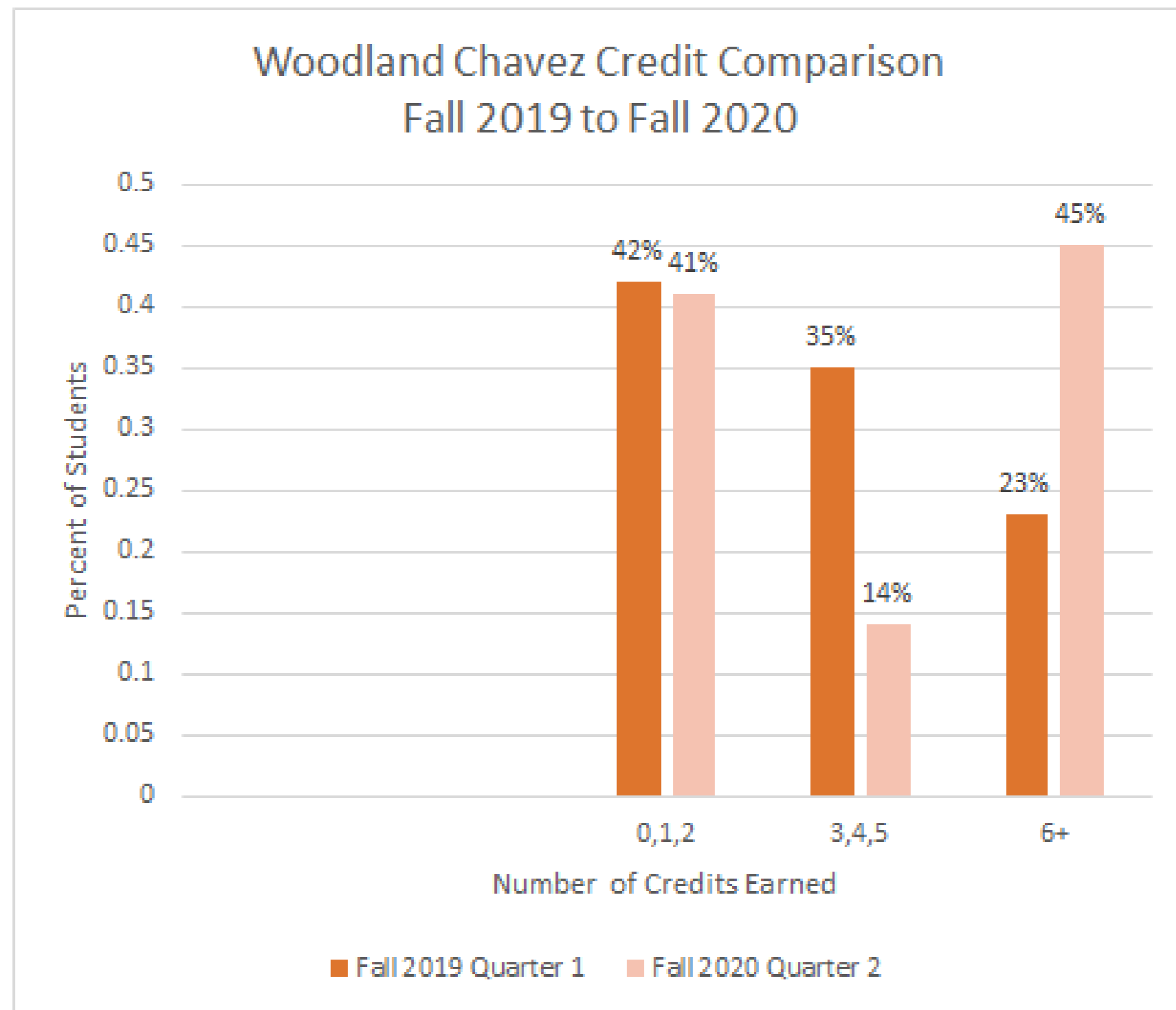


School District of Residence

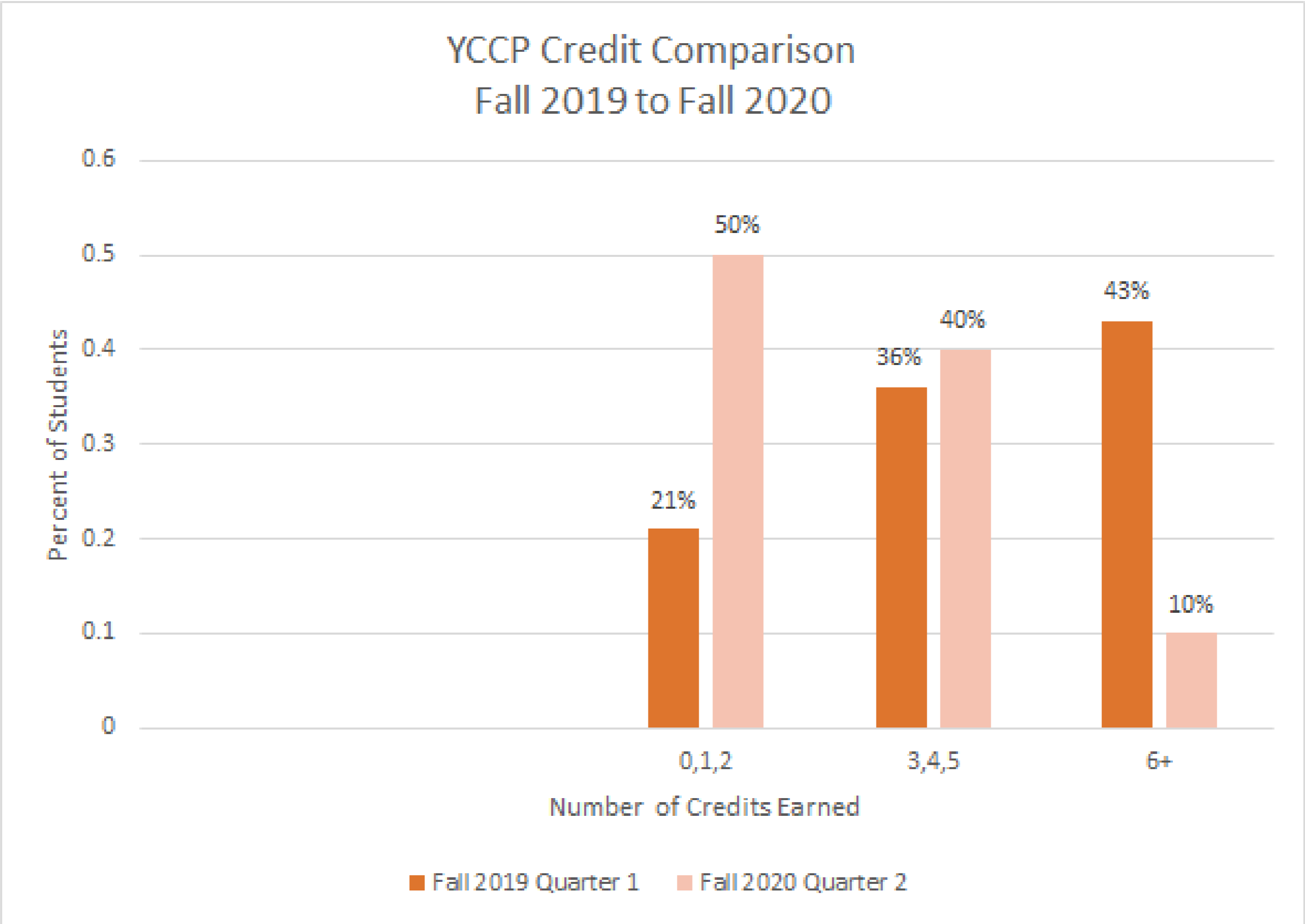
(Data is based on ending enrollment for the attendance month)



Woodland Chavez Credits Earned Comparison



Fall 2019 N=43
Fall 2020 N=29



Fall 2019 N=14
Fall 2020 N=10

YCCP CREDIT EARNED COMPARISON

Student and Family Engagement

COMMUNICATION

753 contacts (Telephone, text and/or email)

Possible reasons for the call:

- Failing to log into class
- Declining to participate
- Left class early (without a reason)
- Concerns shared in class

HOME (Porch) VISITS:	ACCESS REFERRAL FORM:
142 visits	63 referrals
Possible reasons for a visit: <ul style="list-style-type: none"> • Transportation resources • Empower Yolo resources • Housing resources • Law enforcement support • Foster Youth/Homeless support • Mental health referral 	Possible reasons for a referral: <ul style="list-style-type: none"> • Number of days absent • Seeking resources for <ul style="list-style-type: none"> • Housing • Food • Counseling • Transportation • foster youth/homeless • law enforcement

THANK YOU




7. 3. Distance Learning Update

Quick Summary / Abstract

Carolynne Beno, Associate Superintendent of Educational Services, will be sharing an update on YCOE's educational programs.

Supporting Documents

 [Board Update on Distance Learning Updated 11.6.20](#)

 [Board Update on Distance Learning Updated 11.6.20](#)

Contact Person

Carolynne Beno, Associate Superintendent of Educational Services

Board Update on YCOE Educational Programs

November 10, 2020



Preparing for a Safe Return to Campus



Personal Protective Equipment (PPE)

- PPE has been purchased in bulk by the state and distributed to school districts and includes **face masks, face shields, gloves, and hand sanitizer.**
- YCOE has also purchased additional supplies and will **continue to restock our PPE resources for our programs.**



Facility Modifications

- **Plexiglass barriers** have been installed in offices.
- To promote 6 foot distancing, the following actions have been taken:
 - **Classroom furniture** has been reconfigured
 - **Nonessential classroom equipment, furniture and supplies** have been removed
 - **Signage** has been installed



Cleaning and Disinfection

- **Daily disinfection** of all areas of use (classrooms, restrooms, offices, etc.) will occur with an emphasis on the **cleaning of high-touch surfaces** such as light switches, sink handles, bathroom surfaces, tables, student desk, and chairs.

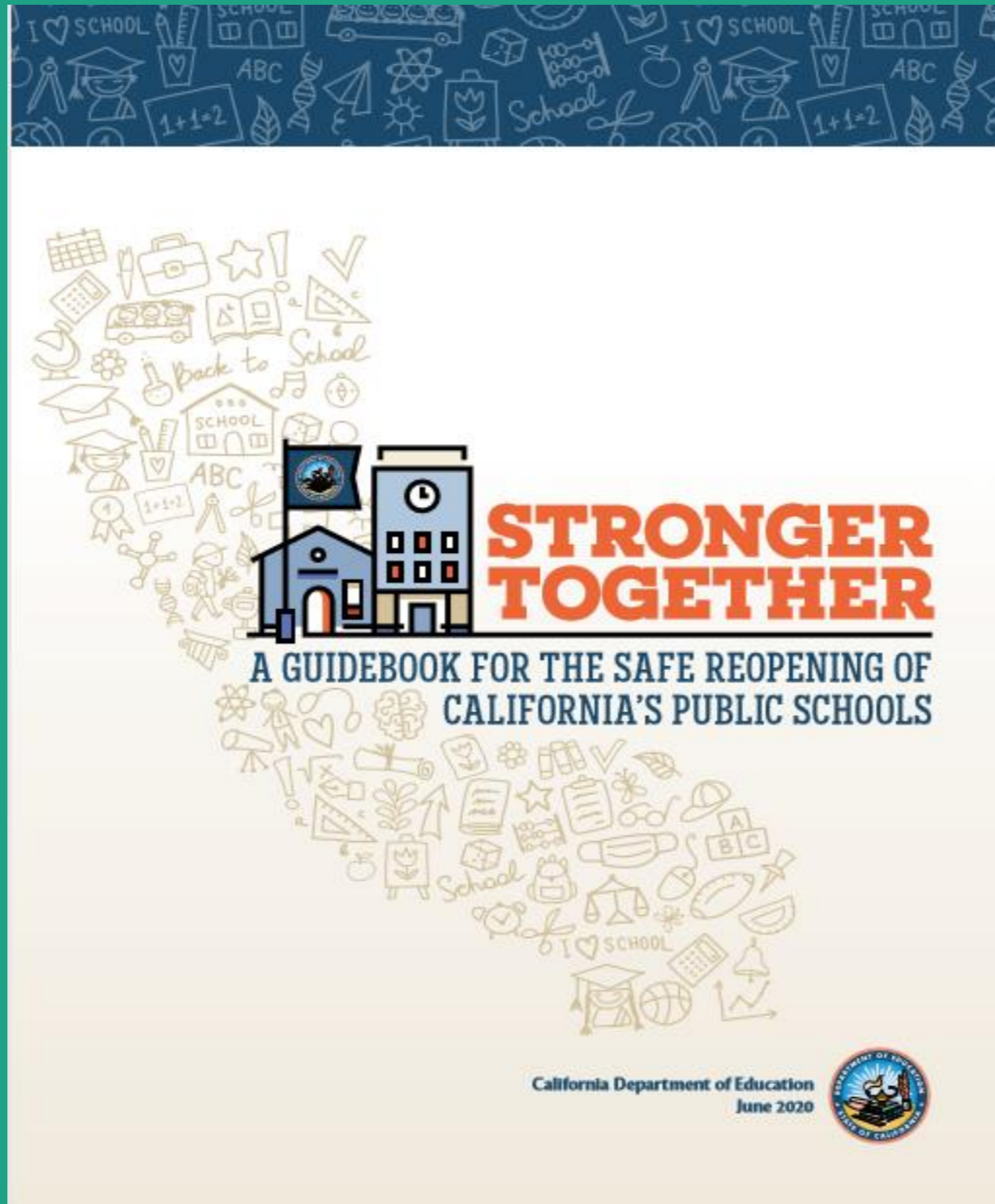


Health Guidance

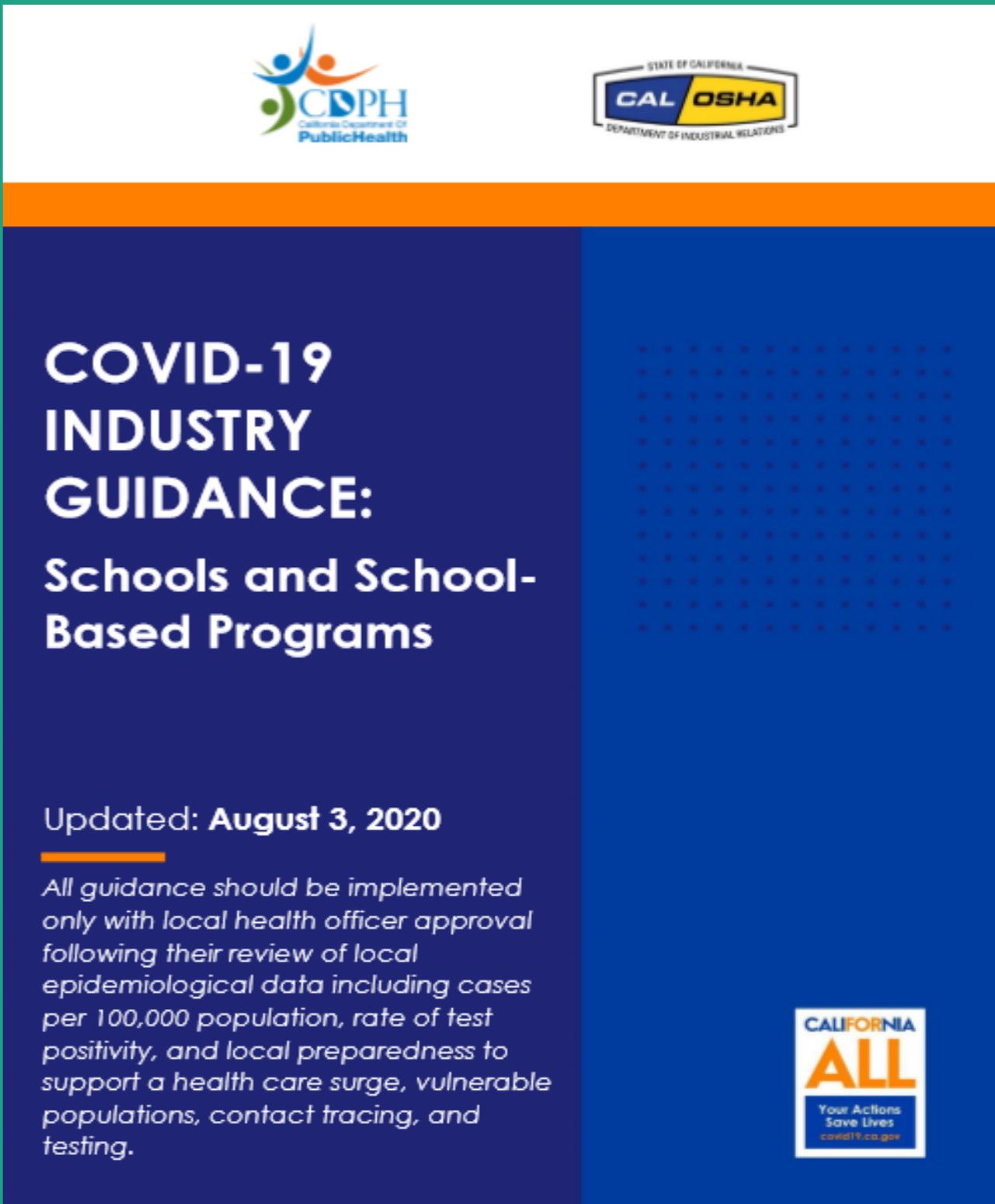
Yolo County Roadmap to Recovery



CDE Guidebook for the Safe Reopening of Schools

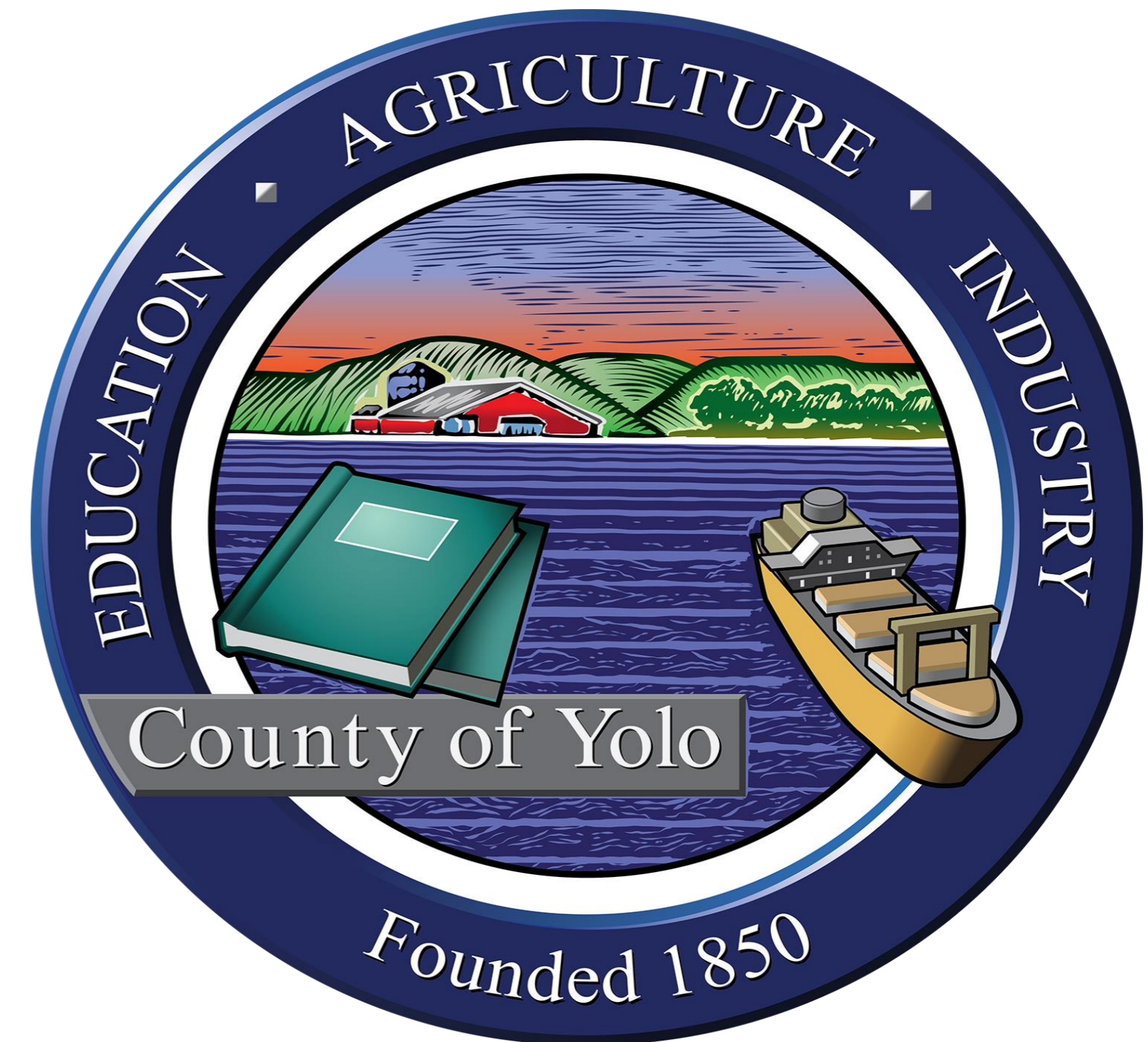


CA Public Health School Guidance



Consultation with Yolo County Public Health

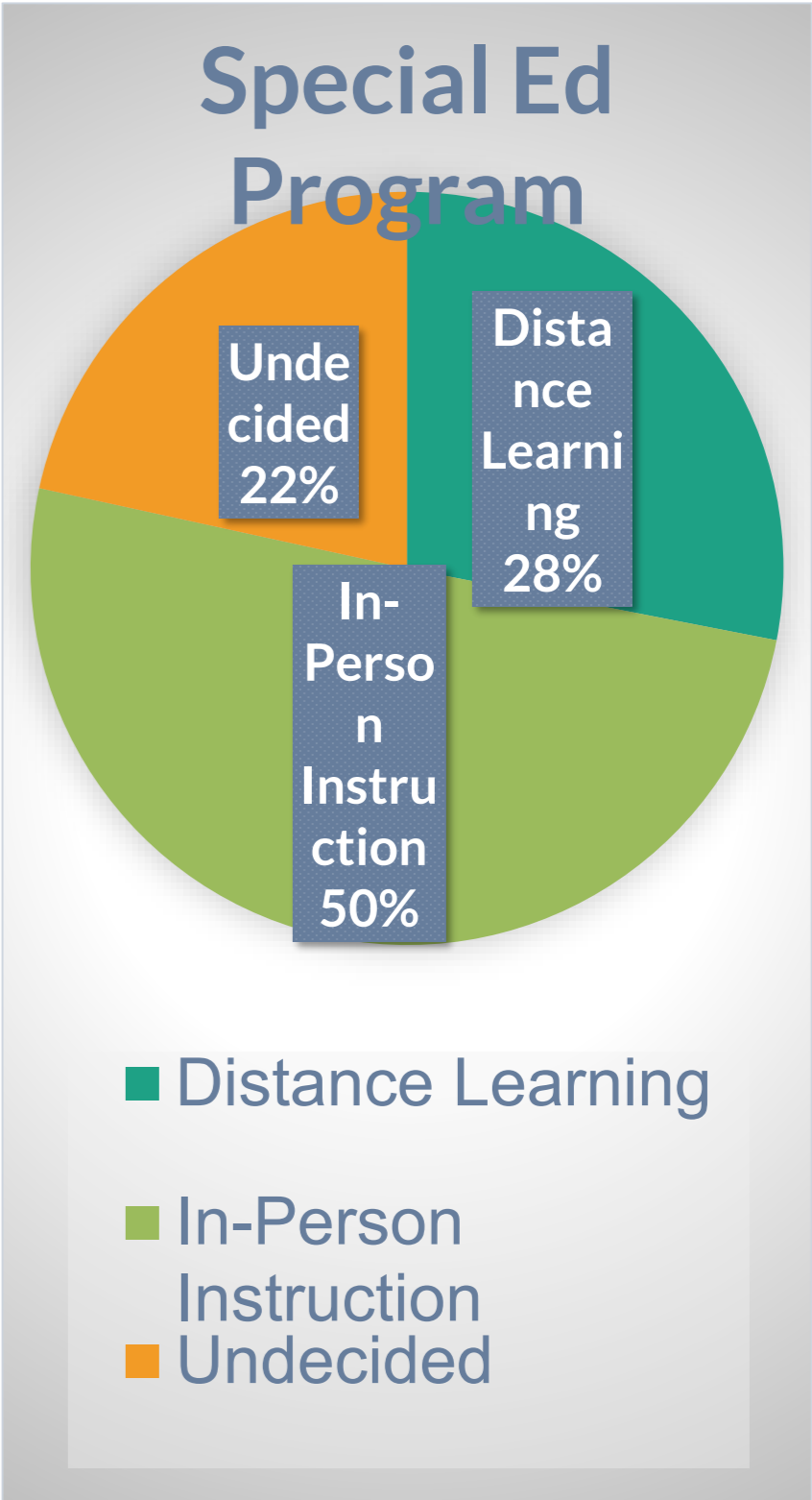
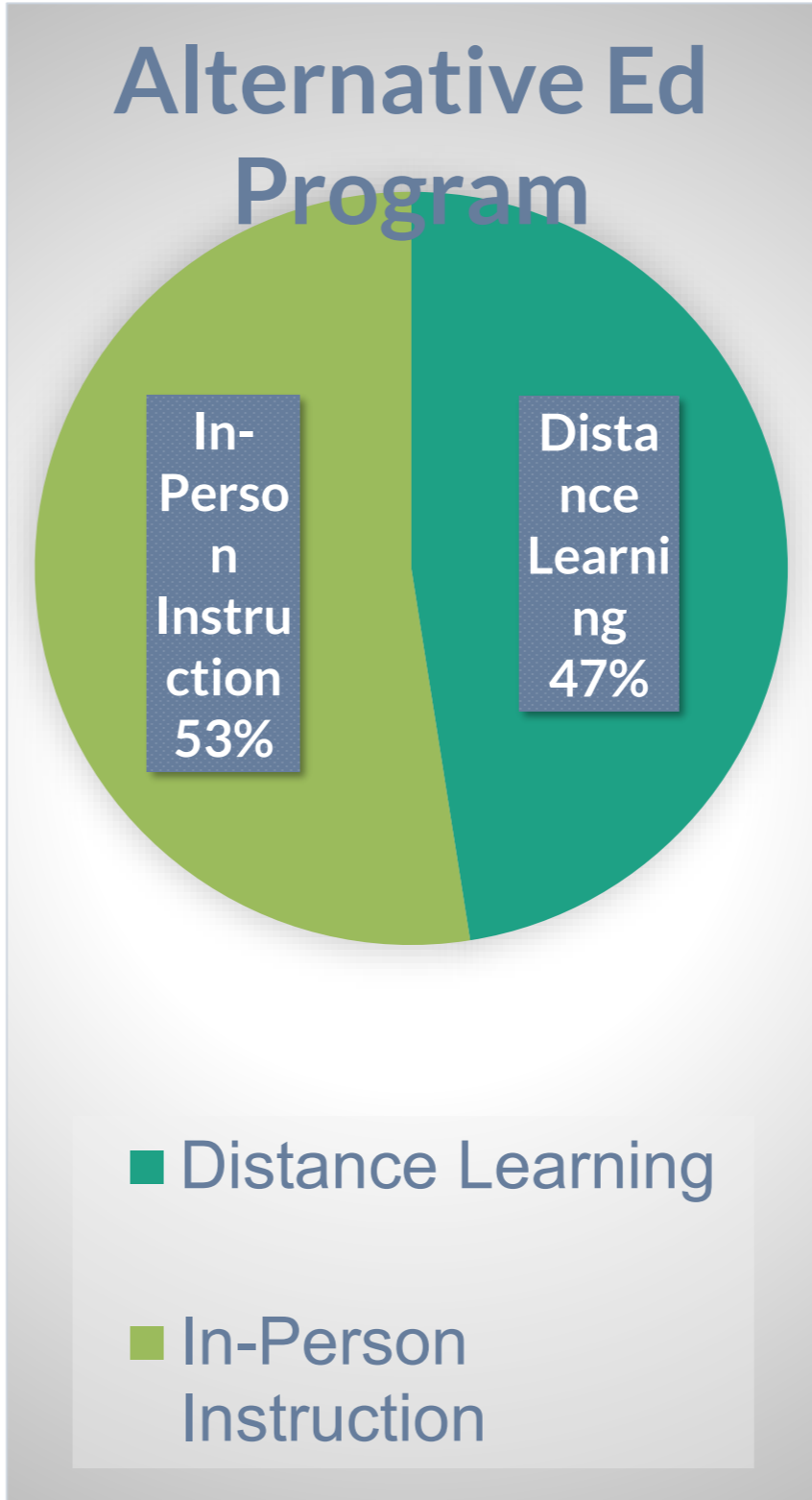
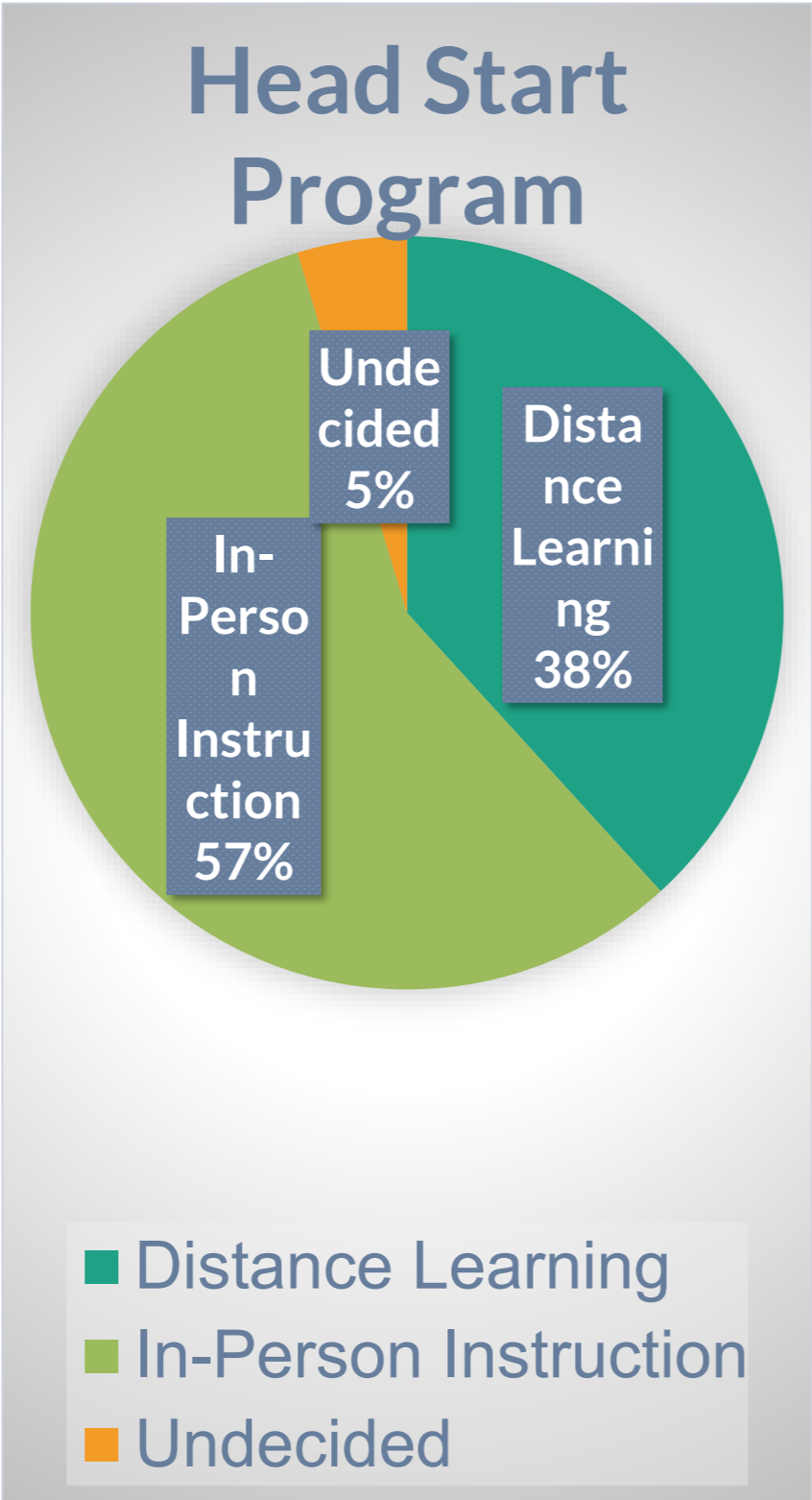
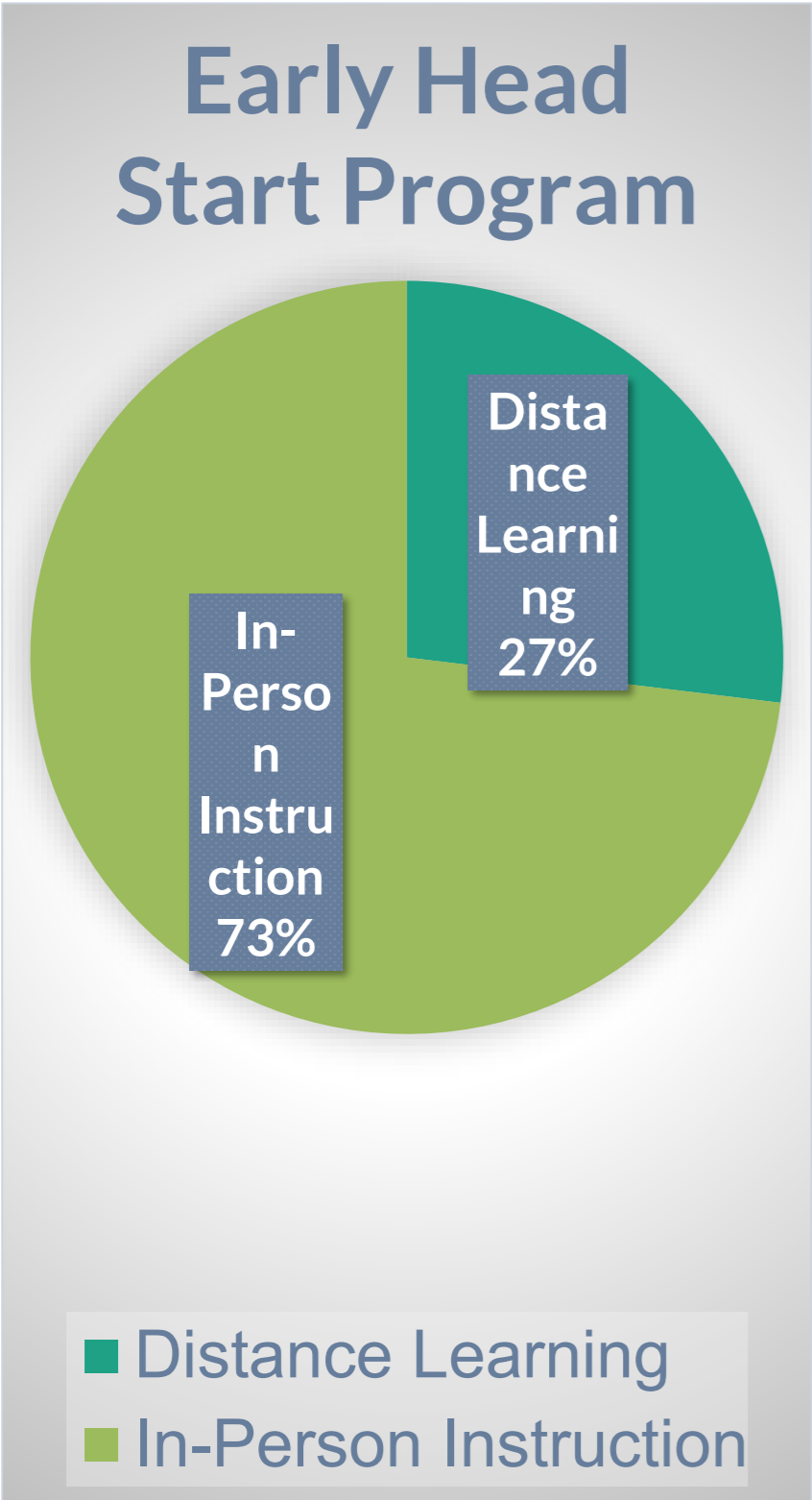
- We are consulting with the Yolo County Public Health officials and have **developed protocols for health screenings and response to illness.**
- YCOE has protocols for when a student or staff person becomes ill.
 - Students will not be penalized for missing school due to an illness or quarantine.
 - If a staff member becomes ill, students can expect to be taught by a qualified substitute.



Students Returning for In-person Instruction



Family Survey Results



What to Expect When Students Return to Campuses



Social Distancing

- **Reduced number of students** in classrooms and **re-arrangement of classrooms** to enhance social distancing where possible
- Families will not be allowed in classrooms
- Minimizing the number of **non-essential visitors on campus**
- **Recess / outdoor time** will be staggered



PPE, Hygiene, and Health Screenings

- **Face coverings** will be required for all staff, and all students age 3 and older
- Daily **at-home health screenings and temperature checks** prior to arriving at school completed by parents
- **Heightened education on proper hygiene practices**, including proper hand washing and covering one's mouth when coughing or sneezing



Cleaning

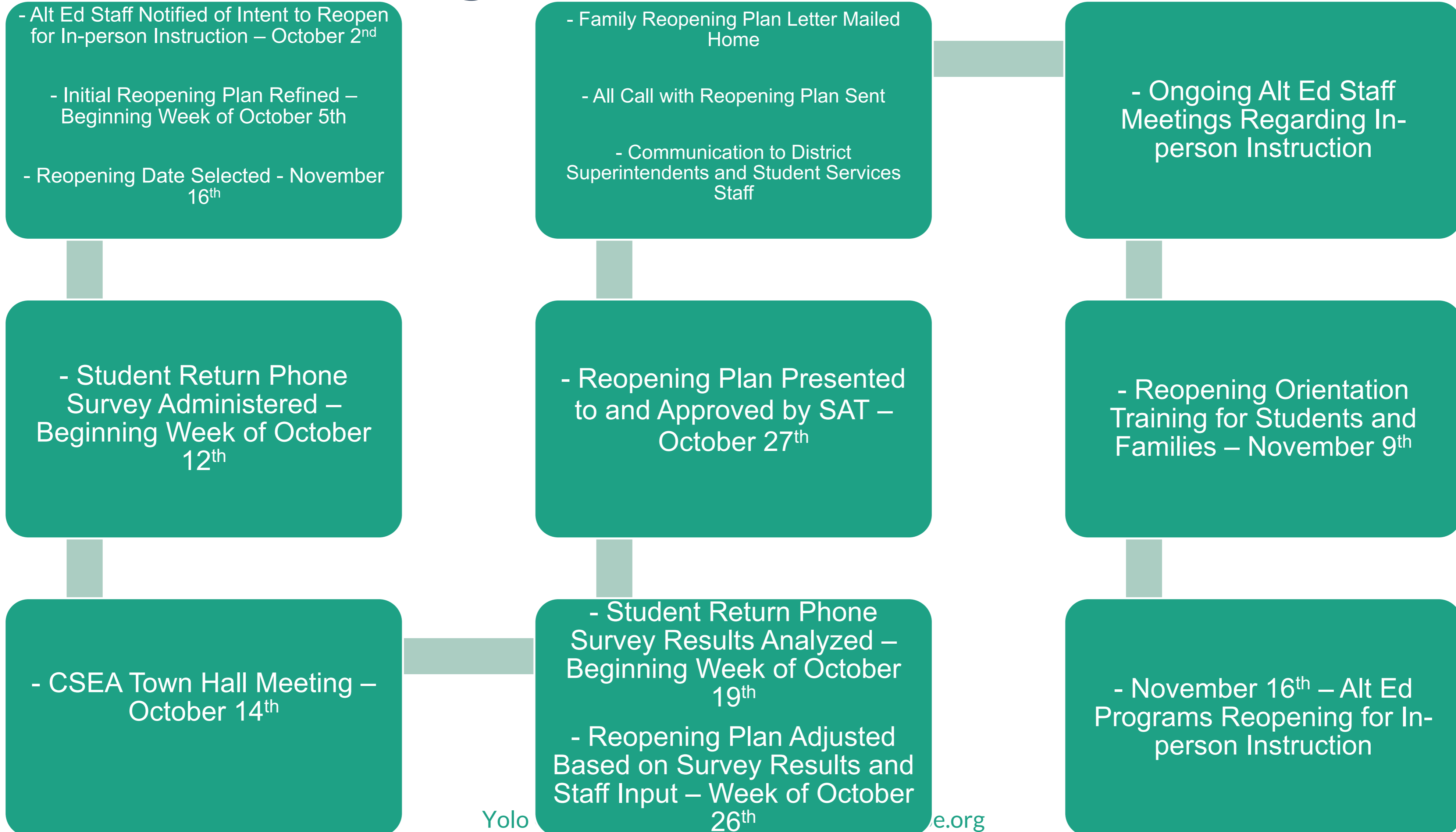
- **Limiting the use of shared classroom items** and playground equipment where applicable
- A **daily cleaning schedule with heightened sanitation** of common spaces after students are present



Communication with Families and Staff



Alt Ed Reopening Process / Key Communications



Questions



7. 4. Facilities Update

Description

Facilities committee update. Informational item on vandalism and proposed preventative measures.

Recommendation

For information.

Supporting Documents

 [Santa Anita Facilities Update 11.2020](#)

Contact Person

Crissy Huey, Associate Superintendent of Administrative Services, will present this item.

Brief Summary of Santa Anita Incidents

2019 Incidents

During the calendar year of 2019, we had numerous issues with either vandalism, harassment, or theft at the Santa Anita facility. Most of the incidents were isolated and were reported to law enforcement when applicable. These instances included harassment of custodial staff, utilizing building utilities, and small bouts of vandalism that culminated into the largest investment of relocating all our irrigation wiring and electrical panels to the interior of the building. Most of the incidents were related to a homeless camp that was located near the back of our property, however law enforcement was able to remove the camp during this timeframe. We did not anticipate issues reoccurring.

2020 Incidents to date

During the calendar year of 2020 we have had an increased number of incidents which were exacerbated because of COVID-19 restrictions on the handling of transient encampments. Incidents were reported to law enforcement as needed and when appropriate. This includes a large tent city set up on Cal Trans property, which borders the train tracks along the edge of our property. Excessive trash, harassment of custodians, damaged/broken into maintenance vehicles, stolen copper wiring out of our parking lot lights, individuals showering in front of our building during off-hours, increased foot and vehicle traffic loitering on property at times leaving evidence of illegal activities, staff safety compromised and damages to our condensate lines on our rooftop. The 2 most severe instances come in as projected \$130,000 of damages to our HVAC unit condensate lines/pans and roughly \$20,000 in retrofit/upgrade work to our backflow preventers. This is not capturing staff time, materials, in-house labor, etc.

Vandalism mitigation at Santa Anita

We have already made upgrades to our facility to curb vandalism and usage of our site amenities such as removing all access to water and utilities, installing small gates, posting signage, installing security measures to deter future vandalism, etc. On a separate document, we have detailed all our strategies completed to this point.

Even with the upgrades we have done, we are still having issues. We have come to the point where we may need to make significant upgrades to better protect our facilities and staff.

After working with local law enforcement and an outside consultant we are approaching security through environmental design using the 4 "D's", in this order: delay, detection, defense, and detain. This is a progressive system of site security. Given our recent events, we will have to take more significant strides in site security at Santa Anita. Below is an analysis of options and their presumed investment levels.

BASIC COST	MEDIUM COST	HIGHER COST
Install trespassing signage that sites the government code to enforce removal from property.	Install lighting on the directory and name at the entrance of the property.	Add cameras for immediate identification and reviewing issues "after the fact".
Plant thorny flowers or cactus directly at the fence lines to inhibit jumping the fence. This is in essence a basic cost but will require a labor investment initially and ongoing.	Extend the brick wall bordering the front entrance upwards with wrought iron fencing	Rearrange the vehicle yard for improved line-of-sight.
Installing mirrors above the electrical panels to see who is behind the concrete wall.	Perform a lighting survey to see what lighting improvements can be made.	Install intercom systems at each door.
Removal of the palm trees at the entrance of the property. This provides concealment.	Remodification of shrubbery to all low-growing plantings, this cost will vary from mid-high	Complete remodification of shrubbery to all low-growing plantings.
		Phase 1: Install complete perimeter fencing.
		Phase 2: Install gate to the parking lot.

7. 5. First Reading of Board Policies – 6000 Series

Quick Summary / Abstract

BP 5022 and AR 5022, related to student and family privacy rights, are being presented for information. The BP and AR have been updated by CSBA, so YCOE correspondingly needs to update our previously adopted versions. Attached you will find a copy of the proposed revisions to BP 5022 and AR 5022, and a clean copy of each.

Recommendation

This item is being presented for information.

Supporting Documents

 [AR 5022 Clean Copy for 11.10.20](#)

 [AR 5022 with Track Changes for 11.10.20](#)

 [BP 5022 Clean Copy for 11.10.20](#)

 [BP 5022 with Track Changes for 11.10.20](#)

Contact Person

Carolynne Beno, Assistant Superintendent of Educational Services

STUDENT AND FAMILY PRIVACY RIGHTS

Definition

~~Personal information means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)~~

Surveys Requesting Information about Beliefs and Practices

~~A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: (20 USC 1232h; Education Code 51513)~~

- ~~1. Political affiliations or beliefs of the student or his/her family~~
- ~~2. Mental or psychological problems of the student or his/her family~~
- ~~3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality~~
- ~~4. Illegal, anti-social, self-incriminating or demeaning behavior~~
- ~~5. Critical appraisals of other individuals with whom students have close family relationships~~
- ~~6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers~~
- ~~7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian~~
- ~~8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program~~

~~If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.~~

~~(cf. 6162.51 Standardized Testing and Reporting Program)~~

~~(cf. 6162.8 Research)~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

~~Notwithstanding the above requirements, the Yolo County Office of Education may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate. (Education Code 51938)~~

Exceptions to Collection of Personal Information

~~Any County Office restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)~~

- ~~1. College or other postsecondary education recruitment or military recruitment~~
- ~~2. Book clubs, magazines, and programs providing access to low cost literary products~~
- ~~3. Curriculum and instructional materials used by elementary and secondary schools~~
- ~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments~~
- ~~5. The sale by students of products or services to raise funds for school-related or education-related activities~~

~~(cf. 1321 Solicitation of Funds from and by Students)~~

- ~~6. Student recognition programs~~

~~(cf. 5126 Awards for Achievement)~~

Parent/Guardian Access to Surveys and Instructional Materials

~~Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

- ~~1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum~~

~~(cf. 5020 Parent Rights and Responsibilities)~~

~~Within a reasonable period of time of receiving a request, the site administrator or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.~~

- ~~2. Refuse to allow his/her child to participate in the activity~~

~~Students whose parents/guardians exercise this option shall not be penalized by the County Office. (20 USC 1232h)~~

Health Examinations

~~No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)~~

~~Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)~~

~~(cf. 5131.61 Drug Testing)~~

~~(cf. 5141.3 Health Examinations)~~

Notifications

~~At the beginning of the school year, the Yolo County Superintendent of Schools shall notify parents/guardians of: (20 USC 1232h)~~

- ~~1. The County Office's policy regarding student privacy~~
- ~~2. The process to opt their children out of participation in any activity described in this policy and administrative regulation~~
- ~~3. The specific or approximate dates during the school year when the following activities are scheduled:~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

~~a. Survey requesting personal information~~

~~b. Physical exams or screenings~~

~~c. Collection of personal information from students for marketing~~

~~Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the County Office shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)~~

~~Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)~~

~~(cf. 5145.6 - Parental Notifications)~~

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

If a student participates in such a survey requesting information about personal beliefs and practices, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

Notwithstanding the above requirements for prior written consent, the [local education agency district](#) may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

Parent/Guardian Access to Surveys and Instructional Materials

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

(cf. 1340 - Access to District Records)

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

Health Examinations

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian, unless an applicable state law authorizes the student to provide consent without parent/guardian notification. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.3 - Health Examinations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION

Woodland, California

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~~(cf. 6162.51 Standardized Testing and Reporting Program)~~

~~(cf. 6162.8 Research)~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

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- ~~1. College or other postsecondary education recruitment or military recruitment~~
- ~~2. Book clubs, magazines, and programs providing access to low cost literary products~~
- ~~3. Curriculum and instructional materials used by elementary and secondary schools~~
- ~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments~~
- ~~5. The sale by students of products or services to raise funds for school-related or education-related activities~~

~~(cf. 1321 Solicitation of Funds from and by Students)~~

- ~~6. Student recognition programs~~

~~(cf. 5126 Awards for Achievement)~~

Parent/Guardian Access to Surveys and Instructional Materials

~~Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

- ~~1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum~~

~~(cf. 5020 Parent Rights and Responsibilities)~~

~~Within a reasonable period of time of receiving a request, the site administrator or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.~~

- ~~2. Refuse to allow his/her child to participate in the activity~~

~~Students whose parents/guardians exercise this option shall not be penalized by the County Office. (20 USC 1232h)~~

Health Examinations

~~No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)~~

~~*Invasive physical examination* means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)~~

~~(cf. 5131.61 Drug Testing)~~

~~(cf. 5141.3 Health Examinations)~~

Notifications

~~At the beginning of the school year, the Yolo County Superintendent of Schools shall notify parents/guardians of: (20 USC 1232h)~~

- ~~1. The County Office's policy regarding student privacy~~
- ~~2. The process to opt their children out of participation in any activity described in this policy and administrative regulation~~
- ~~3. The specific or approximate dates during the school year when the following activities are scheduled:~~

STUDENT AND FAMILY PRIVACY RIGHTS (continued)

~~a. Survey requesting personal information~~

~~b. Physical exams or screenings~~

~~c. Collection of personal information from students for marketing~~

~~Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the County Office shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)~~

~~Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)~~

~~(cf. 5145.6 - Parental Notifications)~~

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

If a student participates in such a survey requesting information about personal beliefs and practices, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

Notwithstanding the above requirements for prior written consent, the [local education agency district](#) may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

Parent/Guardian Access to Surveys and Instructional Materials

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

(cf. 1340 - Access to District Records)

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

Health Examinations

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian, unless an applicable state law authorizes the student to provide consent without parent/guardian notification. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.3 - Health Examinations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Adopted: August 25, 2015

~~YOLO COUNTY OFFICE OF EDUCATION~~

~~Woodland, California~~

STUDENT AND FAMILY PRIVACY RIGHTS

~~The Yolo County Board of Education and the Yolo County Office of Education believe that personal information concerning County Office students and their families should be kept private in accordance with law.~~

~~The regulations shall, at a minimum, address the following: (20 USC 1232h)~~

- ~~1. Whether the district may collect the personal information of students for marketing or sale~~
- ~~2. How the district will administer surveys that may request information about the personal beliefs and practices of students and their families~~
- ~~3. The rights of parents/guardians to inspect:
 - ~~a. Survey instruments requesting information about their personal beliefs and practices or those of their children~~
 - ~~b. Instructional materials used as part of their children's educational curriculum~~~~
- ~~4. Whether the district may administer any nonemergency invasive physical examination or screening~~
- ~~5. Notifications that the district will provide to students and parents/guardians with respect to their privacy rights~~

~~(cf. 5020—Parent Rights and Responsibilities~~

~~(cf. 5021—Noncustodial Parents)~~

~~(cf. 5125—Student Records)~~

~~(cf. 5125.1—Release of Directory Information)~~

~~(cf. 6162.8—Research)~~

~~The Yolo County Superintendent of Schools' designee shall consult with parents/guardians regarding the development and adoption of this policy.~~

~~(cf. 0420—School Plans/Site Councils)~~

~~(cf. 1230—School Connected Organizations)~~

Collection of Personal Information for Marketing Purposes

~~County Office staff may administer or distribute to students survey instruments that are designed for the purpose of collecting personal information for marketing or sale, provided that the instrument is administered in accordance with law.~~

Legal Reference:-

EDUCATION CODE

49450-49458 Physical examinations

49602 Confidentiality of pupil information

51101 Parents Rights Act of 2002

51513 Personal beliefs

51938 Sexual Health And HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:-

WEB SITES

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

CDE: <http://www.ede.ca.gov>

USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpeo/>

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.8 - Research)

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

5. The sale by students of products or services to raise funds for school-related or education-related activities

(cf. 1321 - Solicitation of Funds from and by Students)

6. Student recognition programs

(cf. 5126 - Awards for Achievement)

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

The district shall not use surveys to collect social security numbers or the last four digits of social security numbers, or information or documents regarding citizenship or immigration status, of students or their families. (Education Code 234.7, 49076.7)

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
 - b. Instructional materials used as part of their children's educational curriculum
4. Any nonemergency physical examinations or screenings that the school may administer

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committee)
(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

49076.7 Privacy of student records; social security numbers

49450-49458 Physical examinations
49602 Confidentiality of personal information received during counseling
51101 Parents Rights Act of 2002
51513 Test, questionnaire, survey, or examination concerning personal beliefs
51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity
51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of pupil rights

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

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

U.S. Department of Education, Family Policy Compliance Office:
<http://www.ed.gov/offices/OM/fpco>

~~Adopted: August 25, 2015~~ ~~YOLO COUNTY OFFICE OF EDUCATION~~
~~Woodland, California~~

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- ~~4. Whether the district may administer any nonemergency invasive physical examination or screening~~
- ~~5. Notifications that the district will provide to students and parents/guardians with respect to their privacy rights~~

~~(cf. 5020—Parent Rights and Responsibilities~~

~~(cf. 5021—Noncustodial Parents)~~

~~(cf. 5125—Student Records)~~

~~(cf. 5125.1—Release of Directory Information)~~

~~(cf. 6162.8—Research)~~

~~The Yolo County Superintendent of Schools' designee shall consult with parents/guardians regarding the development and adoption of this policy.~~

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The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

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(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

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1. College or other postsecondary education recruitment or military recruitment
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(cf. 6162.5 - Student Assessment)

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<http://www.ed.gov/offices/OM/fpco>

~~Adopted: August 25, 2015~~ ~~YOLO COUNTY OFFICE OF EDUCATION~~
~~Woodland, California~~

7. 6. System of Support Plan (EC 52066)

Description

In accordance with EC 52066, we present for information the System of Support plan for the Yolo County Office of Education. In this plan, we have the structure, goals, and reporting functions of the System of Support team. This document is statutorily required to be presented at the same time as the adoption of the YCOE Local Control Accountability Plan (LCAP), however, since there was no LCAP for this academic year, the date for presentation of the 2020-2021 System of Support Plan was moved to December 1st, 2020. The team will be executing the plan as described in this document during this school year and will bring a new version for information along with our 2021-2024 LCAP adoption in July 2021.

Recommendation

This item is information only.

Supporting Documents



[System of Support Plan 20-21.pdf](#)

Supporting Links

EC 52066 - [http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&ionNum=52066#:~:text=\(a\)%20On%20or%20before%20July,adopted%20by%20the%20state%20board.](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&ionNum=52066#:~:text=(a)%20On%20or%20before%20July,adopted%20by%20the%20state%20board.)

Contact Person

Dr. Micah Studer, Executive Director of Equity and Support Services, Title IX Coordinator, will present this item

Yolo County

**OFFICE OF
EDUCATION**

Garth Lewis, *Yolo County Superintendent of Schools*

SYSTEM OF SUPPORT PLAN

2020-2021

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**Part One:
Annual Plan
2020-2021**

Summary

The Yolo County Office of Education Superintendent of Schools will support districts and schools within Yolo County implementing Local Control Accountability Plans (LCAP). The Superintendent leads the System of Support Team.

Structure

The Yolo County Office of Education System of Support (SOS) Team includes representative members from:

- Educational Services
- Equity and Support Services
- External Business Services
- Special Education Local Plan Area (SELPA)
- Curriculum & Instruction
- Student Services

The Yolo County Office of Education (YCOE) System of Support (SOS) Governance Structure

Name	Purpose/Role	Members	Meeting Frequency
<p style="text-align: center;">System of Support Oversight Committee</p>	<p>This group establishes the mission and vision of SOS Plan. It is advisory in nature and oversees the overall work of the SOS initiative.</p>	<ul style="list-style-type: none"> • Superintendent • Associate Superintendent, Education Services • Associate Superintendent, Business Services • Assistant Superintendent, Yolo SELPA • Director, External Business Services • Director, Curriculum and Instruction • Program Specialist, Yolo SELPA • Executive Director, Equity and Support Services 	<p style="text-align: center;">Quarterly, or more frequently, if needed</p>

Name	Purpose/Role	Members	Meeting Frequency
<p>System of Support Leadership Team</p>	<p>This group is nimble, and focused. They are capable of doing large amounts of work in short periods of time (unlike the SOS Oversight Committee). The SOS Leadership Team does the “SOS work”, which in a timely manner, is presented to the SOS Oversight Committee. This decision-making group is tasked with executing the SOS Plan.</p>	<ul style="list-style-type: none"> • Executive Director, Equity and Support Services • Director, Curriculum and Instruction • Director, External Business Services • SELPA Representative 	<p>Monthly or more frequently, if needed</p>
<p>System of Support Task Force(s)</p>	<p>A unit established to work on a single defined task or activity.</p>	<p>(Task force membership will vary based on the task to be completed)</p>	<p>As needed</p>

System of Support Purpose

The purpose of this support is to help local educational agencies (LEAs) and their schools meet the needs of each student they serve, with a focus on building local capacity to sustain improvement and effectively address disparities in opportunities and outcomes including:

- Working collaboratively with districts to support areas of need
- Building capacity through local decision making
- Engaging in a continuous cycle of improvement
- Fostering systematic collaboration
- Building a culture of co-learning and reflective inquiry
- Promoting a climate of candor, evidence, and urgency to act
- Improving student outcomes that lead to sustainable change

The following plan to support LEAs in implementing LCAPs adheres to the provisions and requirements of Ed Code 52066.

Definition of Terms

California Collaborative for Educational Excellence (CCEE): The CCEE is a state agency created under Local Control Funding Formula (LCFF) that offers support to county offices of education, school districts, and charter schools with support in the improvement and implementation of LCFF.

Coherence: The systematic approach to work that unites a work in logic and consistency.

Continuous Improvement: Continuous Improvement is identified in statute as the framework for improving outcomes for California students through the LCAP. Continuous Improvement is used to describe an ongoing effort over time that leads to improvement of student outcomes. Distinguishing features of a continuous improvement approach includes:

- Taking a systems perspective
- Being process-oriented
- Understanding problems and their root causes

Differentiated Assistance: Local Educational Agencies (LEAs) are eligible for Differentiated Assistance if:

- The County Superintendent does not approve a LCAP
- The governing board of the LEA requests technical assistance
- The LEA fails to improve pupil achievement across more than one state priority for one or more student groups

Improvement Science: Improvement Science is a systematic process explicitly designed to improve teaching and learning through a problem-centered approach.

Logic Model: Logic models are descriptions of the chain of causes and effects leading to an outcome.

Multi-Tiered System of Support (MTSS): MTSS is a framework that aligns Response to Instruction and Intervention with the Common Core State Standards and the systems necessary for academic, behavior, and social success.

North Central Counties Professional Learning Network (NCCPLN): NCCPLN is a support network that is based on the concept of Professional Learning Communities and is intended to build capacity and support deeper learning in interpreting, using, and understanding the Dashboard and the LCAP as tools for continuous improvement. Members of the NCCPLN include district and county leaders from Colusa, Yolo, and Yuba counties in charge of the development and implementation of LCAPs.

Root Cause Analysis: Root Cause Analysis is a process for understanding the root causes of the current problem and may assist in understanding the system and user perspectives.

Throughline: The elements of the plan that bind it together as a coherent and unified work.

Part Two: Goals and Logic Model

System of Supports Goals and Logic Model

Goal One:

Provide universal supports to all districts that focus on the academic, behavioral, and social-emotional well-being of students.

Identified Need:

Providing any other support to school districts and schools within the county in implementing the provisions of [EC 52071](#).

Objectives

1. Work with partner districts to identify and support countywide initiatives that focus on the academic, behavioral, and social-emotional needs of students in Yolo districts.
2. Support continuous improvement and implementation of evidence-based practices through countywide Professional Learning Networks (PLN) and Communities of Practice (COP).

1.1 Action(s)	Inputs/ Resources	Short-Term Outcomes/Metric(s)	Long-Term Outcomes/Metric(s)
<p>1.1 Positive Behavior Intervention and Supports (PBIS) consortium:</p> <ul style="list-style-type: none"> • Facilitate 3-year countywide implementation. • Leverage Trainer of Trainers model to build YCOE staff capacity to support and sustain PBIS beyond year 3 • Training in Tiers I-III with an emphasis on Trauma-informed PBIS in Year 3 	<p>Logistics Coordinator Training Coordinator Administrative Secretary for coordinating facilities and food \$159,332 (one-time DA funds) Training Facilities Partnership with Placer County District Leadership Team (DLT) – 1 per district</p>	<p>80% of participating schools will complete and submit TFI by April 2021 with a target score of 70% or greater (full implementation).</p> <p>100% of schools will be represented at all sessions by their site's PBIS team.</p> <p>Participant evaluations will indicate that 80% of the learning outcomes were met for each training sessions.</p>	<p>Decreased suspension rate as measured by the Suspension indicator on the CA School Dashboard</p> <p>Implementation of PBIS at all Yolo County school sites with a sustained TFI score of 70% or greater</p> <p>Improvement on the countywide California Healthy Kids Survey (CHKS) in the areas of:</p>

	<p>District PBIS Coordinators (1 per district) and Coaches (at least 1 per district)</p> <p>School Site PBIS Teams- Tier 1 & Tier 2 at each school</p> <p>(2) PBIS coaches' network meetings</p> <p>(2) trained YCOE PBIS trainers</p>		<ul style="list-style-type: none"> • student connectedness, • learning engagement • motivation, • attendance, • school climate and culture.
<p>1.2 English Learner (EL) Roadmap Implementation:</p> <ul style="list-style-type: none"> • YCOE will facilitate EL roadmap trainings for administrators and teachers. • YCOE will build internal capacity by engaging in cross division EL Roadmap vision and implementation • YCOE will hire an EL Services and Assessment Program Specialist. • Monitor and support EL Roadmap implementation through Communities of Practice. 	<p>\$60,000 from EL RISE grant to support .5 FTE COE staff person (new position)</p> <p>Professional learning offered by EL RISE</p> <p>Collaboration with Californians Together and other COEs participating in EL RISE grant</p> <p>Partnership with Woodland JUSD (Anchor district)</p> <p>Training facilities</p>	<p>District leaders, site administrators and classroom teachers in Yolo (100% of districts), Yuba and Colusa will participate in EL Roadmap implementation trainings and Communities of Practice.</p> <p>Yolo County district LCAPs will reflect actions, services, programs, and resources that provide equitable opportunities and outcomes for English Learners, operationalizing the EL Roadmap principles.</p>	<p>Increased achievement in countywide EL student group indicator.</p> <p>Increased achievement in the Woodland JUSD (anchor district) EL student group indicator as evidenced by growth percentage on the CA School Dashboard.</p>
<p>1.3 California School Leadership Academy (CSLA) Regional Facilitation:</p> <ul style="list-style-type: none"> • Organize professional learning opportunities for administrators in 	<p>\$100,000 from state grant to support Executive Director Equity & Support Services</p>	<p>5% of all eligible administrators in Yolo, Yuba and Colusa Counties will participate in the academy.</p>	<p>Administrators will receive high-quality training that support their professional development and</p>

<p>Colusa, Yolo, and Yuba counties.</p> <ul style="list-style-type: none"> • Execute grant requirements to support successful launch of the academy in January 2021. 			<p>leadership capacity to increase student achievement. This in turn will support the growth and retention of high-quality administrators across Yolo county.</p>
<p>1.4 Universal Design for Learning (UDL):</p> <ul style="list-style-type: none"> • Provide supports and resources to Yolo County instructional leaders and coaches to integrate UDL into their work • Offer professional learning for administrators related to UDL • Identify “early adopter” teachers to participate in piloting UDL in collaboration with coaches 	<p>Resources and professional learning offered through Regional CCFAC to build capacity</p> <p>Geo Huddle</p> <p>CA UDL Network</p> <p>Equity and Access Strategies for Yolo (EASY) CoP (collaboration between YCOE & Yolo Solano Center for Teacher Credentialing)</p>	<p>UDL will be integrated into professional learning offerings in all districts as evidenced by agendas and survey of coaches/instructional leaders.</p> <p>“Model” UDL classroom demonstration sites will be identified in each district.</p>	<p>Students across Yolo County will experience increased access and success as classroom teachers follow CAST UDL guidelines and design instruction to offer multiple means of engagement, representation, action, and expression. Effective implementation of UDL will lead to increased achievement on academic indicators on the California School Dashboard.</p>
<p>2.1 North Central Counties Professional Learning Network (NCCPLN):</p> <ul style="list-style-type: none"> • NCCPLN will facilitate quarterly sessions aimed at providing technical and adaptive supports to districts in Colusa, Yolo, and Yuba counties. 	<p>YCOE Conference Center</p> <p>Distance Learning Technology</p>	<p>Increased achievement on countywide dashboard as evidenced by number districts eligible for Differentiated Assistance.</p>	<p>Districts will be supported in developing equity-based strategies that support increased student achievement as evidenced by achievement on academic indicators on the California School Dashboard.</p>

<p>2.2 Equity and Access Strategies for Yolo Community of Practice (EASY COP)</p> <ul style="list-style-type: none"> • Monthly meetings to network, share best practices and develop countywide resources for instructional leaders and teachers • Offer professional learning for coaches (1-2 times/year) 	<p>Partnership with Yolo-Solano Center for Teacher Credentialing</p>	<p>80% of coaches will report increased efficacy and feelings of support as measured by annual survey.</p> <p>Coaches/instructional leaders from 100% of districts will participate in meetings & professional learning.</p>	<p>District coaches will experience increased efficacy through targeted supports, alignment resources, and capacity building opportunities.</p>
<p>2.3 Social-Emotional Learning Community of Practice (SEL COP):</p> <ul style="list-style-type: none"> • NCCPLN will facilitate a monthly COP session that focuses on building district capacity to support SEL. 	<p>\$100,000 grant from Sacramento County Office of Education (SCOE)</p> <p>MOU with Sacramento County Office of Education.</p>	<p>Improvement on the countywide California Healthy Kids Survey (CHKS) in the areas of:</p> <ul style="list-style-type: none"> • School connectedness • Academic motivation • Caring adult relationships 	<p>Increased student outcomes as a result of students feeling a greater sense of belonging, connectedness, and engagement as evidence by the outcomes on the California Healthy Kids Survey.</p>
<p>2.4 Yolo County Career Technical Education (CTE) Steering Committee:</p> <ul style="list-style-type: none"> • Convene K-12 CTE Coordinators monthly to network, share best practices, provide technical assistance, and seek input for countywide system of support for CTE • Convene quarterly meetings including adult education, community college and agencies supporting workforce development to coordinate supports for K-12 students • Curate website resources 	<p>\$295,000</p> <p>K12 Strong Workforce Program (K12 SWP) grant funding for System of Support and Pathway Coordinator</p>	<p>Increased coordination across districts and systems to support workforce development.</p> <p>Countywide work-based learning database created and maintained.</p> <p>Creation of resources that show the career pathway options across systems for local priority industry sectors</p>	<p>Increased achievement on countywide College and Career indicator as evidenced by positive color movement in at least (1) district (ex. Green to Blue, Yellow to Green, etc.)</p> <p>Students will have increased access to work-based learning opportunities.</p>

Goal Two:

Provide targeted supports to districts identified for Differentiated Assistance that focus on the academic, behavioral, and social-emotional well-being of students.

Identified Need

Providing technical assistance to school districts identified for Differentiated Assistance pursuant to [EC 52071\(c\)](#).

Objectives

1. Work collaboratively with districts identified as eligible for Differentiated Assistance to craft a plan of action for Differentiated Assistance Supports.
2. Provide ongoing support to districts identified as eligible for Differentiated Assistance through Continuous Improvement tools.

Action(s)	Inputs/ Resources	Short-Term Outcomes/Metric(s)	Long-Term Outcomes/Metric(s)
<p>1.1 Dashboard Analysis:</p> <ul style="list-style-type: none"> • Work with district leaders to review current year Dashboard data to determine Greatest Progress, Greatest Needs, and Performance Gaps. 	<p>California School Dashboard District LCAP Documents</p>	<p>100% of districts will be able to complete the Greatest Progress, Greatest Needs, and Performance Gaps sections of LCAPs in such a manner as it aligns with Dashboard data.</p>	<p>Increased student achievement across all Dashboard metrics through strategic goal setting in the LCAP.</p>
<p>1.2 Dashboard Metrics:</p> <ul style="list-style-type: none"> • Provide targeted professional development on CA Dashboard Analysis to support district understanding of how the metrics in the CA School Dashboard are calculated. 	<p>NCCPLN CA Dashboard Technical Guide</p>	<p>100% of districts will include metrics in their LCAP that are rooted in the dashboard and an understanding in how the metrics are calculated.</p>	<p>Increased student achievement across all Dashboard metrics through strategic goal setting in the LCAP.</p>

<p>1.3 Local Indicators:</p> <ul style="list-style-type: none"> Work with district leaders to review and analyze local data to identify key local metrics to communicate progress on Local Indicators in their district. 	<p>Dashboard Local Indicators Template CA Dashboard Technical Guide</p>	<p>100% districts will be able to successfully complete the annual Local Indicator reporting requirements.</p>	<p>Increased student achievement across all Dashboard metrics through strategic goal setting in the LCAP.</p>
<p>1.4 System of Support Plan:</p> <ul style="list-style-type: none"> Work collaboratively with districts identified for Differentiated Assistance to create a support plan based on Dashboard data and district-identified needs. YCOE will create a system of supports that provide targeted assistance to districts in a manner that demonstrates YCOE's ongoing commitment to our partner LEAs. 	<p>YCOE System of Support Team</p>	<p>100% of eligible districts will participate in the Differentiated Assistance process.</p>	<p>Districts will feel supported in their continuous improvement efforts.</p> <p>Districts will exit the DA eligibility list.</p>
<p>1.5 Ongoing Support:</p> <ul style="list-style-type: none"> Meet regularly with district Differentiated Assistance teams to share successes and challenges with implementation, review data, and determine next steps. 	<p>YCOE System of Support Team</p>	<p>District student groups identified for DA will improve by at least one-color level (ex. Green to Blue, Yellow to Green, etc.)</p>	<p>Districts will feel supported in their continuous improvement efforts.</p> <p>Districts will exit the DA eligibility list.</p>
<p>2.1 LEA Self-Assessment:</p> <ul style="list-style-type: none"> Provide district leaders with the option for YCOE to conduct the LEA Self-Assessment to identify systems level strengths and weaknesses and track progress year over year. 	<p>SWIFT Fidelity Integrity Assessment (SWIFT-FIA)</p>	<p>100% of districts eligible for Differentiated Assistance will complete an LEA self-assessment facilitated internally or by YCOE staff.</p>	<p>Districts will be supported in the alignment of their strategic improvement efforts.</p>
<p>2.2 Continuous Improvement Tools:</p> <ul style="list-style-type: none"> Provide district leaders with tools to 	<p>Carnegie Improvement</p>	<p>100% of districts</p>	<p>Increased student achievement across</p>

<p>identify change ideas and create Actions and Services in their LCAP to address root causes (i.e. Fishbone Diagram, The 5 Whys Protocol, etc.).</p> <ul style="list-style-type: none"> • Offer and provide facilitation support of Improvement Science tools as requested by district 	<p>Science tools</p>	<p>eligible for Differentiated Assistance will utilize an improvement process that identifies root causes.</p> <p>100% of districts eligible for Differentiated Assistance will craft an LCAP action that addresses the self-identified root cause.</p>	<p>all Dashboard metrics through strategic goal setting in the LCAP.</p>
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Goal Three:

Work collaboratively with districts to support the design, creation, and approval of district LCAPs.

Identified Need

Complete the review of LCAPs submitted by school districts per [Education Code \(EC\) 52070](#).

Objectives

1. Provide ongoing informational updates and training to superintendents and other school/district leaders related to LCAPs, State Priorities, and student groups.
2. Implement a robust LCAP review process that emphasizes early review and support of district LCAPs.

Action(s)	Inputs/ Resources	Short-Term Outcomes/Metric(s)	Long-Term Outcomes/Metric(s)
<p>1.1 LCAP Adoption Timeline:</p> <ul style="list-style-type: none"> • Provide districts with an LCAP approval timeline that allows for all statutory required activities including a robust stakeholder engagement process. 	<p>LCAP Approval Timeline</p>	<p>100% of district LCAPs are constructed with enough time to support all statutory activities.</p>	<p>Districts are able to create an LCAP that both meets the statutory requirements as well as the diverse needs of their student groups.</p>

<p>1.2 LCAP Trainings:</p> <ul style="list-style-type: none"> • Host technical assistance trainings that support LCAP development including: <ul style="list-style-type: none"> -NCCPLN Trainings -District Team Meetings -Other supports by request 	<p>LCAP Technical Manual</p>	<p>100% of districts will participate in LCAP technical trainings.</p>	<p>Districts are able to create an LCAP that both meets the statutory requirements as well as the diverse needs of their student groups.</p>
<p>2.1 LCAP Pre-Review:</p> <ul style="list-style-type: none"> • Align district and YCOE calendars by requesting and receiving district LCAP development timelines. • Meet with districts in January and February to schedule review activities including formal and informal review process. • Districts are able to provide YCOE with an LCAP with enough time for YCOE to perform a full pre-review including checks for technical compliance and other qualitative check. • YCOE will provide feedback to districts with enough time to make revisions (if necessary). • YCOE will perform a preliminary fiscal and program review to check for major errors within two weeks of LCAP adoption by districts. 	<p>District LCAP Timelines LCAP Approval Timeline</p>	<p>100% of districts participate in LCAP pre-review activities.</p>	<p>Districts are able to create an LCAP that both meets the statutory requirements as well as the diverse needs of their student groups.</p>
<p>2.2 LCAP Review and Approval:</p> <ul style="list-style-type: none"> • YCOE will complete a full review of board adopted LCAPs by the statutory deadline of September 15th. 	<p>LCAP Technical Manual</p>	<p>100% of districts will an adopted and approved LCAP that meets all statutory requirements.</p>	<p>Districts are able to create an LCAP that both meets the statutory requirements as well as the diverse needs of their student groups.</p>

Collaboration

The Yolo County Superintendent of Schools will collaborate with the CCEE, the California Department of Education (CDE) and other county superintendents (CCSESA) to support school districts and schools within the county implementing LCAPs in the following ways:

Actions	CCEE	CDE	CCSESA
Yolo County Superintendent of Schools participates in quarterly CCSESA meetings.	X	X	X
The Associate Superintendent and Executive Director of Equity and Support Services, meet monthly with Region 3 Curriculum and Instruction, and Student Programs and Services leaders.		X	X
The Associate Superintendent, Executive Director of Equity and Support Services, and Director of Curriculum and Instruction meet bi-monthly with leaders across the state at CCSESA Curriculum and Instruction Steering Committee (CISC) meetings.	X	X	X
The Associate Superintendent designee chairs the CTE CISC Subcommittee.		X	X
The Associate Superintendent and Executive Director of Equity and Support Services, lead the North Central Counties Professional Learning Network (NCCPLN), which includes districts from Colusa, Yolo, and Yuba counties.	X		
The Executive Director of Equity and Support Services attends State and Federal Program Meetings.		X	

System of Support Resources

Resource	2020-21 Estimated Amounts
Differentiated Assistance Base Grant	\$200,000
Differentiated Assistance District Grant	\$466,000
California School Leadership Academy	\$100,000
Social-Emotional Learning COP	\$100,000
K12 Strong Workforce Grants	\$295,000
English Learner Roadmap	\$60,000
Total Estimated Funding	\$1,221,000

7. 7. Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of July, August, September 2020 

Description

Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of July, August, September 2020

Supporting Documents

 [2020 -Williams First Quarter YCBE Report Transmittal \(1\)](#)

 [YCBE First Quarter Letter.pdf](#)

Information

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

SUBJECT: Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of July, August, September 2020	AGENDA ITEM #:
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: <div style="text-align: center;">Deborah Bruns</div>
<u>BACKGROUND:</u>	DATE: October 27, 2020

Each year the County Superintendent of Schools must prepare quarterly reports for County Boards of Education that reflect the results of visits to the Decile 1-3 schools in the county, as a result of the Williams Settlement per California Education Code 1240.

Please refer to the attached letter and accompanying documents.

Three districts in Yolo County are in Decile 1-3: Washington USD, Winters JUSD, and Woodland JUSD.

Davis JUSD and Esparto USD are not in Decile 1-3 but are included in the Uniform Complaints section of the report.

RECOMMENDATION/COMMENTS: For information.

***Williams Quarterly Report for Three Required Areas and
Optional Reporting of Uniform Complaints
Quarter of July, August, and September 2020***

October 22, 2020

Carol Souza Cole, President
Matt Taylor, Vice President
Shelton B. Yip
Tico Zendejas
Melissa Moreno

Dear Trustees Souza Cole, Taylor, Yip, Zendejas, and Moreno:

I am pleased to provide the first quarterly report for fiscal year 2020-21 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement.

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. However, changes were made by the passing of SB 820 authorizing the county superintendent of schools, during the portion of the 2020–21 school year in which schools were closed due to the COVID-19 pandemic and the 2020–21 school year, to rely on information obtained only through means other than a physical visit to the school site, including surveys, for purposes of that report and waives the requirement to annually visit those low-performing schools from March 2020 to June 2021, during the period of time the school is not offering in-person instruction.

In lieu of site visits, YCOE worked with district staff to create an instructional materials review survey that was completed by principals. This included information on distance learning and electronic materials. Facilities reviews will take place in-person during the second quarter.

This report presents the results of the instructional materials review surveys for Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, Westfield Village Elementary, Waggoner Elementary, Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary Schools

As background, the purpose of Williams monitoring visit(s) as specified in California Education Code 1240 is to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;

2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, Westfield Village Elementary, Waggoner Elementary, Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary Schools are functioning.

Before proceeding with the report, let me define some basic terms:

- “Sufficient textbooks or instructional materials” mean each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.”
- “Good Repair” means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in “good repair.”

My findings were as follows:

Instructional Materials:

Washington Unified School District:

Elkhorn Village Elementary, Riverbank K-8, Stonegate K-8, and Westfield Village Elementary principals verified that the school sites had sufficient instructional materials for all students. It was also verified that all students, no matter what the learning environment (in-person or distance learning), have equitable access to instructional materials.

Winters Joint Unified School District:

Winters Elementary principal verified that the school site had sufficient instructional materials for all students. It was also verified that all students, no matter what the learning environment (in-person or distance learning), have equitable access to instructional materials.

Woodland Joint Unified School District:

Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary principals verified that the school sites had sufficient instructional materials for all students. It was also verified that all students, no matter what the learning environment (in-person or distance learning), have equitable access to instructional materials, with the following exceptions:

- Dingle reported an insufficiency of 26 Kindergarden Spanish Math workbooks for dual immersion classroom due to shipping delays related to COVID.
- Tafoya also reported an insufficiency of 22 Kindergarden English Math workbooks due to shipping delays related to COVID.

School Facilities:

YCOE’s Director of Support Operation Services (SOS) will be conducting in-person site facilities inspections using the State of California’s Facility Inspection Tool (FIT) at Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, Westfield Village Elementary, Waggoner Elementary, Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary Schools during the second quarter.

School Accountability Report Card:

The SARC reports for 2019-20 will be reviewed in the Spring of 2021. Any findings, remedies, and/or schedules for remediation from the Fall 2020 Williams site monitoring visit should be included in the 2019-20 SARC report. Failure to report the Williams monitoring visit findings of deficiencies and their remedies will result in an additional finding in next year’s SARC audit and annual Williams report to the Yolo County Board of Education, and the Yolo County Board of Supervisors.

Teacher Misassignments and Teacher Vacancies:

This will be reviewed by YCOE Human Resources Department and reported during the second quarter.

Uniform Complaints:

A review of the quarterly submissions from all five Yolo County districts showed:

- Davis Joint Unified School District – No complaints
- Esparto Unified School District – No complaints
- Washington Unified School District – No complaints
- Winters Joint Unified School District – No complaints
- Woodland Joint Unified School District – No complaints

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

In conclusion, let me assure each of you receiving this report that the Yolo County Office of Education is available to support the actions that may be needed to be taken to address the needs identified in my report.

Sincerely,



Garth Lewis
Yolo County Superintendent of Schools

7. 8. 20-21 First Quarter on Williams Uniform Complaints-YCOE 

Description

20-21 First Quarter on Williams Uniform Complaints-YCOE

Supporting Documents

 [20-21 YCOE - Williams First Quarter report transmittal](#)

 [Quarter 1 UCP report YCOE.pdf](#)

Information

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

SUBJECT: 20-21 First Quarter on Williams Uniform Complaints-YCOE	AGENDA ITEM #:
PER: <input type="checkbox"/> BOARD REQUEST <input checked="" type="checkbox"/> STAFF REQUEST	ATTACHMENTS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FOR BOARD: <input type="checkbox"/> ACTION <input checked="" type="checkbox"/> INFORMATION	RESEARCH & PREPARATION BY: Deborah Bruns
<u>BACKGROUND:</u>	DATE: October 27, 2020

Statutory changes to the Williams Settlement as stated in California Education Code 35186 (d) requires that a school district report summarized data on the nature and resolution of all Uniform Complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. Further, the summaries must be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report must include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses must be available as public records.

Education Code 35186 (a) states that a school district shall use the Uniform Complaint process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, with modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment.

The 20-21 YCOE First Quarter on Williams Uniform Complaints Education Code 35186 is attached.

RECOMMENDATION/COMMENTS: For information.

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: Yolo County Office of Education

Person completing this form: Deborah Bruns Title: Director of C&I

Quarterly Report Submission Date:

(check one)

- October 2020
- January 2021
- April 2021
- July 2021

Date for information to be reported publicly at governing board meeting: _____

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Garth Lewis
Print Name of District Superintendent


Signature of District Superintendent

10/7/20
Date

7. 9. Quarterly Report of Investments for Period Ending September 30, 2020

Description

SB 564 added Section 53646 to the Government code in 1996. Government Code Section 53646 (b) requires the Chief Financial 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 is the Yolo County Treasurer's quarterly investment portfolio information for the period ending September 30, 2020.

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.

Recommendation

For information only.

Supporting Documents

 [Yolo County Executive Summary_3Q20_Final.pdf](#)

 [Yolo County FOC Presentation_3Q20_FINAL.pdf](#)

Contact Person

Debra Hinely, Director, Internal Business Services, will present this item.



Executive Summary – Third Quarter 2020

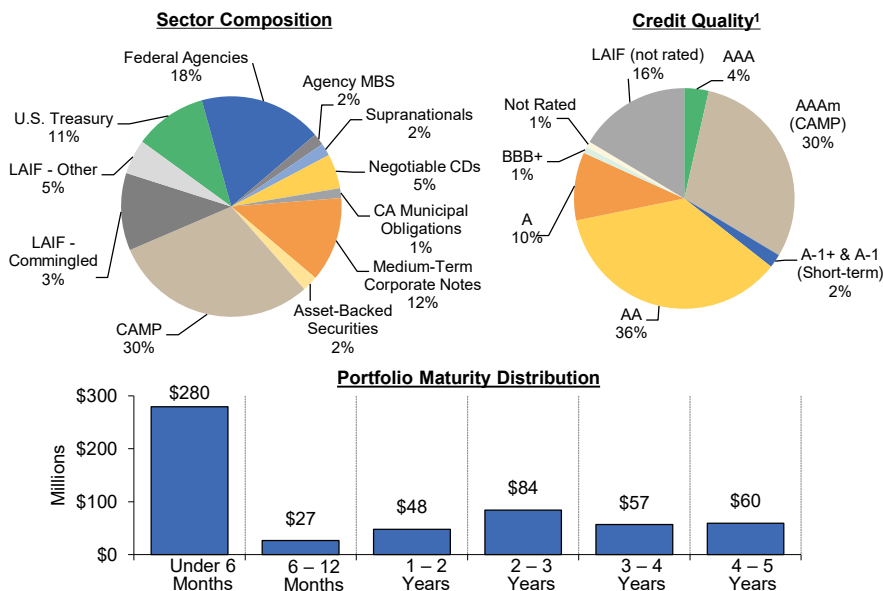
Portfolio Review

- The portfolio is in compliance with the California Government Code and the County’s Investment Policy.
- The portfolio is well diversified by sector, issuer, and maturity and is of high credit quality.
- The portfolio has sufficient liquidity to meet the County’s cash needs.
- The duration of the PFM managed portfolio was extended by 0.24 years and will be extended further to the new target of approximately 2.5 years, as it transitions to a longer duration benchmark.
- Diversification away from Treasuries was again additive to performance in the quarter. Momentum from the narrowing of wider spreads at the onset of the pandemic led most investment grade fixed income sectors to generate positive excess returns relative to similar duration Treasuries.

The Economy

- Coronavirus restrictions were gradually eased throughout the U.S. but were followed by regional hot spots of infection, reminding people of how long the virus may linger.
- U.S. second quarter GDP plunged by a record annualized rate of 31.7%. For context, GDP fell by 8.4% during the height of the 2008 financial crisis. However, other economic indicators were surprisingly strong and recovered at a faster pace than originally expected. The labor market has rebounded off its lows, but with the unemployment rate still near 8%, the jobs landscape remains a significant headwind to a more robust and sustained recovery.
- The Federal Reserve (Fed) continued to play a large role in supporting financial market stability. The central bank re-affirmed its ongoing support of many sectors of the bond market sectors through its continuing purchase and liquidity programs, and it extended the expiration date of many of its lending facilities. The Fed also extend its forward guidance regarding zero short-term interest rates through 2023.

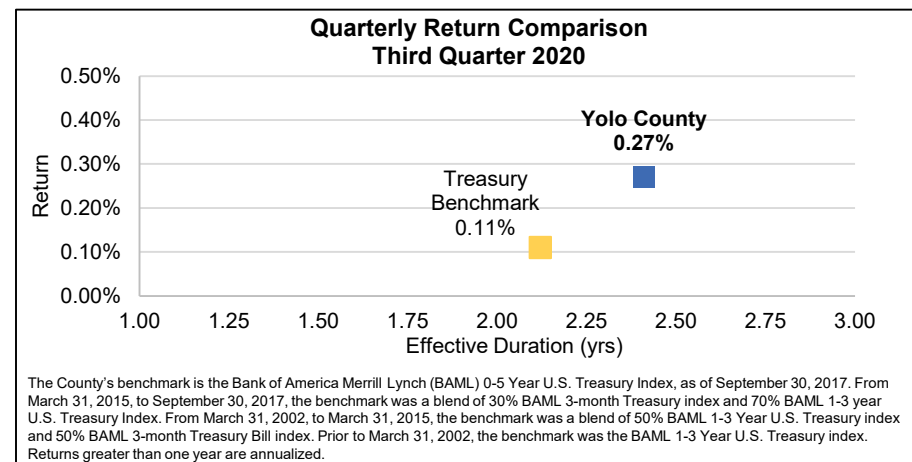
Portfolio Profile as of September 30, 2020



1. Ratings based on Standard & Poor’s. Securities held in the County’s portfolio are in compliance with California Government Code and the County’s investment policy dated December 2019.

	Quarter	Annualized Return	
		1 Year	5 Years
Yolo County Total Return ¹	0.27%	4.21%	2.34%
Treasury Benchmark Total Return	0.11%	3.96%	1.95%
Net Apportionment Rate	0.35%	-	-

Note: ¹PFM managed portfolio only.





Yolo County Investment Review Third Quarter 2020

Ken Schiebel, CFA, Managing Director
Allison Kaune, Sr Client Representative

October 27, 2020

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

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

PFM Asset
Management LLC
pfm.com



Economic and Interest Rate Update



Markets Face Many Uncertainties Moving into the Fourth Quarter

◆ Coronavirus

- Spread during **colder months** and flu season
- Development of **vaccines**
- Impact on **economic recovery**

◆ Markets

- **Valuations** of bonds and equities
- Further **fiscal stimulus**
- **Fed** policies

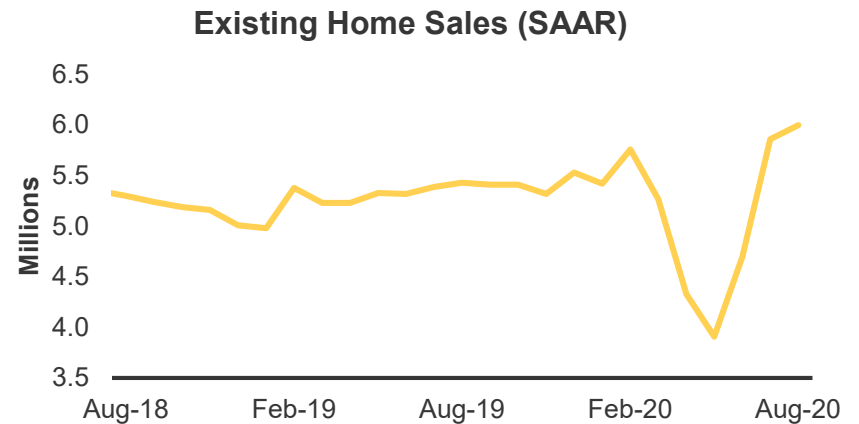
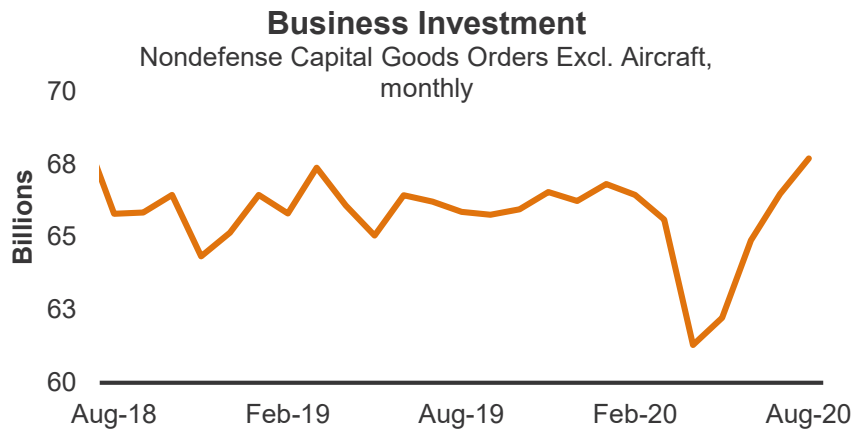
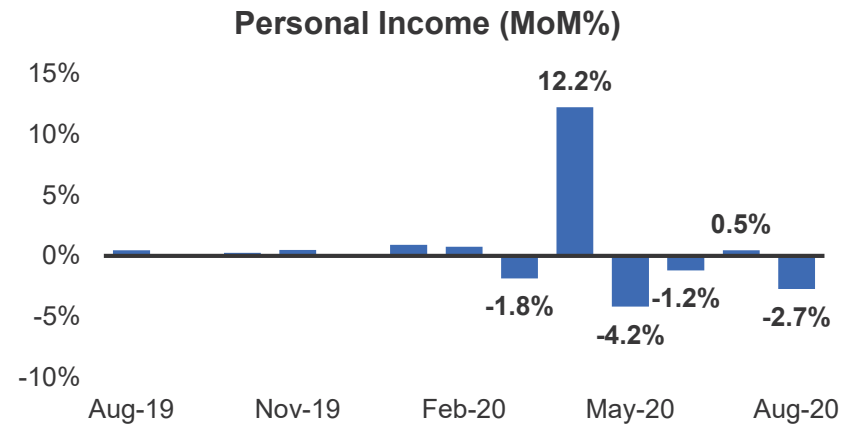
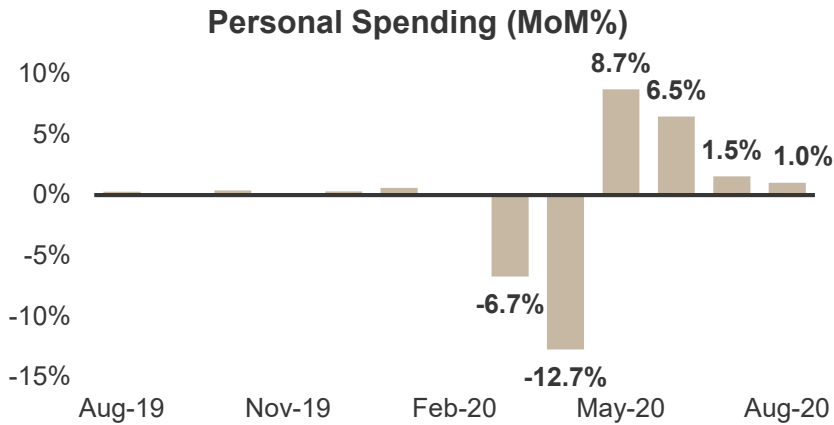
◆ Presidential Election

- Priorities of government **spending**
- **Tax law** changes
- **Foreign** and **trade policies**
- Future of **ACA**





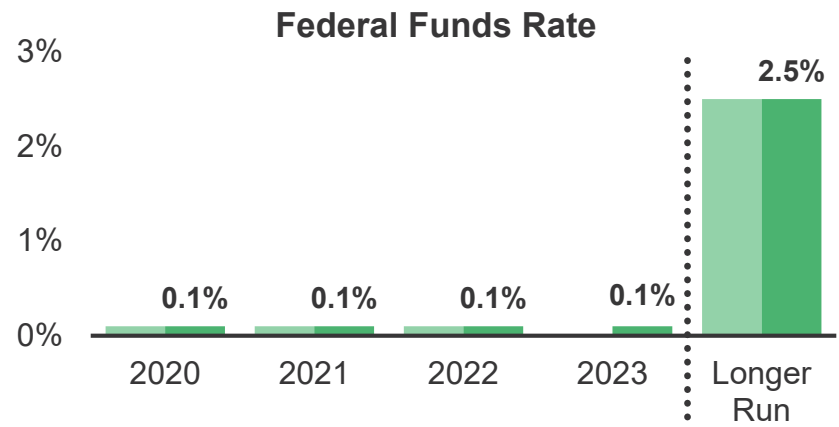
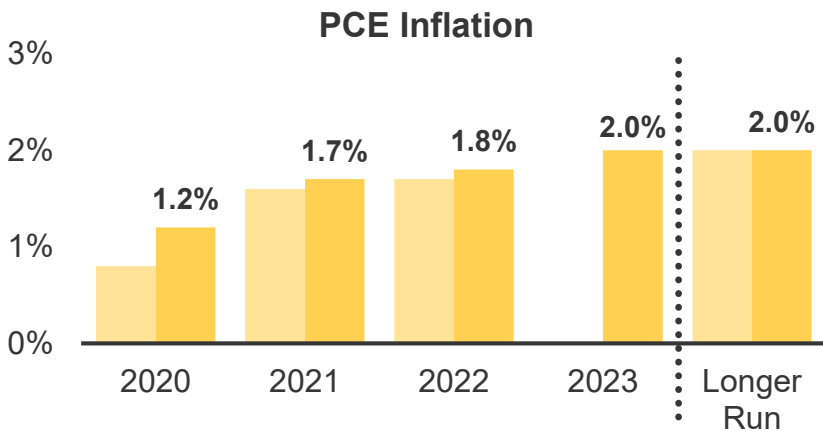
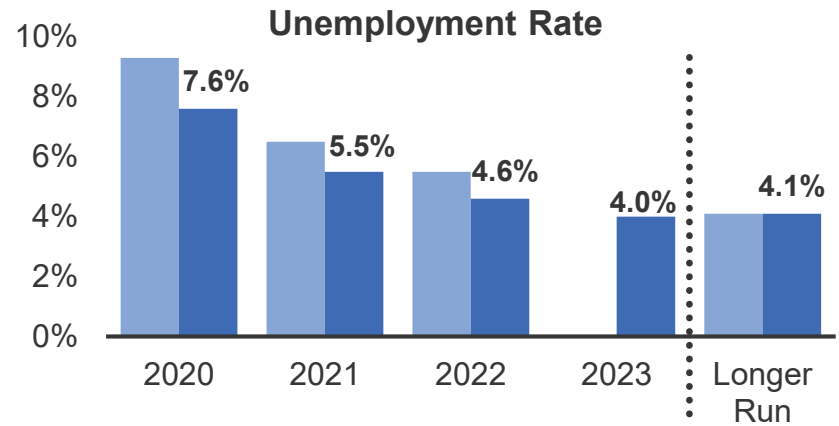
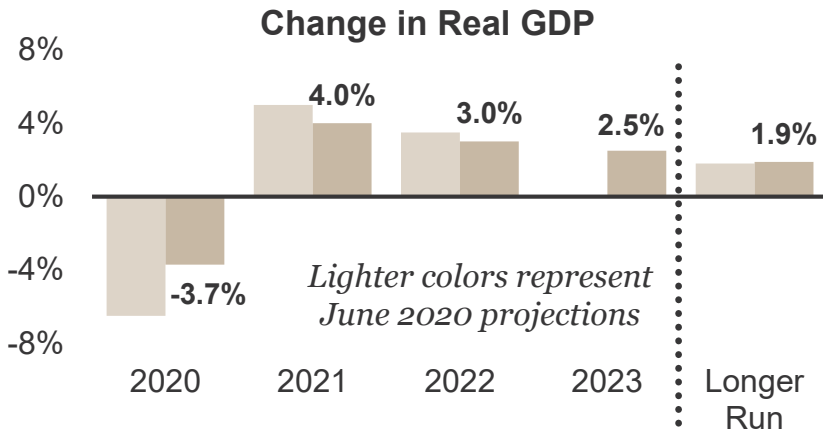
Economic Indicators Show Resilience, but Future Improvement May Slow



Source: Bloomberg, latest available data as of 10/2/2020.



The Fed's Updated Economic Projections Pull Growth Forward

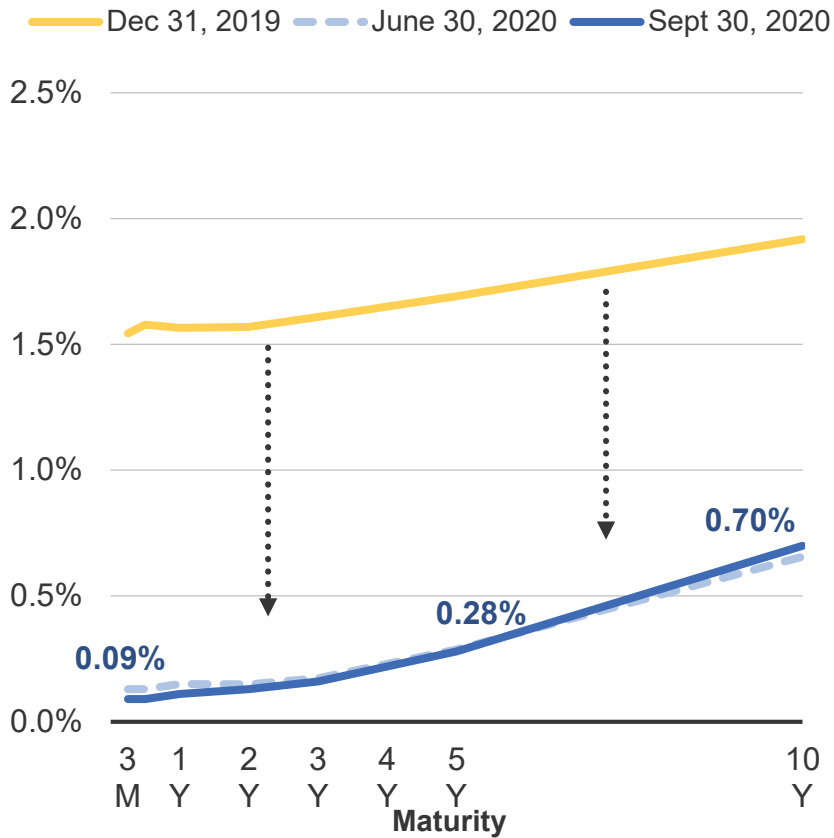


Source: Federal Reserve, economic projections as of June and September 2020.

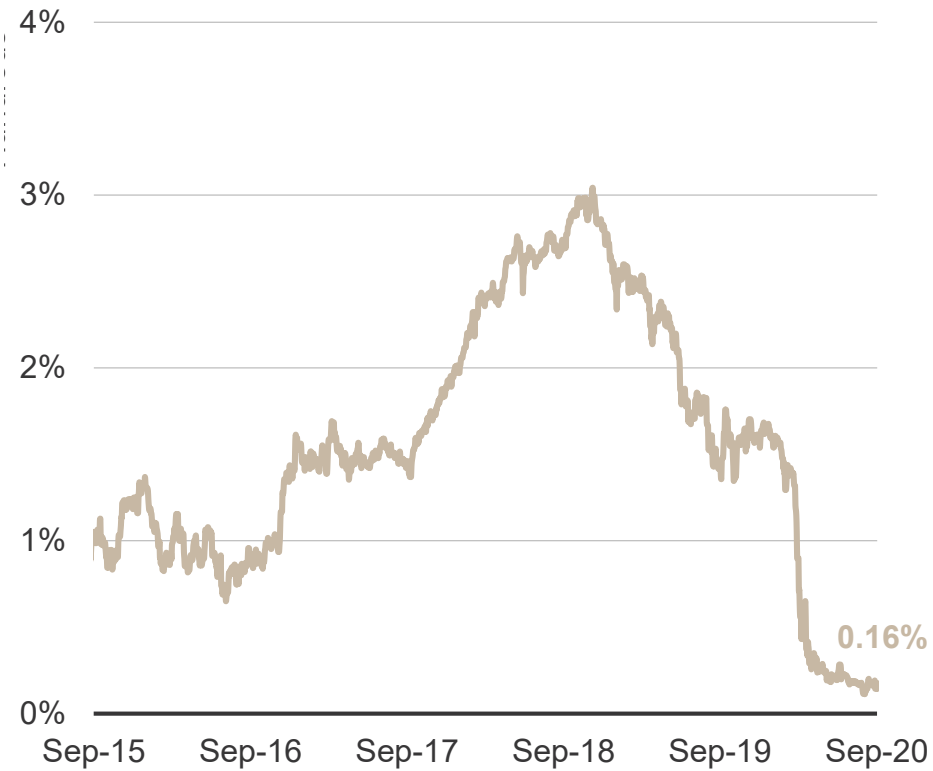


Interest Rates Remain Stable Near Historic Lows

US Treasury Yield Curve



3-Year Treasury Yield

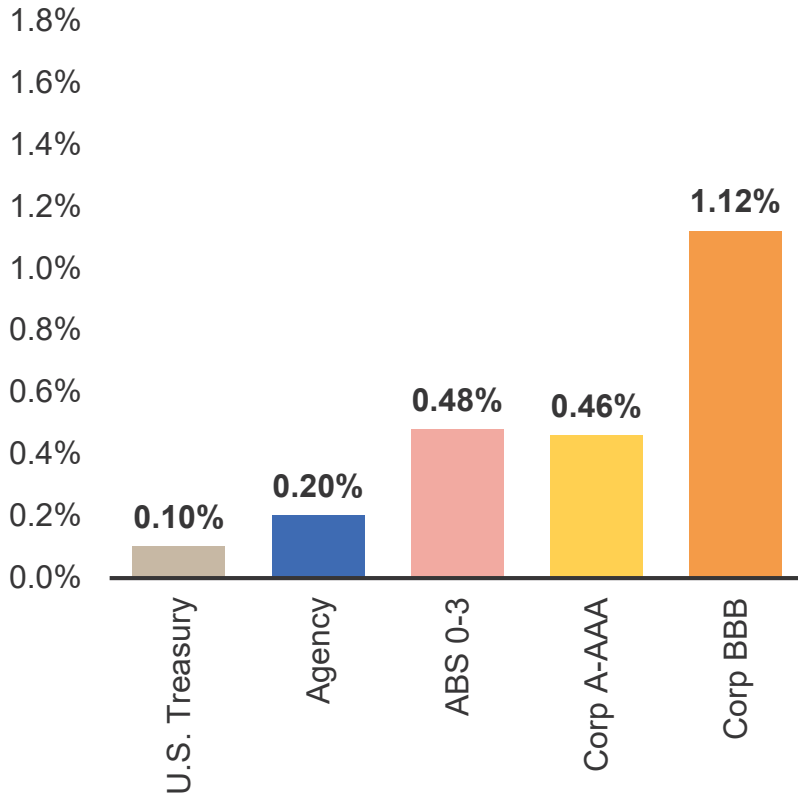


Source: Bloomberg as of 10/2/2020.

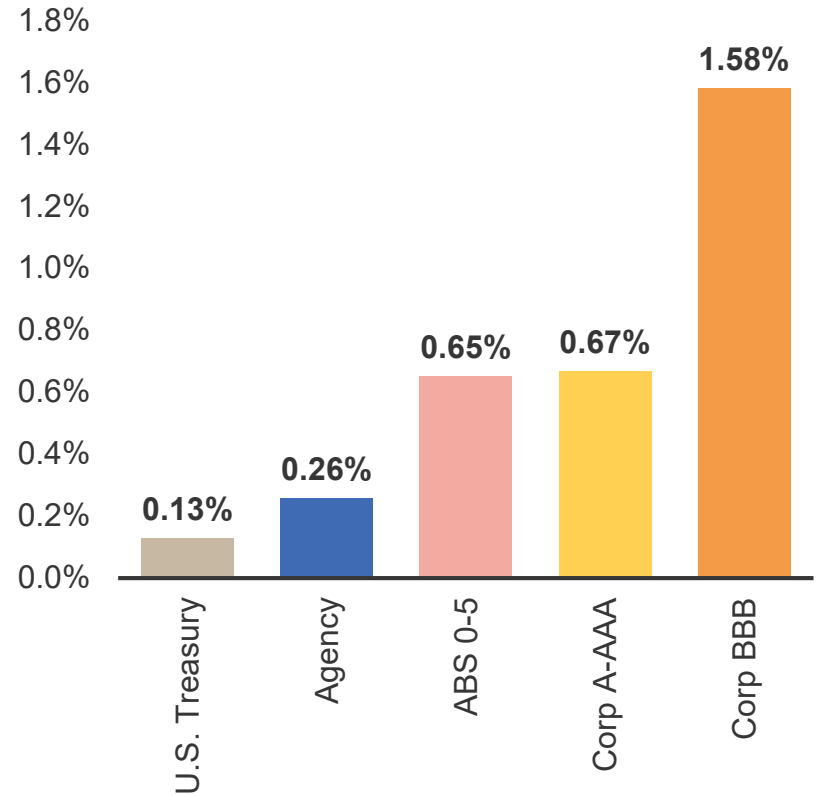


Credit Sectors and Longer Maturities Outperform in the Third Quarter

Third Quarter Total Returns 1-3 Year Indices



Third Quarter Total Returns 1-5 Year Indices



Source: Bloomberg as of 9/30/2020.



Portfolio Update



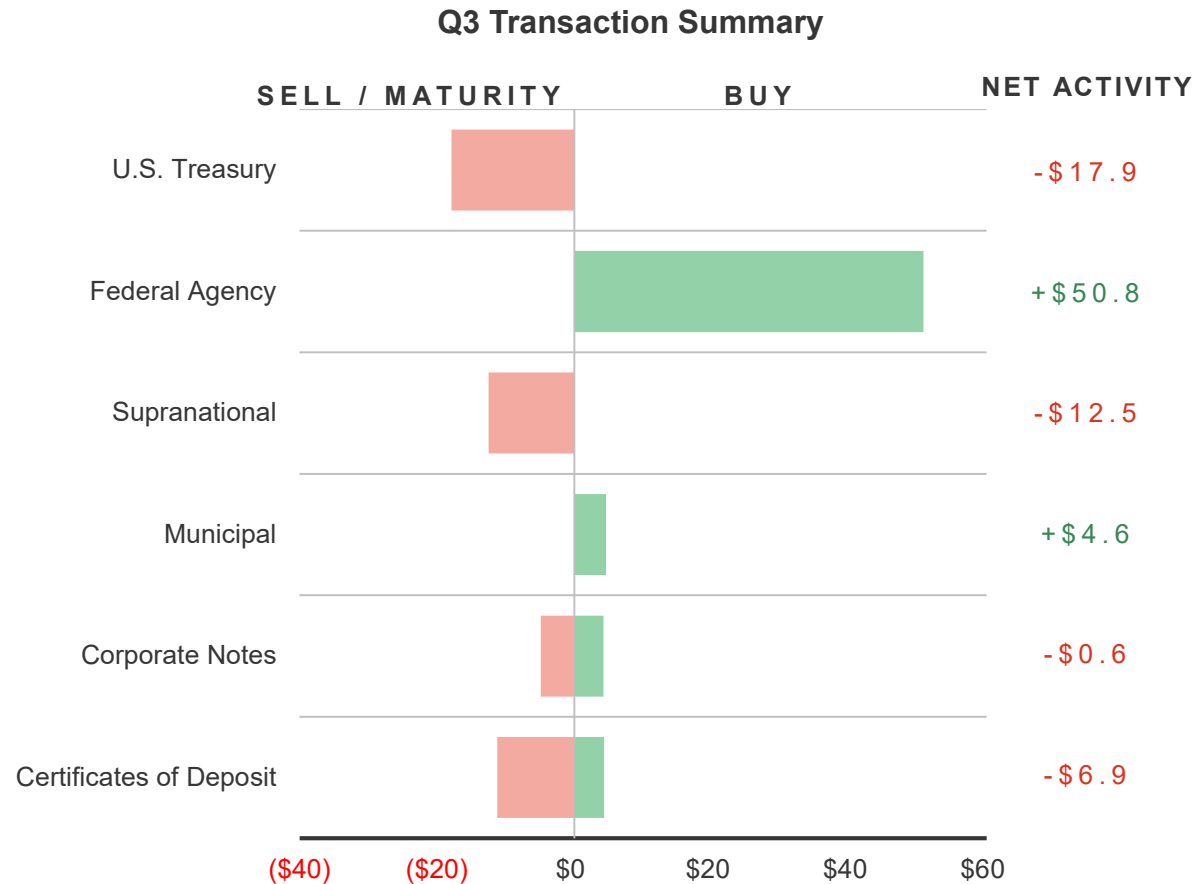
Portfolio Composition

Security Type	Market Value as of 9/30/20	% of Portfolio	% Change vs. 6/30/20	Permitted by Policy	In Compliance
U.S. Treasury	\$59,135,279	10.7%	-2.1%	100%	✓
Federal Agency	\$99,862,255	18.0%	+9.8%	100%	✓
Federal Agency CMOs	\$9,426,012	1.7%	+0.1%	100%	✓
Municipal Obligations	\$7,977,880	1.4%	+0.8%	30%	✓
Supranationals	\$10,248,038	1.9%	-1.9%	30%	✓
Negotiable CDs	\$28,001,493	5.1%	-0.7%	30%	✓
Corporate Notes	\$68,795,630	12.4%	+0.8%	30%	✓
Asset-Backed Securities	\$12,643,079	2.3%	-0.1%	20%	✓
Securities Sub-Total	\$296,089,665	53.5%			
Accrued Interest	\$1,010,525				
Securities Total	\$297,100,189				
CAMP	\$166,472,637	30.1%	-7.5%	100%	✓
LAIF – Total	\$91,065,676	16.4%	+0.7%	\$75 million per account	✓
Total Investments	\$554,638,502	100.0%			



Third Quarter Sector Strategy

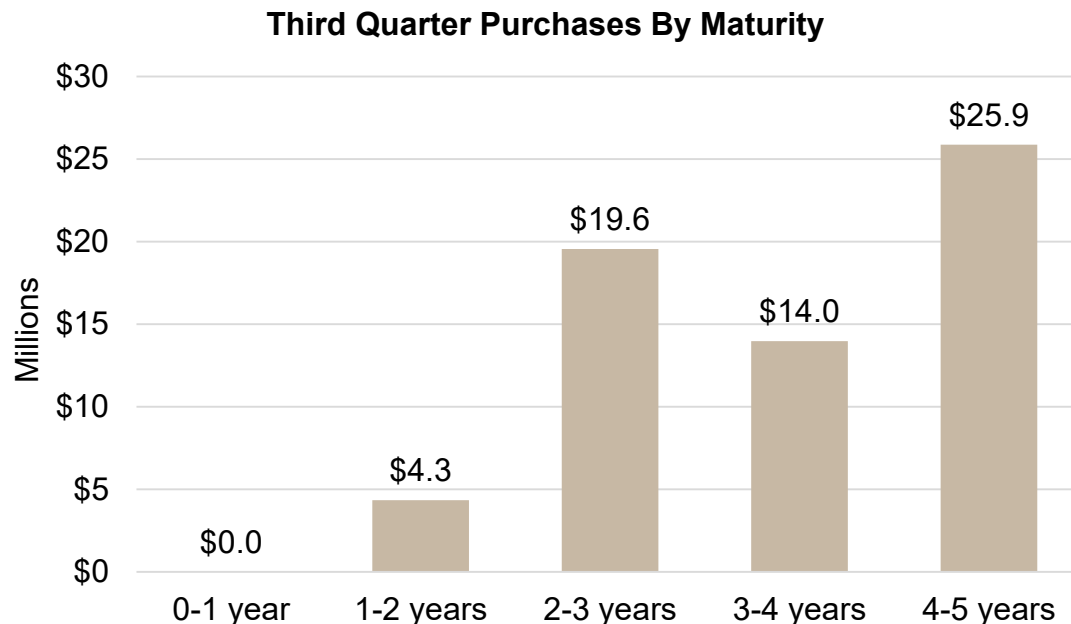
- PFM remained proactive and hyper-vigilant in response to the market effects and uncertainty.
 - We maintained a sharp focus on portfolio safety with robust due diligence on credit and securitized products.
- U.S. Treasury** allocation was reduced as financial markets stabilized and other sectors presented better opportunities.
- Increased allocation to **federal agencies** as yield spreads on new issues remained elevated.
- The **taxable municipal** sector was active as entities benefited from the low borrowing rate environment. We viewed the sector to be quite attractive, even compared to some high-quality corporate issuers.
- Corporate notes** were, once again, a significant benefit for portfolio performance during the quarter. Supply was robust, however, investor demand was strong and pressured spreads lower.





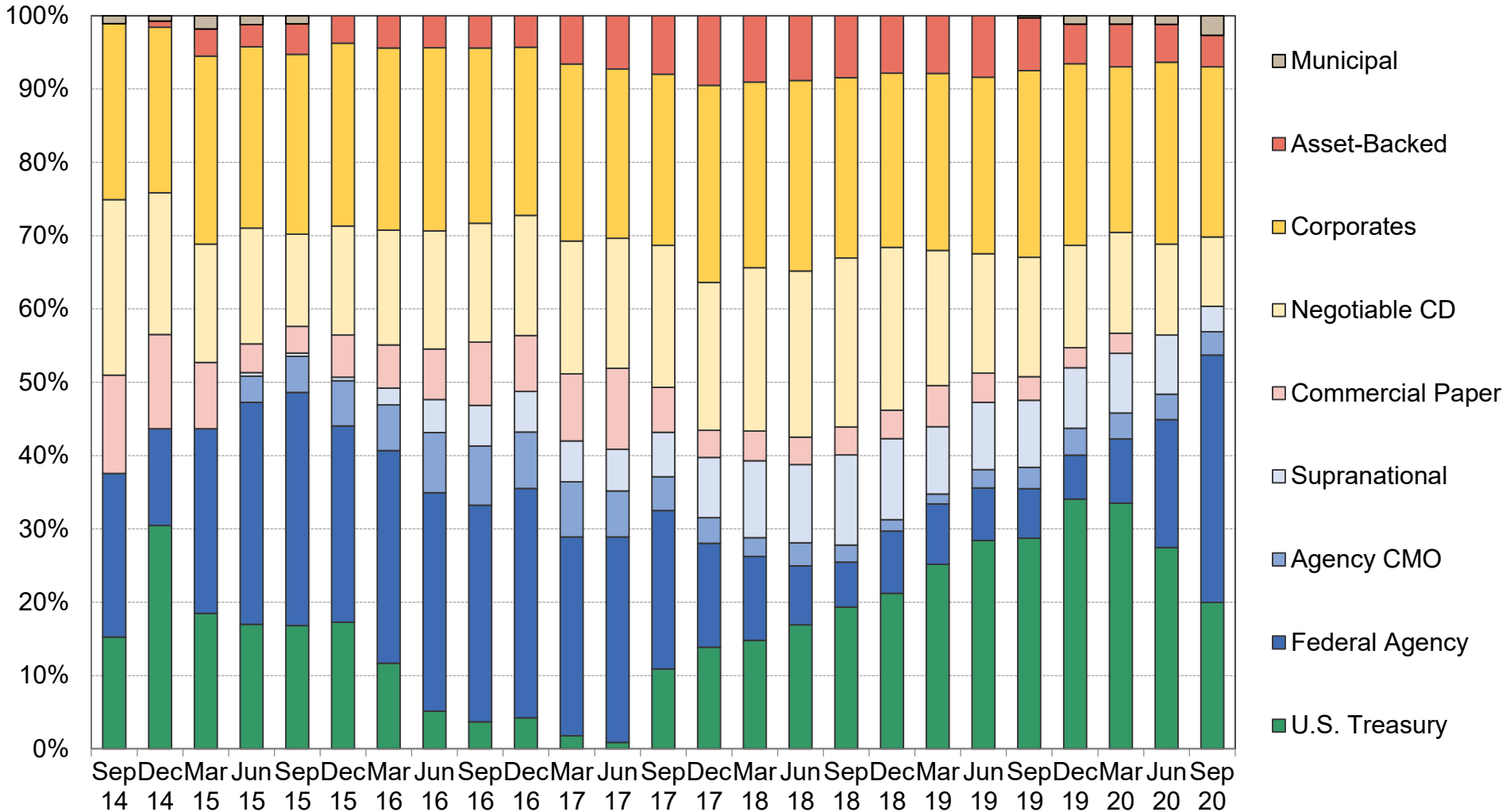
Third Quarter Duration Strategy

- The portfolio duration was extended as we began to transition the portfolio from the current 0-5 year strategy to the new 1-5 year strategy.
 - Longer duration strategy will increase potential for higher long-term performance and will decrease security overlap.
 - Extending duration approximately 0.4 years to new target of approximately 2.5 years.
 - Extension happening gradually and should be complete by end of 2020.
 - Upon completion of extension, portfolio will be managed against the 1-5 Year U.S. Treasury Index.





Historical Sector Allocation—PFM Managed Portfolio

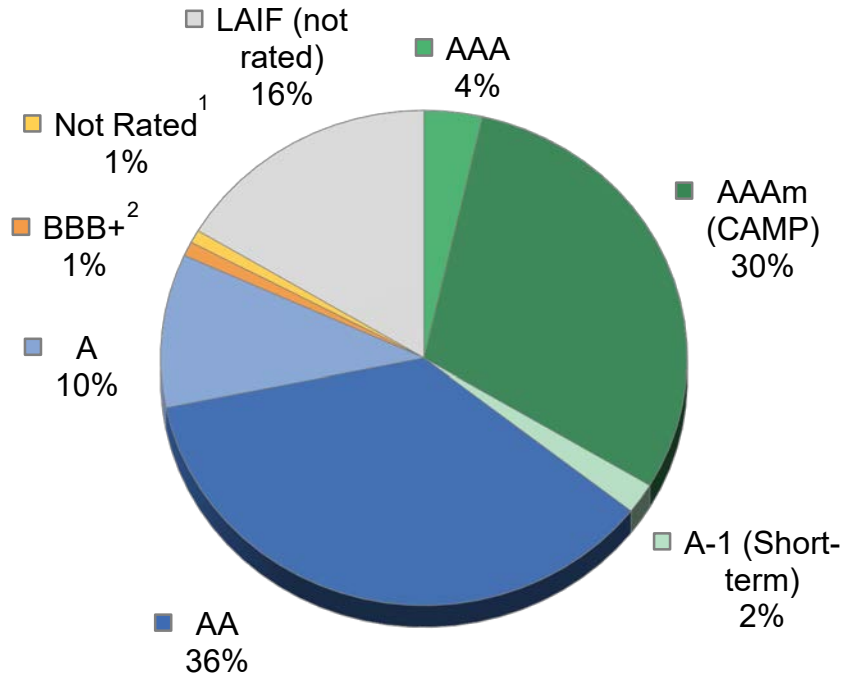




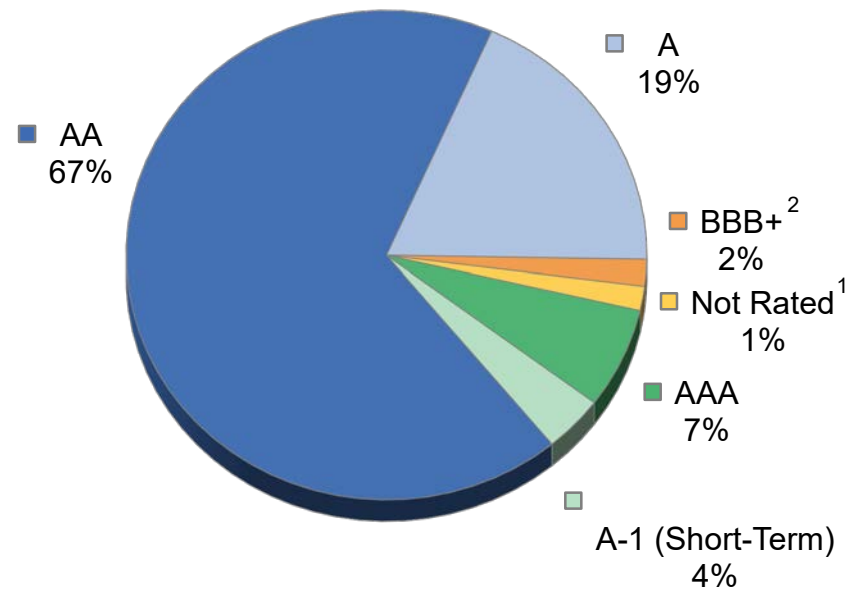
Portfolio Credit Quality

◆ The County's portfolio comprises high-quality securities.

Including Liquid Accounts



Excluding Liquid Accounts



As of September 30, 2020. Percentages may not sum to 100% due to rounding.

Ratings are based on Standard & Poor's.

1. The "Not Rated" category comprises asset-backed securities rated Aaa by Moody's.

2. The "BBB+" category comprises securities rated in a rating category of A or better by at least one NRSRO.

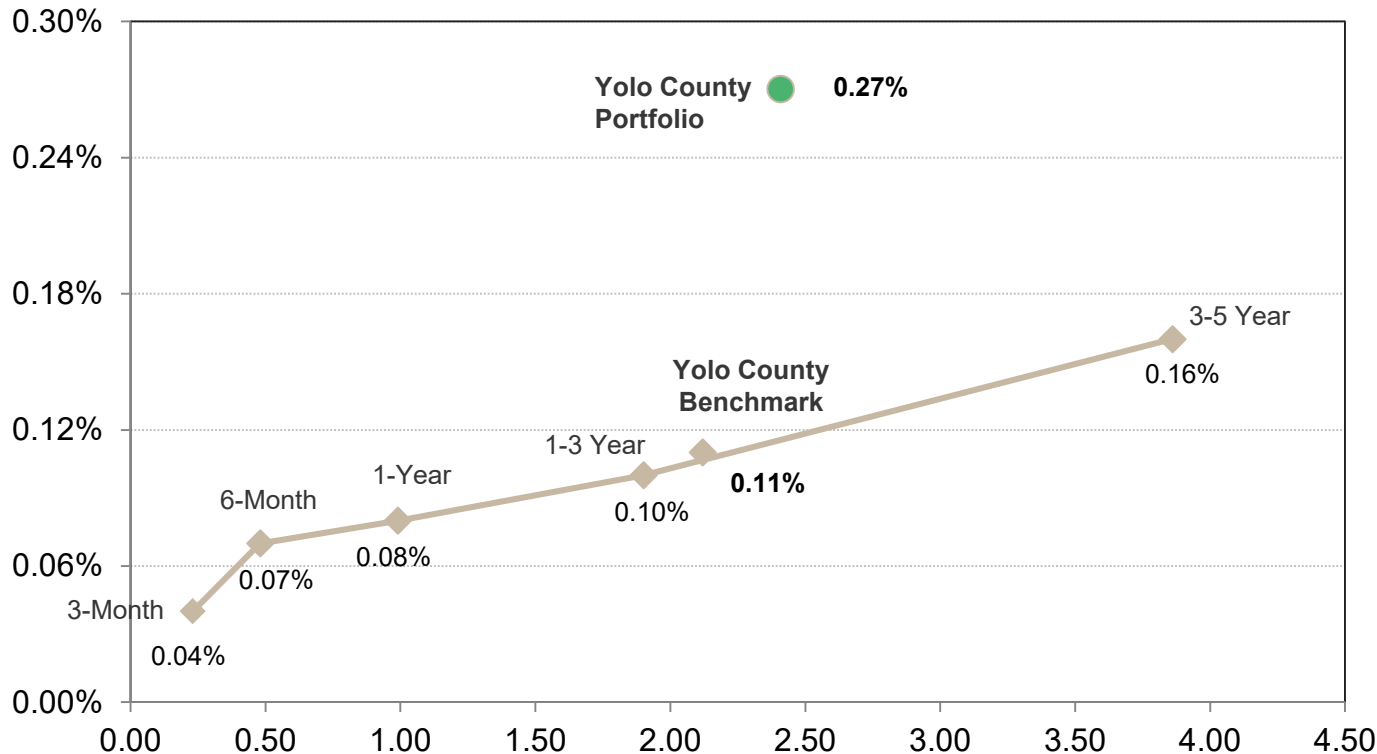


County's Diversified Portfolio Outperformed Benchmark in Third Quarter

Quarterly Total Returns

Yields

Yolo County, Yolo County Benchmark, and Various ICE BofA Merrill Lynch Treasury Indices



Portfolio Yield and LAIF Quarterly Apportionment Rate	
Yolo County	1.69%
LAIF	0.84%

- For periods ending September 30, 2020.
- Yolo County yield is the weighted average yield at cost.
- Source: Bloomberg, LAIF website.
- The County's benchmark is the ICE Bank of America Merrill Lynch (BAML) 0-5 Year U.S. Treasury Index. From March 31, 2015, to September 30, 2017, the benchmark was a blend of 30% ICE BAML 3-month Treasury index and 70% ICE BAML 1-3 year U.S. Treasury Index. From March 31, 2002, to March 31, 2015, the benchmark was a blend of 50% ICE BAML 1-3 Year U.S. Treasury index and 50% ICE BAML 3-month Treasury Bill index. Prior to March 31, 2002, the benchmark was the ICE BAML 1-3 Year U.S. Treasury index.



Total Return Performance

- The portfolio's diversification, particularly into corporate notes and asset-backed securities, helped boost portfolio performance, as credit instruments once again outperformed government sectors for the quarter.
- Returns over the past year were strong for both the portfolio and the benchmark, as falling interest rates resulted in increased market value returns. The portfolio's diversification led to outperformance of the benchmark.
- The portfolio maintains good performance relative to the benchmark since inception.

Total Return For periods ended September 30, 2020

	Duration (years)	Past Quarter	Past 1 Year	Past 5 Years	Past 10 Years	Since Inception
Yolo County	2.41	0.27%	4.21%	2.34%	1.63%	3.22%
Treasury Benchmark	2.12	0.11%	3.96%	1.95%	1.19%	2.59%

- Performance on a trade-date basis, gross (i.e., before fees), in accordance with the CFA Institute's Global Investment Performance Standards (GIPS).
- Bank of America Merrill Lynch indices provided by Bloomberg Financial Markets.
- Inception date is June 30, 1998.
- Performance, yield, and duration calculations exclude holdings in CAMP, LAIF, and the money market fund.
- The County's benchmark is the ICE Bank of America Merrill Lynch (BAML) 0-5 Year U.S. Treasury Index. From March 31, 2015, to September 30, 2017, the benchmark was a blend of 30% ICE BAML 3-month Treasury index and 70% ICE BAML 1-3 year U.S. Treasury Index. From March 31, 2002, to March 31, 2015, the benchmark was a blend of 50% ICE BAML 1-3 Year U.S. Treasury index and 50% ICE BAML 3-month Treasury Bill index. Prior to March 31, 2002, the benchmark was the ICE BAML 1-3 Year U.S. Treasury index.



Investment Strategy Outlook

- **Federal Agency:** yield spreads were largely unchanged since the end of the quarter, and the sector remains valuable, primarily in new issues maturing in 3-years and beyond, which have benefitted the most from recent supply.
- **Agency MBS:** continue to face high levels of prepayments due to low mortgage rates. Agency commercial mortgage-backed securities, however, still offer value as they are structured with prepayment protections.
- **Corporates:** yield spreads widened marginally recently in response to strong supply and fading hopes of renewed fiscal stimulus in the near-term. This is viewed as an opportunity to extend corporate durations in companies with strong balance sheets. We remain cautious on the sector but will continue to evaluate opportunities on a security-by-security basis.
- **ABS:** value has diminished due to heightened investor demand and limited supply. We expect delinquency rates and net losses to increase as deferral programs begin to phase out and are cautious in the sector.
- **Municipal:** taxable new issues continue to offer fair value on a deal-by-deal basis.
- Portfolio safety remains the primary objective and we will maintain broad diversification by sector, industry and issuer, avoiding those industries most affected by current economic conditions.



Projected vs. Actual Fiscal Year Accrual Basis Earnings

INVESTMENT PORTFOLIO						
Date	Month-End Amortized Cost Value	Portfolio YTM at Cost	Actual Accrual Basis Earnings	Earnings Rate ¹	Assumed Reinvestment Rate ²	Projected Accrual Basis Earnings ^{3,4}
Jul-20	\$288,310,119	1.90%	\$756,012	1.90%	-	-
Aug-20	\$288,868,694	1.76%	\$732,825	1.76%	-	-
Sep-20	\$288,596,518	1.69%	\$481,242	1.69%	-	-
Oct-20	-	-	-	1.66%	0.15%	\$405,743
Nov-20	-	-	-	1.62%	0.16%	\$383,424
Dec-20	-	-	-	1.62%	0.16%	\$396,205
Jan-21	-	-	-	1.62%	0.17%	\$394,890
Feb-21	-	-	-	1.58%	0.18%	\$348,854
Mar-21	-	-	-	1.52%	0.18%	\$372,187
Apr-21	-	-	-	1.45%	0.19%	\$342,487
May-21	-	-	-	1.44%	0.19%	\$351,573
Jun-21	-	-	-	1.44%	0.20%	\$340,232
Projected FY 20-21 Total						\$5,305,674

1. Earnings rates calculated based on the yield to maturity at cost through 9/30/2020 and the assumed reinvestment rates of maturities for each period thereafter.

2. Assumed reinvestment rates based on the 2-year Fed Funds Forward Rate Curve as of 10/9/2020.

3. Earnings for the periods 7/31/2020 – 9/30/2020 are actual earnings and include realized gains/losses; periods thereafter are projected.

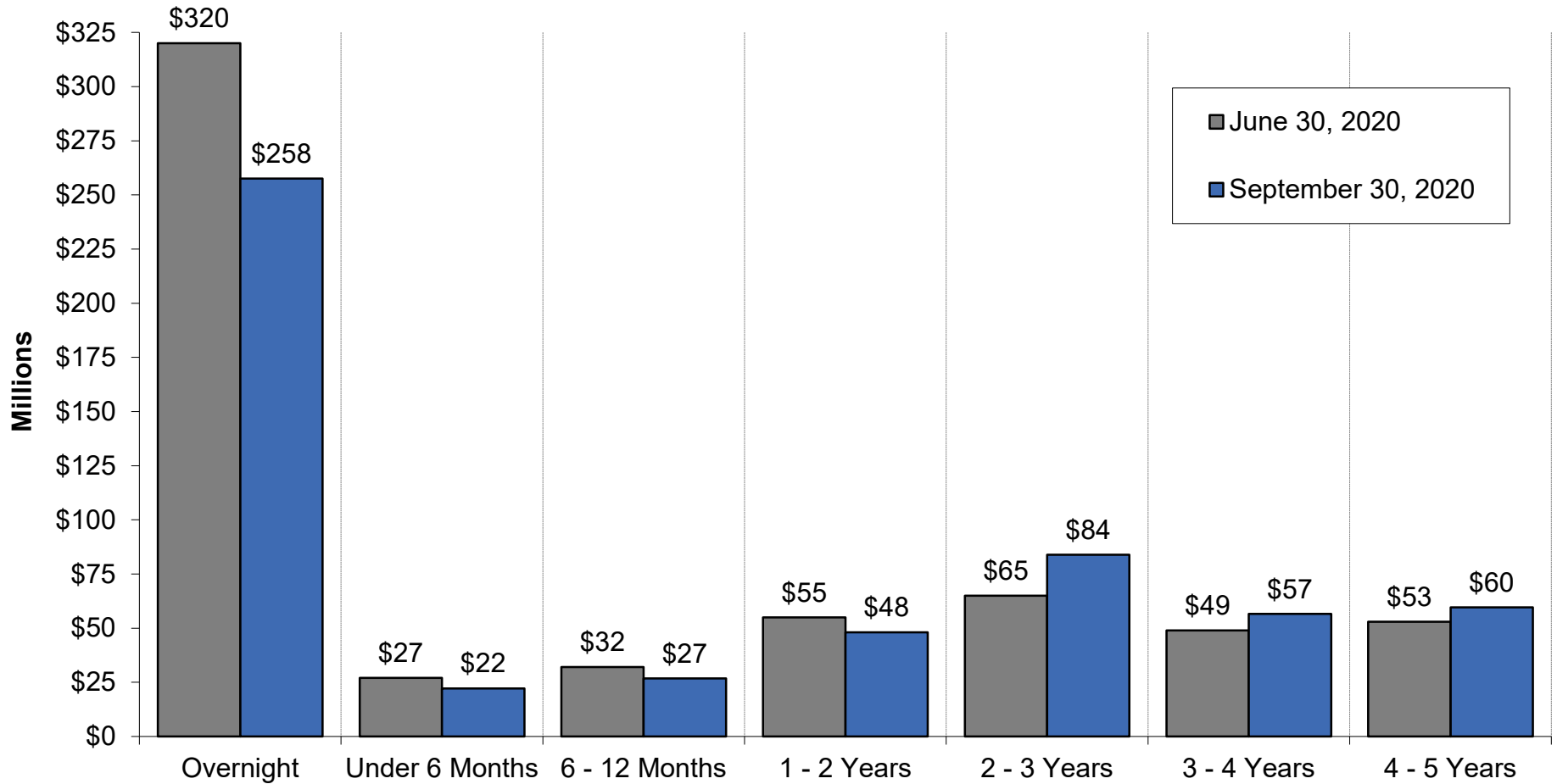
4. Earnings assume no sales or realized gains/losses for periods after 9/30/2020.



Additional Portfolio Information



Portfolio Maturity Distribution



Purchases made with new funds during quarter ended 9/30/20.

Callable and floating-rate securities are included in the maturity distribution analysis to their stated maturity date.



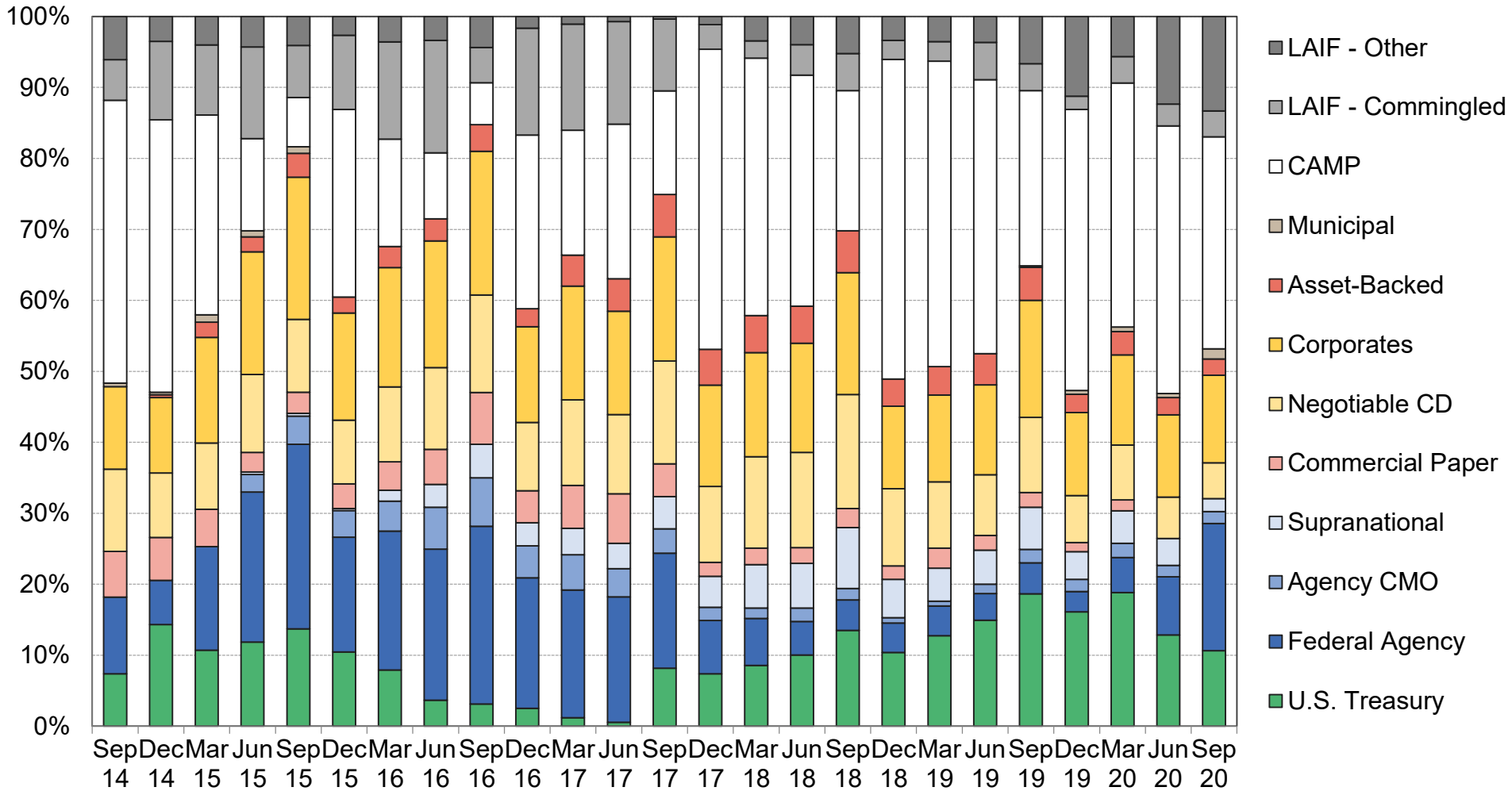
Portfolio Issuer Distribution

UNITED STATES TREASURY	20.0%	CISCO SYSTEMS INC	0.9%
FANNIE MAE	19.2%	SUMITOMO MITSUI FINANCIAL GROUP INC	0.8%
FREDDIE MAC	14.1%	UNITEDHEALTH GROUP INC	0.8%
FEDERAL HOME LOAN BANKS	2.6%	GOLDMAN SACHS GROUP INC	0.8%
INTL BANK OF RECONSTRUCTION AND DEV	2.1%	3M COMPANY	0.8%
TOYOTA MOTOR CORP	2.0%	DEERE & COMPANY	0.8%
SWEDBANK AB	1.8%	CREDIT SUISSE GROUP RK	0.8%
AMERICAN HONDA FINANCE	1.8%	FLORIDA ST HURRICAN CAT FUND	0.8%
BANK OF NEW YORK MELLON CORPORATION	1.7%	INTEL CORPORATION	0.7%
WAL-MART STORES INC	1.5%	DNB ASA	0.7%
EXXON MOBIL CORP	1.5%	ADOBE INC	0.7%
JP MORGAN CHASE & CO	1.4%	CARMAX AUTO OWNER TRUST	0.6%
NORDEA BANK ABP	1.4%	HYUNDAI AUTO RECEIVABLES	0.6%
INTERNATIONAL FINANCE CORPORATION	1.3%	CHEVRON CORPORATION	0.6%
SKANDINAVISKA ENSKILDA BANKEN AB	1.3%	UNITED PARCEL SERVICE INC	0.5%
APPLE INC	1.2%	AMERICAN EXPRESS CO	0.5%
FEDERAL FARM CREDIT BANKS	1.1%	MASTERCARD INC	0.5%
US BANCORP	1.1%	NATIONAL RURAL UTILITIES CO FINANCE CORP	0.4%
NISSAN AUTO RECEIVABLES	1.0%	IBM CORP	0.3%
VISA INC	0.9%	UNIVERSITY OF CALIFORNIA	0.3%
SOCIETE GENERALE	0.9%	SAN DIEGO CA CMNTY CLG DIST	0.3%
MITSUBISHI UFJ FINANCIAL GROUP INC	0.9%	MARYLAND ST	0.3%
CITIGROUP INC	0.9%	CALIFORNIA STATE UNIVERSITY	0.3%
BANK OF AMERICA CO	0.9%	CAPITAL ONE PRIME AUTO REC TRUST	0.2%
TRUIST FIN CORP	0.9%	ALLY AUTO RECEIVABLES TRUST	0.1%
CALIFORNIA ST	0.9%	CALIFORNIA ST DEPT OF WTR RESO	0.0%
CREDIT AGRICOLE SA	0.9%	JOHN DEERE OWNER TRUST	0.0%
HONDA AUTO RECEIVABLES	0.9%		

Percentages exclude the portfolio's CAMP and LAIF holdings.

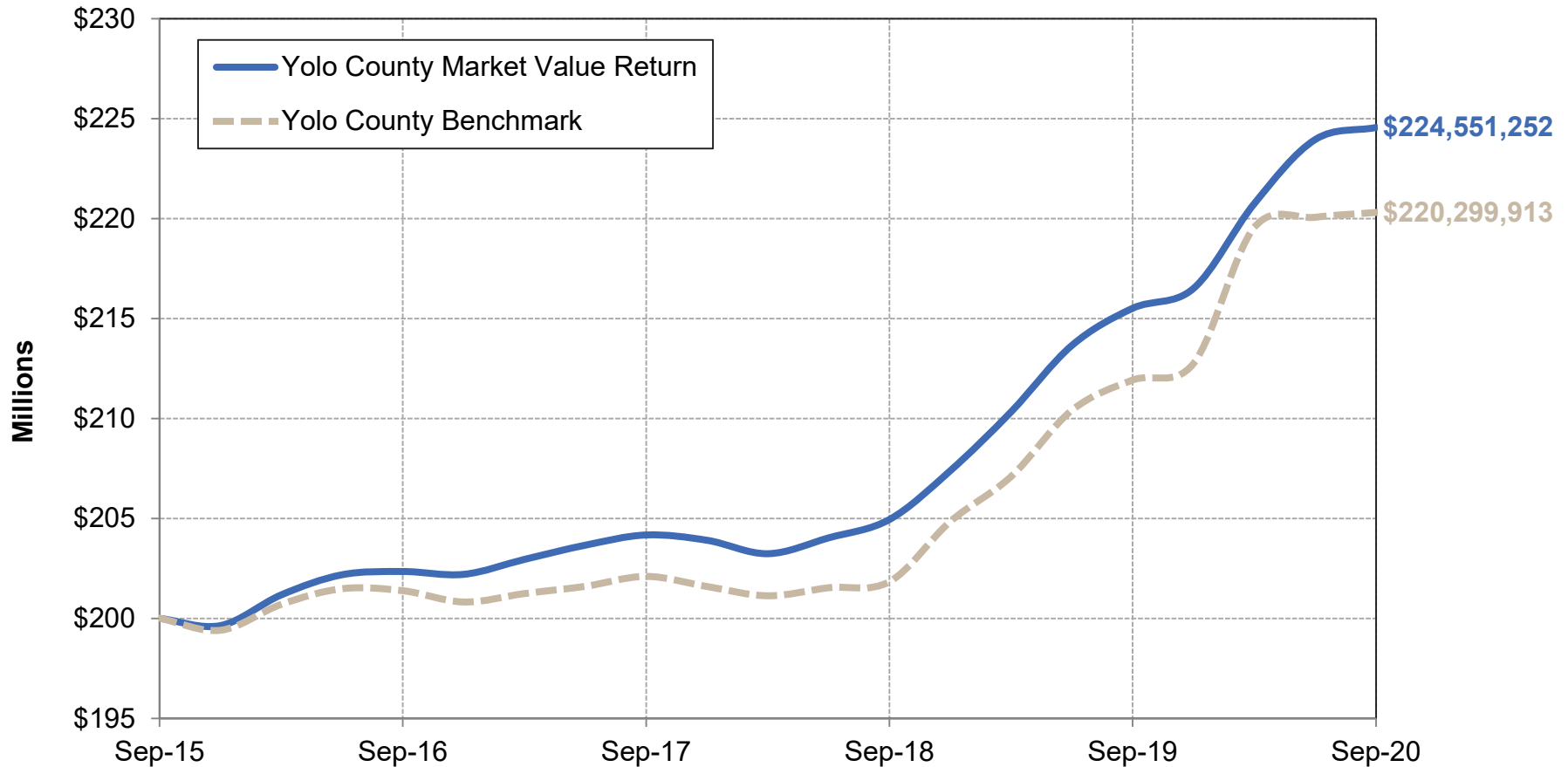


Historical Sector Allocation—All Funds





County's Strategy Continues to Be Effective



- Source: Bloomberg.
- Hypothetical growth of \$200 million.
- Past performance is not indicative of future performance.



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.

7. 10. Monthly Board Financial Report

Description

Per request of the County Board of Education, attached is the current financial report for October 2020.

Recommendation

For information only.

Supporting Documents

 [BOARD FINANCIAL REPORT OCT 2020-2021.pdf](#)

Contact Person

Debra Hinely, Director, Internal Business Services, will present this item.

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
	REVENUE LIMIT SOURCES :	11,275,171.00	605,560.00	11,880,731.00	930,739.00	10,949,992.00	7.83
	FEDERAL REVENUES :	4,917,722.00	392,310.00	5,310,032.00	1,429,118.95	3,880,913.05	26.91
	OTHER STATE REVENUES :	2,917,805.00	681,655.00	3,599,460.00	1,103,647.86	2,495,812.14	30.66
	OTHER LOCAL REVENUES :	6,997,875.00	20,066.00	7,017,941.00	621,748.95	6,396,192.05	8.85
* TOTAL YEAR TO DATE REVENUES	* *	26,108,573.00 *	1,699,591.00 *	27,808,164.00 *	4,085,254.76 *	23,722,909.24 *	14.69

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	6,412,560.00	69,216.00	6,481,776.00	1,861,090.06	4,620,685.94	28.71
	CLASSIFIED SALARIES :	7,446,979.00	40,469.00	7,487,448.00	2,125,834.39	5,361,613.61	28.39
	EMPLOYEE BENEFITS :	6,920,161.00	32,514.00	6,952,675.00	1,422,534.50	5,530,140.50	20.46
	BOOKS AND SUPPLIES :	866,474.00	142,330.00	1,008,804.00	368,810.20	639,993.80	36.55
	SERVICES, OTHER OPER. EXPENSE:	4,469,754.00	1,430,887.00	5,900,641.00	1,054,750.15	4,845,890.85	17.87
	CAPITAL OUTLAY :	123,016.00		123,016.00	579,473.70	456,457.70-	471.05
	OTHER OUTGOING :	.00		.00	3,528.00	3,528.00-	NO BDGT
	DIRECT SUPPORT/INDIRECT COSTS:	327,303.00-	38,970.00-	366,273.00-	11,678.82-	354,594.18-	3.18
* TOTAL YEAR TO DATE EXPENDITURES	* *	25,911,641.00 *	1,676,446.00 *	27,588,087.00 *	7,404,342.18 *	20,183,744.82 *	26.83

OTHER FINANCING SOURCES (USES)							
	INTERFUND TRANSFERS - OUT :	196,932.00-		196,932.00-	.00	196,932.00-	0.00
	OTHER USES :	.00	132,948.00-	132,948.00-	.00	132,948.00-	0.00
	CONTRIB.- RESTRICTED PROGRAMS:	.00		.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING	* *	196,932.00-*	132,948.00-*	329,880.00-*	.00 *	329,880.00-*	0.00

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
9110	CASH IN COUNTY TREASURY	8,470,723.27	846,202.93-	7,624,520.34

7. 11. Head Start/ Early Head Start Reports

Quick Summary / Abstract

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 Agenda - this is a standing report to the Board
- e. Policy Council Meeting Minutes - this is a standing report to the Board

Recommendation

For information.

Supporting Documents



[Attendance Report September 2020.pdf](#)



[November Director's Report.pdf](#)



[Childcare Stabilization Funding Report.pdf](#)



[SF-425 10-23-2020 FINAL-Debra.pdf](#)



[September Financial Report.pdf](#)



[10-23-2020 Regular PC Agenda.pdf](#)



[LPC Meeting Agenda 11 3 2020.pdf](#)



[LPC Draft Minutes for Approval 10.6.2020 \(002\).pdf](#)

Contact Person

Gail Nadal, Director, Early Childhood Education will present this item.

Debra Hinely, Director, Internal Business Services will present the financial reports.



Head Start / Early Head Start

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

EARLY HEAD START

Date: Thursday , October 1 , 2020				Report Outcomes for the month of September 2020			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over income	Average Daily Attendance	Funded Enrollment	Current Virtual Enrollment
1	EHS/State	Lemen	6 wk. – 30 mos.	C1(0)	NA	4	2
					NA	4	2
					NA	4	2
3	EHS/State EHS/State	Alyce Norman	6 wk. – 36 mos.	C0(0)	NA	3	3
					NA	4	2
					NA	4	2
					NA	4	2
					NA	4	2
					NA	4	2
					NA	4	2
4	EHS/State	Valley Oak	24-36 mos.	C0(0)	NA	12	5
					NA		
					NA		
	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C0(1)	N/A	37	35
SUB TOTAL				C1(1)	NA	88	61

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C11(6)	NA	16	12
2					NA	16	9
3					NA	20	17
4					NA	16	6
5	State ONLY	Alyce Norman	3 – 5		NA	16	14
1	HS/State	Alyce Norman	3 – 5		NA	20	11
1					NA	20	18
2					NA	20	18
1	HS/State	Esparto	3 - 5	C3(1)	NA	16	7
2					NA	16	0
1	HS/State	Greengate	3 – 5	C4(1)	NA	16	11
2					NA	20	7
1	HS/State	Plainfield	3 – 5	C6(1)	NA	20	6



Head Start / Early Head Start

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

1	HS/State	Prairie	3 – 5	C4(1)	NA	16	9
1	HS/State	Valley Oak	3 – 5	C2(2)	NA	19	18
1	HS/State	Wolfskill	3 - 5	C1(0)	NA	16	5
SUB TOTAL				C31(6)		263	150
TOTAL				C32(7)		351	211

Recruitment Efforts September 2020

29	2,250	47	26.48
hours of neighborhood canvassing	flyers distributed	local business and community agencies were contacted	miles walked during neighborhood canvassing

Region	Action	Outcome	Future Planning
Woodland	<ul style="list-style-type: none"> • 8- hours of neighborhood / Community Canvassing • 6 -local business collaborated with flyer distribution to costumers 	<ul style="list-style-type: none"> • 1,112 -flyers distributed • Yolo Food Bank agreed to distribute 200 flyers during food distribution 	<ul style="list-style-type: none"> * Continue neighborhood canvassing in low income housing areas and connecting with local business and community agencies * Outfront Media
West Sacramento	<ul style="list-style-type: none"> • 8- hours of neighborhood / Community Canvassing • 9- local community agencies were contacted via email or postal services 	<ul style="list-style-type: none"> • 405– flyers distributed • Children’s Alliance approved for Head Start to distribute flyers during Friday’s food distribution 	<ul style="list-style-type: none"> * Continue distributing flyers on Friday’s during Children’s Alliance food distribution * Continue neighborhood canvassing in low income housing areas and connecting with local business and community agencies * Outfront Media
Esparto	<ul style="list-style-type: none"> • 3- hours of neighborhood / Community Canvassing • 3- local community agencies were contacted via email or postal services 	<ul style="list-style-type: none"> • 203-flyers distributed • Madison Migrant Child Development agreed to distribute to the 48 families enrolled. Migrant center closes mid October 	<ul style="list-style-type: none"> * In October we plan to do a neighborhood sweep and distribute flyers * Outfront Media
Davis	<ul style="list-style-type: none"> • 4- hours of neighborhood / Community Canvassing • 11- local community agencies were contacted via email or postal services 	<ul style="list-style-type: none"> • 120– flyers distributed • DJUSD distributed digital flyers to all K-12 families 	<ul style="list-style-type: none"> * Continue neighborhood canvassing in low income housing areas * Outfront Media
Winters	<ul style="list-style-type: none"> • 6- hours of neighborhood / Community Canvassing • 18- local community agencies were contacted via email or postal services 	<ul style="list-style-type: none"> • 410- flyers distributed • Winters Express Media expressed interest in interviewing Head Start 	<ul style="list-style-type: none"> * Contact HR department for Mariani Nut company * In October we plan to do a neighborhood sweep and distribute flyers * Outfront Media

Yolo County Office of Education Board of Education
Head Start/Early Head Start Update
Gail Nadal
November 2020

Notification of Federal Focus Area Two Review

The Head Start/Early Head Start Program has received notification that in January our program will receive its Focus Area 2 review. We went through Focus Area One a year and half ago and now, will be reviewed for the Program Operations reviewed. Normally, reviewers conduct a site visit for Focus Area Two but because of COVID-19, the review will be done virtually. We anticipate reviewers to interview teachers, FSSA's, Policy Council members and managers. The virtual review is expected to last one week. We will keep updating you as we learn the details of the review next month.

Quality Assurance Team

The Head Start/ Early Head start team is currently in the middle of our first monitoring review. All areas of the program will be audit by our internal team to see how our program is doing in keeping up with record keeping and reporting of information and documents. The timing of this audit comes at a time that will allow the program to make correction before the Federal review is scheduled in January.

Health and Safety Trainings

We will host a parent training before the return and re-opening of our classrooms in person session. The team will give parents the essential information and align their understanding of the high important of health and safety in order to re-open our Head start and Early Head Start classrooms.

Re-Opening Plan for Head Start

We are planning on a Re-opening plan to start on Monday, November 16th and will plan to open all classrooms with limited number of students attending in-person. Parents can also choose to continue with distance learning and can change to the in-person session if they feel ready later. We will have some openings still available. We will continue to enroll new students into our program. The classroom will start with lower numbers to ensure that all areas are prepared and ready for children to be at school.

Child Care Stabilization Funds

The LPC has been accepting applications from parents and providers in Yolo County for CARES Funding's that has been designated to help families going through COVID-19 impact by either loss of employment or reduction in hours. The Yolo County Board of Supervisors allocated \$250,000 to this emergency childcare funding aid and funds must be allocated by December 31, 2020. Attached, please see the funds spent to date and the demographic areas served.



CHILDCARE STABILIZATION FUNDING REPORT

October 2020

Families Served:	49
Children Served:	57
Total # of Providers:	20

Provider Locations:

Winters	1
Woodland	4
West Sacramento	11
Esparto	2
Davis	2

TOTAL FUNDING EXPENDED: \$156,366

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted HHS-ADMINISTRATION FOR CHILDREN & FAMILIES	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09CH01057202
--	--

3. Recipient Organization (Name and complete address including Zip code)
YOLO CO OFFICE OF EDUCATION
1280 SANTA ANITA CT STE 100, WOODLAND, CA 957766128

4a. DUNS Number 193213188	4b. EIN 1952746725A1	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) B3752P1	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: July 1, 2019 To: June 30, 2020	9. Reporting Period End Date (Month, Day, Year) June 30, 2020
--	---

10. Transactions Cumulative
(Use lines a-c for single or combined multiple grant reporting)

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

a. Cash Receipts	\$4,098,987.00
b. Cash Disbursements	\$4,098,987.00
c. Cash on Hand (line a minus b)	\$0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$4,098,987.00
e. Federal share of expenditures	\$4,098,987.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$4,098,987.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00

Recipient Share:

i. Total recipient share required	\$1,024,747.00
j. Recipient share of expenditures	\$1,024,747.00
k. Remaining recipient share to be provided (line i minus j)	\$0.00

Program Income:

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

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		Fixed	9.06	July 1, 2019	June 30, 2020	\$3,688,484.45	\$334,176.69
		0			\$0.00	\$0.00	\$0.00
g. Totals:					\$3,688,484.45	\$334,176.69	\$334,171.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
Head Start \$2,923,212; Head Start T&TA \$34,554; Early Head Start \$1,115,238; Early Head Start T&TA \$25,983;Administrative Costs

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

a. Typed or Printed Name and Title of Authorized Certifying Official Hinely, Debra Director Internal Business Services	c. Telephone (Area code, number, and extension) +1 (530) 668-3728
b. Signature of Authorized Certifying Official Hinely, Debra	d. Email Address debra.hinely@ycoe.org
	e. Date Report Submitted (Month, Day, Year) October 14, 2020

Standard Form 425
OMB Approval Number: 4040-0014
Expiration Date: 02/28/2022

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OClO/PRA, 200 Independence

FEDERAL FINANCIAL REPORT

(Additional Page)

Federal Agency & Organization : HHS-ADMINISTRATION FOR CHILDREN & FAMILIES

Federal Grant ID : 09CH01057202

Recipient Organization : YOLO CO OFFICE OF EDUCATION
1280 SANTA ANITA CT STE 100, WOODLAND, CA 957766128

DUNS Number : 193213188

EIN : 1952746725A1

Reporting Period End Date : June 30, 2020

Status : Report Certified/Pending Agency Approval

Remarks : Head Start \$2,923,212; Head Start T&TA \$34,554; Early Head Start \$1,115,238; Early Head Start T&TA \$25,983;Administrative Costs \$603,305.89.

Federal Agency Review

Reviewer Name :
Phone # :
Email :
Review Date :
Review Comments :

HEAD START-QUALITY IMPROVEMENT/PROGRAMA HEAD START

Resource 5210/Recurso 5210

CATEGORY/CATEGORIA	Current/	Year to Date
Revenues/Ingresos:		\$ 3,047,378.00
Expenditures/Gastos:		
Salaries/Salarios	\$ 119,283.04	\$ 316,711.89
Benefits/Beneficios	\$ 42,985.40	\$ 115,059.23
Supplies/Provisiones	\$ 1,063.11	\$ 6,133.57
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$ -
Site Supplies/Articulos de oficina para el centro	\$ 1,063.11	\$ 6,133.57
Contracted Services/Servicios Contratados	\$ 1,525.79	\$ 3,108.15
Operations/Gastos de Operacion	\$ 20,296.79	\$ 61,299.67
Building/Land Improvements	\$ -	\$ -
Indirect Costs/Costos Indirectos	\$ -	\$ 13,846.59
Cafeteria Fund/transferencia al fondo del café	\$ -	\$ -
Total Expenditures/Total de Gastos	\$ 185,549.94	\$ 516,159.10

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	\$ -	\$ -
Benefits/Beneficios	\$ -	\$ -
Supplies/Provisiones	\$ -	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$ -
Site Supplies/Articulos de oficina para el centro	\$ 1,200.00	\$ 4,012.50
Contracted Services/Servicios Contratados	\$ 1,200.00	\$ 1,200.00
Operations/Gastos de Operacion	\$ -	\$ -
Indirect Costs/Costos Indirectos	\$ -	\$ -
Total Expenditures/Total de Gastos	\$ 2,400.00	\$ 5,212.50

	Number of Meals/Shacks Served	Federal Reimbursement Amount		State Reimbursement Amount	Monthly Expense
Breakfast	0	\$ 0.00	\$ -	\$ -	893.99
AM Snacks	0	\$ -	\$ -	\$ -	-
Lunch	0	\$ -	\$ -	\$ -	-
PM Snacks	0	\$ -	\$ -	\$ -	-
				Total Reimbursement \$	893.99

Credit Cards

Visa 893.99

Wal-Mart

Nugget/Food 4 Less

Interstate Oil

Total Credit Cards \$ 893.99

EARLY HEAD START QUALITY IMPROVEMENT/PROGRAMA EARLY HEAD START

Resource 5212/Recurso 5212

CATEGORY/CATEGORIA	Current/	Year to Date
Revenues/Ingresos:		\$ 1,169,751.00
Expenditures/Gastos:		
Salaries/Salarios	\$ 50,862.88	\$ 150,865.84
Benefits/Beneficios	\$ 18,875.24	\$ 56,245.53
Supplies/Provisiones	\$ 296.95	\$ 1,349.34
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$ -
Site Supplies/Articulos de oficina para el centro	\$ 296.95	\$ 1,349.34
Contracted Services/Servicios Contratados	\$ 824.75	\$ 1,398.72
Operations/Gastos de Operacion	\$ 6,389.03	\$ 19,353.09
Building/Land Improvements	\$ -	\$ -
Indirect Costs/Costos Indirectos	\$ -	\$ 8,353.13
Cafeteria Fund/transferencia al fondo del café	\$ -	\$ -
Total Expenditures/Total de Gastos	\$ 77,248.85	\$ 237,565.65

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	\$ -	\$ -
Benefits/Beneficios	\$ -	\$ -
Supplies/Provisiones	\$ -	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$ -
Site Supplies/Articulos de oficina para el centro	\$ 1,200.00	\$ 2,137.50
Contracted Services/Servicios Contratados	\$ 800.00	\$ 800.00
Operations/Gastos de Operacion	\$ -	\$ -
Indirect Costs/Costos Indirectos	\$ -	\$ -
Total Expenditures/Total de Gastos	\$ 2,000.00	\$ 2,937.50

Calculation of In-Kind Contributions			Administrative Percent Calculation		
Head Start:	Dollars Expended Year-To-Date	In-Kind Required	Maximum Percent Allowed	Calculated Percent for the Month	Annual Percentage
HS T & TA	\$ 5,212.50	\$ 1,303.13	15%		
Early HS	\$ 237,565.65	\$ 59,391.41		13%	
EHS T & TA	\$ 2,937.50	\$ 734.38			
Total	\$ 761,874.75	\$ 190,468.69			10%
	Amount Required:	\$ 190,468.69			
	Actual In-Kind:	\$ 191,808.00			
	*Surplus/(Deficit):	\$ 1,339.31			

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

**Executive Summary
2020/2021 Fiscal Year
September 2020**

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/Quality Improvement	\$ 3,047,378	\$ 185,550	\$ 516,159	\$ 1,496,826	\$ 1,034,393	16.94%	49.12%	33.94%
Early Head Start/Quality Improvement	\$ 1,169,751	\$ 77,249	\$ 237,566	\$ 633,161	\$ 299,024	20.31%	54.13%	25.56%
Head Start COVID	\$ 217,065	\$ 4,023	\$ 4,023	\$ 32,214	\$ 180,828	1.85%	14.84%	83.31%
Early Head Start COVID	\$ 77,335	\$ 3,689	\$ 3,689	\$ 29,982	\$ 43,664	4.77%	38.77%	56.46%
Head Start T&TA	\$ 34,554	\$ 2,400	\$ 5,213	\$ 1,617	\$ 27,725	15.09%	4.68%	80.24%
Early Head Start T&TA	\$ 25,983	\$ 2,000	\$ 2,938	\$ 693	\$ 22,353	11.31%	2.67%	86.03%
Total Grant	\$ 4,572,066	\$ 274,910	\$ 769,586	\$ 2,194,493	\$ 1,383,495	16.83%	48.00%	30.26%

Credit Cards	Monthly Expense
Visa	\$ 893.99
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ -
Interstate Oil	\$ -
Total Credit Card Expense	\$ 893.99

Administrative Percent Calculation	
Maximum allowed Administrative Percent:	15%
Calculated Percentage for the Month:	13%
Annual Percentage	10%

	Dollars Expended	
	Year-To-Date	In-Kind Required
Head Start:	\$ 516,159.10	\$ 129,039.78
Head Start T & TA:	\$ 5,212.50	\$ 1,303.13
Early Head Start:	\$ 237,565.65	\$ 59,391.41
Early Head Start T & TA:	\$ 2,937.50	\$ 734.38
Total	\$ 761,874.75	\$ 190,468.69
Amount Required:	\$ 190,468.69	
Actual In-Kind:	\$ 191,808.00	
*Surplus/(Deficit):		\$ 1,339.31

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

	Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount
Breakfast		\$ -	\$ -
AM Snacks		\$ -	\$ -
Lunch		\$ -	\$ -
PM Snacks		\$ -	\$ -
Total Reimbursement		\$ -	\$ -

**EARLY HEAD START
2020/2021
SEPTEMBER**

Resource 5212

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received		%
					Year-to-date	Encumbered	
Revenues							
All Other Federal	1,115,238		1,115,238	0	86,860	0	92.21%
Prior Year COLA	0		0	0	0	0	#DIV/0!
Total Revenues	1,137,543	0	1,137,543	0	86,860	0	92.36%
Expenditures							
Salaries	602,114	19,972	622,086	50,863	150,866	451,250	3.21%
Benefits	276,169	9,364	285,533	18,875	56,246	170,566	20.57%
Supplies	25,759	(2,062)	23,697	297	1,349	808	90.90%
Parent Activity Supplies & Food for Parent Meetings	1,952	0	1,921	0	0	590	69.26%
Site Supplies	23,807	(2,031)	21,776	297	1,349	217	92.80%
Travel & Conference	14,991	(3,104)	11,887	53	198	0	98.33%
Dues & Memberships	753	23	776	0	753	23	0.13%
Insurance	3,172	(121)	3,051	0	3,051	0	0.02%
Operations and Housekeeping	50	0	50	0	0	0	100.00%
Rentals, Leases, Repairs & Noncapitalized Improvements	1,802	0	1,802	69	128	1,016	36.49%
Direct Costs for Transfer of Services	76,296	2,519	78,815	6,187	14,984	0	80.99%
Professional/Contracted Services & Operating Expenditures	25,966	(26,437)	(471)	825	1,399	8,779	2260.94%
Intergovernmental Fees	1,076	(154)	922	80	240	719	-3.99%
Indirect Costs	109,395	0	109,395	0	8,353	0	92.36%
Equipment	0	0	0	0	0	0	
Total Expenditures	1,137,543	0	1,137,543	77,249	237,566	633,161	23.46%
		0					

PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2020/2021

Recurso 5212

CATEGORÍA

CATEGORÍA	Presupuesto		Ajustes	Presupuesto Revisado		Actual	Lo que va del año	Gastado/Recibido		Balance	%
	Presupuesto	0		Revisado	0			Sobrecargado	%		
Ingresos:											
Todos los otros Federales	1,115,238	0	0	1,115,238	0	0	86,860	0	1,028,378	92.21%	#DIV/0!
	0			0					0		
	22,305			22,305			0		22,305		
Total de Ingresos	1,137,543	0	0	1,137,543	0	0	86,860	0	1,050,683	92.36%	
Gastos:											
Salarios	602,114	19,972		622,086		50,863	150,866	451,250	19,971	3.21%	
Beneficios	276,169	9,364		285,533		18,875	56,246	170,566	58,721	20.57%	
Provisiones	25,759	(2,062)		23,697		297	1,349	808	21,540	90.90%	
Articulos para las actividades de los padres y comida para las juntas	1,952	(31)		1,921		0	0	590	1,331	69.26%	
Articulos de oficina para el centro	23,807	(2,031)		21,776		297	1,349	217	20,209	92.80%	
Viaje y Conferencia	14,991	(3,104)		11,887		53	198	0	11,689	98.33%	
Cuotas y Membresías	753	23		776		0	753	23	1	0.13%	
Seguro	3,172	(121)		3,051		0	3,051	0	1	0.02%	
Operations and Housekeeping	50			50		0	0	0	50	100.00%	
Rentas, Arrendamientos, Reparaciones y Mejoras	1,802	0		1,802		69	128	1,016	658	36.49%	
No-Capitalizadas											
Costos Directos para Transferencias de Servicios	76,296	2,519		78,815		6,187	14,984	0	63,831	80.99%	
Servicios Profesionales/Contratados y Gastos de	25,966	(26,437)		(471)		825	1,399	8,779	(10,649)	2260.94%	
Cuotas Intergubernamentales	1,076	(154)		922		80	240	719	(37)	-3.99%	
Gastos Indirectos	109,395	0		109,395		0	8,353	0	101,042	92.36%	
Equipment		0		0		0	0	0	0	#DIV/0!	
Total de Gastos	1,137,543	0	0	1,137,543	0	77,249	237,566	633,161	266,816	23.46%	

HEAD START
T & TA
2020/2021
SEPTEMBER

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	34,554	0	34,554	0	2,813	0	31,742	91.86%
COLA	0		0				0	
Total Revenues	34,554	0	34,554	0	2,813	0	31,742	91.86%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	1,322	0	1,322	0	0	0	1,322	100.00%
Parent Activity Supplies & Food for Parent Meetings	1,125	0	1,125	0	0	0	1,125	100.00%
Site Supplies	197	0	197	0	0	0	197	100.00%
Travel & Conference	27,632	(4,013)	23,619	1,200	1,200	0	22,419	94.92%
Contracted Services	5,600	4,013	9,613	1,200	4,013	1,617	3,984	41.44%
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	34,554	0	34,554	2,400	5,213	1,617	27,725	80.24%

**PROGRAMA HEAD START
T y TA
PRESUPUESTO 2020/2021**

Recurso 5208	CATEGORÍA	Presupuesto	Ajustes	Presupuesto		Actual	Lo que va del año		Balance	% %
				Revisado			Gastado/Recibido	Sobrecargado		
Ingresos:	Todos los otros Federales	34,554	0	34,554	0	0	2,813	0	31,742	91.86%
	COLA	0	0	0	0	0	0	0	0	
	Total de Ingresos	34,554	0	34,554	0	0	2,813	0	31,742	91.86%
Gastos:	Salarios	0	0	0	0	0	0	0	0	0.00%
	Beneficios	0	0	0	0	0	0	0	0	0.00%
	Provisiones	1,322	0	1,322	0	0	0	0	1,322	100.00%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	1,125	0	1,125	0	0	0	0	1,125	100.00%
	<i>Artículos de oficina para el centro</i>	197	0	197	0	0	0	0	197	100.00%
	Viaje y Conferencia	27,632	(4,013)	23,619	1,200	1,200	1,200	0	22,419	
	Servicios Contratados	5,600	4,013	9,613	1,200	1,200	4,013	1,617	3,984	41.44%
	Gastos Indirectos	0	0	0	0	0	0	0	0	0.00%
	Total de Gastos	34,554	0	34,554	2,400	2,400	5,213	1,617	27,725	80.24%

**HEAD START
2020/2021 BUDGET
SEPTEMBER**

Resource 5210

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	2,923,212		2,923,212	143,984	143,984		2,779,228	95.07%
Prior Year	0	0	0	0	0		0	0.00%
COLA	58,464		58,464	0	0		58,464	0.00%
Total Revenues	2,981,676	0	2,981,676	143,984	143,984	0	2,837,692	95.17%
Expenditures:								
Salaries	1,451,603	27,965	1,479,568	119,283	316,712	1,087,365	75,491	5.10%
Benefits	736,826	3,776	740,602	42,985	115,059	400,900	224,643	30.33%
Supplies	54,908	1,093	56,001	1,063	6,134	2,147	47,721	85.21%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	3,279	1,093	4,372	0	0	1,092	3,280	75.01%
<i>Site Supplies</i>	51,629	0	51,629	1,063	6,134	1,054	44,441	86.08%
Travel & Conference	34,970	0	34,970	396	515	0	34,455	98.53%
Dues & Memberships	2,258	605	2,863	0	2,258	605	1	0.02%
Insurance	13,568	0	13,568	0	9,152	0	4,417	32.55%
Operations & Housekeeping	580	0	580	8	11	133	436	75.15%
Rentals, Leases, Repairs & Noncapitalized Improvements	8,370	0	8,370	277	513	4,373	3,484	41.63%
Direct Costs for Transfer of Services	247,229	3,323	250,552	20,012	48,852		201,700	80.50%
Professional/Contracted Services & Operating Expenditures	139,776	(36,762)	103,014	1,526	3,108	1,303	98,603	95.72%
Intergovernmental Fees	4,847	0	4,847	0	0	0	4,847	100.00%
Equipment	0	0	0	0	0	0	0	#DIV/0!
Indirect Costs	286,741	0	286,741	0	13,847		272,894	95.17%
Tsfer to Cafe Fund	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	2,981,676	0	2,981,676	185,550	516,159	1,496,826	968,691	32.49%

**PROGRAMA HEAD START
PRESUPUESTO 2020/2021**

CATEGORÍA	Presupuesto	Ajustes	Presupuesto		Actual	Lo que va del año	Gastado/Recibido		Balance	%
			Revisado				Sobrecargado	%		
Ingresos:										
Todos los otros Federales	2,923,212	0	2,923,212	0	0	143,984	0	2,779,228	95.07%	
COLA	0	0	0	0	0	0	0	0		
	58,464	0	58,464	0	0	0	0	58,464		
Total Revenues/Total de Ingresos	2,981,676	0	2,981,676	0	0	143,984	0	2,837,692		
Gastos:										
Salarios	1,451,603	27,965	1,479,568	119,283	316,712	1,087,365	75,491	5.10%		
Beneficios	736,826	3,776	740,602	42,985	115,059	400,900	224,643	30.33%		
Provisiones	54,908	1,093	56,001	1,063	6,134	2,147	47,721	85.21%		
<i>Articulos para las actividades de los padres y comida para las juntas</i>	3,279	1,093	4,372	0	0	1,092	3,280	0.00%		
<i>Articulos de oficina para el centro</i>	51,629	0	51,629	1,063	6,134	1,054	44,441	86.08%		
Viaje y Conferencia	34,970	0	34,970	396	515	0	34,455	98.53%		
Cuotas y Membresias	2,258	605	2,863	0	2,258	605	1	0.02%		
Seguro	13,568	0	13,568	0	9,152	0	4,417	32.55%		
	580	0	580	8	11	133	436	75.15%		
Rentas, Arrendamientos, Reparaciones y Mejoras No Capitalizadas	8,370	0	8,370	277	513	4,373	3,484	41.63%		
Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	247,229	3,323	250,552	20,012	48,852	0	201,700	80.50%		
Cuotas Intergubernamentales	139,776	(36,762)	103,014	1,526	3,108	1,303	98,603	95.72%		
Mejoras a los Terrenos	4,847	0	4,847	0	0	0	4,847	100.00%		
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!		
transferencia al fondo del café	286,741	0	286,741	0	13,847	0	272,894	95.17%		
	0	0	0	0	0	0	0	#DIV/0!		
Total de Gastos	2,981,676	0	2,981,676	185,550	516,159	1,496,826	968,691	32.49%		

EARLY HEAD START
T & TA
2020/2021 BUDGET
SEPTEMBER

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	25,983	0	25,983	0	938	0	25,046	96.39%
Total Revenues	25,983	0	25,983	0	938	0	25,046	96.39%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	917	0	917	0	0	0	917	100.00%
Parent Activity Supplies & Food for Parent Meetings	720	0	720	0	0	0	720	100.00%
Site Supplies	197	0	197	0	0	0	197	100.00%
Travel & Conference	20,351	(638)	19,713	800	800	0	18,913	95.94%
Contracted Services	4,715	638	5,353	1,200	2,138	693	2,523	47.12%
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	25,983	0	25,983	2,000	2,938	693	22,353	86.03%

**PROGRAMA EARLY HEAD START
T & TA
PRESUPUESTO 2020/2021**

Recurso 5218

CATEGORÍA

	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%
Ingresos:								
Todos los otros Federales	25,983	0	25,983	0	938	0	25,046	96.39%
Total de Ingresos	25,983	0	25,983	0	938	0	25,046	
Gastos:								
Salarios	0	0	0	0	0	0	0	0.00%
Beneficios	0	0	0	0	0	0	0	0.00%
Provisiones	917	0	917	0	0	0	917	100.00%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	720	0	720	0	0	0	720	100.00%
<i>Articulos de oficina para el centro</i>	197	0	197	0	0	0	197	100.00%
Viaje y Conferencia	20,351	(638)	19,713	800	800	0	18,913	95.94%
Servicios Contratados	4,715	638	5,353	1,200	2,138	693	2,523	47.12%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	25,983	0	25,983	2,000	2,938	693	22,353	86.03%

HEAD START QUALITY IMPROVEMENT

**2020/2021 BUDGET
SEPTEMBER**

Resource 5219

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	65,702	0	65,702	0	0	0	65,702	100.00%
Total Revenues	65,702	0	65,702	0	0	0	65,702	100.00%
Expenditures								
Salaries	32,372	0	32,372	0	0	0	32,372	0.00%
Benefits	13,393	0	13,393	0	0	0	13,393	0.00%
Supplies	0	0	0	0	0	0	0	#DIV/0!
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	0	0	0	0	0	0	0	#DIV/0!
Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
Contracted Services	13,619	0	13,619	0	0	0	13,619	100.00%
Indirect Costs	6,318	0	6,318	0	0	0	6,318	100.00%
Total Expenditures	65,702	0	65,702	0	0	0	65,702	100.00%

a

HEAD START COVID

2020/2021 BUDGET
SEPTEMBER

Resource 5220

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		Balance	%
						Encumbered	%		
Revenues									
All Other Federal	217,065	0	217,065	0	0	0	0	217,065	100.00%
Total Revenues	217,065	0	217,065	0	0	0	0	217,065	100.00%
Expenditures									
Salaries	0	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0	0.00%
Supplies	96,190	0	96,190	4,023	4,023	27,041	65,126	65,126	67.71%
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	96,190	0	96,190	4,023	4,023	0	92,167	92,167	95.82%
Rentals , Repairs, Leases	55,000	0	55,000	0	0	5,173	49,827	49,827	90.60%
Contracted Services	45,000	0	45,000	0	0	0	45,000	45,000	100.00%
Indirect Costs	20,875	0	20,875	0	0	0	20,875	20,875	100.00%
Total Expenditures	217,065	0	217,065	4,023	4,023	32,214	180,828	180,828	83.31%

a

EARLY HEAD START QUALITY IMPROVEMENT

2020/2021 BUDGET
SEPTEMBER

Resource 5229

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	32,208	0	32,208	0	0	0	32,208	100.00%
Total Revenues	32,208	0	32,208	0	0	0	32,208	100.00%
Expenditures								
Salaries	13,874	0	13,874	0	0	0	13,874	0.00%
Benefits	5,743	0	5,743	0	0	0	5,743	0.00%
Supplies	0	0	0	0	0	0	0	#DIV/0!
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	0	0	0	0	0	0	0	#DIV/0!
Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
Contracted Services	9,494	0	9,494	0	0	0	9,494	100.00%
Indirect Costs	3,097	0	3,097	0	0	0	3,097	100.00%
Total Expenditures	32,208	0	32,208	0	0	0	32,208	100.00%

a

EARLY HEAD START COVID

2020/2021 BUDGET
SEPTEMBER

Resource 5229

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received		%
						Encumbered	Balance	
Revenues								
All Other Federal	77,335	0	77,335	0	0	0	77,335	100.00%
Total Revenues	77,335	0	77,335	0	0	0	77,335	100.00%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	47,500	0	47,500	3,689	3,689	28,258	15,554	32.74%
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	47,500	0	47,500	3,689	3,689	28,258	15,554	32.74%
Rentals, Repairs, Leases	15,000	0	15,000	0	0	1,724	13,276	88.51%
Contracted Services	7,398	0	7,398	0	0	0	7,398	100.00%
Indirect Costs	7,437	0	7,437	0	0	0	7,437	100.00%
Total Expenditures	77,335	0	77,335	3,689	3,689	29,982	43,664	56.46%

a

**HEAD START/EARLY HEAD START
CREDIT CARD REPORT
2020/2021
SEPTEMBER**

MANAGER	VISA
Gail Nadal	
Travel/Conference	\$ -
Center Supplies	\$ 893.99
TOTAL	\$ 893.99
Genet Telahun	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Amee Dowkes	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Connie Luna	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Nicole Castrejon	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
VISA Grand Total	\$ 893.99 ****
Nugget/Food4Less	\$ -
InterState Oil	\$ -
TOTAL MONTHLY EXPENDITURES:	\$ 893.99

**Credit card statements available upon request

**Programas Head Start/Early Head Start
 REPORTE DE TARJETAS DE CRÉDITO
 Año FISCAL 2020/2021**

SUPERVISOR	VISA
Gail Nadal	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ 893.99
	<u>\$ 893.99</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>
Connie Luna	
Viaje/conferencia	\$ -
Articulos para oficina	\$ -
Total	<u>\$ -</u>
Nicole Castrejon	
Viaje/conferencia	\$ -
Articulos para oficina	\$ -
Total	<u>\$ -</u>
VISA Grand Total	\$ 893.99
NUGGET/FOOD 4 LESS	\$ -
INTERSTATE OIL	\$ -

Total de Gastos Mensuales: \$ 893.99 ***

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

**Headstart / Early Head Start
2020/2021 Fiscal Year
Administrative Percentage Calculation
September 1, 2020**

Step 1: Calculate % rent is administrative expense

Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
-	-	#DIV/0!	\$ -	#DIV/0!

Dual Facility Costs - All Sites July 2020 thru June 2021				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	22,125.00	0.013145	\$ 26,207.55	\$ 344.50

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 274,910.17	All Grants
Required 20 percent NFS	\$ 68,727.54	Non Federal Share
Total Approved Costs	<u>\$ 343,637.71</u>	
15% Administrative Cost Limitation	<u><u>\$ 51,545.66</u></u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 344.50	Per Above Calculation in step 1
School Admin	\$ 18,701.35	Staff charged to Administration
General Admin	\$ 25,621.63	Indirect
Total	<u>\$ 44,667.47</u>	

Grant Expenditures	\$ 274,910.17
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 274,910.17</u>

Currently Charged Admin Costs	\$ 44,667.47
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u><u>\$ 44,667.47</u></u>

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 13%

**HEAD START/EARLY HEAD START
2020/2021 FISCAL YEAR
CALCULATION OF IN-KIND CONTRIBUTIONS**

Month	Year	Location								Grand Total			
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Charter	Lincoln/Plainfield	Valley Oak/Winters		Sci - Tech		
July	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
August	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
September	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
October	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
November	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
December	2020	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
January	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
February	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
March	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
April	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
May	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
June	2021	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
		\$ 191,808.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,808.00

Total Contribution Due based on actual dollars claimed:

	Dollars Expended as of September 30, 2020	In-Kind Required
Head Start:	516,159.10	129,039.78
Head Start T & TA:	5,212.50	1,303.13
Early Head Start:	237,565.65	59,391.41
Early Head Start T & TA:	2,937.50	734.38
Total:	761,874.75	190,468.69

Amount Required: 190,468.69
 Actual In-Kind: 191,808.00
 *Surplus/(Deficit): 1,339.31
 Surplus/(Deficit): 1,339.31

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

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
October 23, 2020 from 2:00 p.m. to 3:00 p.m.
1280 Santa Anita Court Suite 140 Woodland, CA 95776**

Consistent with the Shelter in Place orders from the Governor and Yolo County, this meeting is compliant with the Governor's Executive Order N-29-20, which allows for a deviation of teleconference rules required by the Brown Act. In person, attendance will not be permitted. Please use zoom for public comment.

- **Call to Order**
- **Introductions/Recognition of Visitors**

3.0 Consent Agenda:

These items are expected to be routine and non-controversial. They will be acted upon by the Policy Council at one time without discussion unless a Policy Council member 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.

Action

- 3.1 Approval – October 23, 2020 Agenda**
- 3.2 Approval – September 25, 2020 Minutes**
- 3.3 Approval - September 9, 2020 Annual Federal Financial Report**

Action 4.0 Public Comment:

This will be a virtual meeting - please use Zoom for Public Comment

This item is placed on the agenda for providing visitors the opportunity to address the Policy Council 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 Policy Council concerning an item on the agenda by completing the form provided at the door.

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

Discussion & Possible Action 5.0 Adjourn to Closed Session:
5.1 Employment of New Hires – Margie Valenzuela
5.2 Employment of Substitutes – Margie Valenzuela
5.3 Employment of Various Service Providers – Margie Valenzuela

Possible Action 6.0 Open Session:
6.1 Old Business:
6.2 New Business:
6.2.1 Update on Re-Opening Plans-Gail
6.2.2 Child Care Stabilization Funds- Gail

Information & Discussion 7.0 Financial Reports- Debra Hinely
7.1.1 Monthly Financial Report
7.1.2 2019-2020 Final Federal Financial Report
Approval M1: M2:

Information 8.0 Program Operations: Service Area Reports-Jackie Tam, Site Coordinator

Information 9.0 Confirmation Next Meeting Date

There will be two Policy Council Orientation Meetings for new Members
**1st Thursday November 5, 2020 at 1:30pm -3:00 pm*
For those Members that cannot attend the morning session there will be a
**2nd Orientation Meeting Friday November 6, 2020 at 9:30 am-11:00 am*

**Regular Meeting- Friday, November 20, 2020 at 10:00 a.m. – 11:00 a.m.*

These Meetings will be a virtual via Zoom

Action 10.0 Motion for Adjournment

The meeting shall be conducted in conformity with the Brown Act.
Items may be taken out of order.

Notice:

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Maria Cardenas (530) 668-3756 for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact Maria Cardenas as soon as possible and preferably at least 24 hours prior to the meeting. (Government Code § 54954.2)

Yolo County Office of Education Head Start/Early Head Start Programs

1280 Santa Anita Court, Suite 140, Woodland, CA 95776
(530) 668-3030 / (530) 668-3840 [fax]

Notice of Public Meeting
YOLO COUNTY CHILD CARE PLANNING COUNCIL
Tuesday, November 3rd, 2020 9:00 AM-11:00 AM

Join Zoom Meeting

<https://ycoe.zoom.us/j/8407491020?pwd=MDBUeEpVa29BTG1Vc05lWHFoWjdpUT09>

Meeting ID: 840 749 1020

Passcode: 4OrGLf

Dial by your location

+1 669 900 6833 US (San Jose)

Consistent with the Shelter in Place orders from the Governor and Yolo County, this meeting is compliant with the Governor’s Executive Order N-29-20 which allows for a deviation of teleconference rules required by the Brown Act. ***In-person attendance is not permitted. Zoom will be used for public comment.***

*The mission of the Yolo County Child Care Planning Council is to promote the professional growth of the child care workforce and to support the development of quality child care programs. **The meeting shall be conducted in conformity with the Brown Act***

Items may be taken out of order

“Deep and simple is far more essential than shallow and complex” -Fred Roaers

Item	Title of Item	Who	Description	Time	Notes
1	Call to Order and Introductions/Roll Call	Justine Jimenez	Introduction of Members and/or Guests	5 min	
2	Approve Agenda	All	Action	5 min	
3	Public Comment	Public	Information	5 min	
4	Consent Agenda	Justine Jimenez	Action	5 min	Approve Minutes October 6, 2020
5	CARES Childcare Stabilization Funding	Lynn Arner, Sue Lomax, Kim Relph-Smith, Kari Roberts	Information	20 min	
6	Childcare Needs Assessment	Gina Daleiden, Kim Relph-Smith, Kari Roberts	Information	15 min	
7	Equity and QCC/QRIS Matrix	All	Discussion	20 min	
8	Workgroups This Year	All	Discussion/Action	25 min	
9	Member Updtates	All	Information	20 min	

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Gail Nadal for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact Gail Nadal as soon as possible and preferably at least 24 hours prior to the meeting. Gail Nadal, Coordinator

Yolo County Child Care Planning Council
Yolo County Office of Education
1280 Santa Anita Court, Suite 140; Woodland, CA 95776
(530) 668-3773/ (530) 668-3840 [fax]

Gail.nadal@ycoe.org

I declare under penalty of perjury that the foregoing agenda was posted by October 30, 2020 on the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, CA

By: _____

Draft Minutes for Approval

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday October, 6 2020 9:00 AM-11:00AM

This meeting occurred by Zoom/Conference call

Consistent with the Shelter in Place orders from the Governor and Yolo County, this meeting was compliant with the Governor's Executive Order N-29-20 which allows for a deviation of teleconference rules required by the Brown Act. In-person attendance was not permitted.

Zoom was used for public comment

<p style="text-align: center;"><u>Members in Attendance:</u></p> <p style="text-align: center;">Shannon McClarin Lynn Arner Gina Daleiden Justine Jimenez Kari Roberts Fawn Montagna Sue Lomax Ed Lewis Kim Relph-Smith Tico Zendejas</p>	<p style="text-align: center;"><u>Members Not Present:</u></p> <p style="text-align: center;">Elizabeth Hansen Amy Howering</p> <p style="text-align: center;"><u>Guests:</u></p> <p style="text-align: center;">Gehan Tadros Kristy Weber Garth Lewis</p> <p style="text-align: center;"><u>Staff:</u></p> <p style="text-align: center;">Gail Nadal Kathleen Glassman David Moreno</p>
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Item	Time
1. Call to Order and Introductions/Roll Call	5 min
Call to order at 9:04 AM Gehan Tadros Program Administrator Children's Home Society Garth Lewis Yolo County Superintendent of Schools	
2. Approval of Agenda	5 min
Motion to approve: 1)Sue Lomax 2)Ed Lewis	
3. Public Comment	10 min
None	
4. Consent Agenda a. Approval of 9-8-2020 Minutes with changes noted	5 min
Motion to approve: 1) Kim Relph-Smith 2) Gina Daleiden	
5. CARES Childcare Stabilization Funding	20 min
Kari spoke on behalf of this sub-committee which has been meeting every Monday for 1 hour. A questionnaire was developed including a FAQ section for individuals to reference when they are applying. The total amount of government grant funding (CARES) available is \$250K with a small portion of this amount	

needed for indirect costs and was approved by the Board of Supervisors on September 29th, 2020. The application is for 12 weeks of paid childcare and is intended to both support parents and childcare providers and goes live today. This sub-committee will continue to meet every Monday to go through applications and either approve, deny or reach out to the applicant(s) for more information. Information on this grant is on the YCOE website with a link to the application. This funding must be expended by December 31, 2020, so childcare providers and families are encouraged to apply. RISE will reach out to farm workers to ensure everyone is aware of this funding and the opportunity will be widely advertised on social media and through a press release once all translations are complete. Gail Nadal is the contact for more information. Applications must be received each Friday and will be reviewed each Monday by the subcommittee. There are roughly 60 spots available for funding. Eligibility requirements are as follows: Families must not have over \$500K in net worth but applicants do not need to prove bank balance; they self-certify. The check is issued to the provider. Provider does not have to be licensed, FFN providers can apply as well. Funding amount is capped at the reimbursement rate, applications are approved on a case by case basis. The LPC will receive a weekly email regarding number of applicants and remaining funding.

6. Childcare Needs Assessment

10 min

This sub-committee established a meeting day for October, November and December. The workgroup time will be spent getting into communities and discovering the childcare needs. The previous needs assessment did not have the capacity to gather accurate information on rural communities and Family Friends and Neighbor (FFN) provider care were not represented. The feeling among LPC members is that it is critical to gather more accurate information regarding unlicensed school age care and more information on FFN and Family Child Care Home (FCCH) providers.

7. QRIS Race and Equity Letter

30 min

The LPC embarked on a discussion about a recent letter sent to several state leaders overseeing funding and programs seeking to improve quality for early learning and care providers. Some of the issues addressed are how the current Quality Counts California (QCC) rating matrix measures quality, and issues of equity not incorporated into the matrix. While the current rating matrix (linked [here](#)) was created over the span of more than 20 years, and attempts were made to involve early learning and care professionals at all levels, the majority who created it were not from diverse educational or cultural backgrounds, and there remain serious flaws. Many of the elements measured result in high ratings for Head Start and State preschool programs, while FFN and FCCH programs or fee for service centers may not have the funding to achieve these. Therefore as a tool for families to find quality care, it can be problematic, since many families do not qualify for federally or state funded program. For-profit and private centers and FCCH do not receive state funding. Indigenous and tribal communities find the standards in the MATRIX difficult to meet. Leaders in the state are currently looking at how to re-evaluate the system to take into account different types of childcare settings. Currently in our county, First 5 Yolo has stepped away from ratings and assessments, while YCOE and City of West Sacramento Home Run are required to utilize the matrix for their funding, but are not currently rating due to COVID-19 restrictions. The LPC will continue to discuss how we can embrace those who do not meet the MATRIX standards, where are we perpetuating inequities, and how we can make a proactive commitment to a more equitable solution. Our local Quality Counts is aligned and looking to advance equity. This agenda item will be an ongoing agenda item in future LPC meetings.

8. Executive Committee Positions

5 min

LPC Chair: Justine Jimenez

LPC Vice Chair: Kim Relph-Smith

Fawn Montagna will remain on as secretary

Thank you to all of the LPC members who voted.

9. Member Updates

30 min

Justine Jimenez- Home Run staff have been assisting providers with grant applications.

Tico Zindejas- Conducting local outreach to farm workers for 27 week NPP coaching sessions in Winters and Esparto, there are only a few slots left in Winters

Ed Lewis- Community colleges are in full swing via distance learning, the number of courses have been decreased. The mentor program is still on hold.

Gina Daleiden- COVID safety trainings are being offered through RISE, YCCA and West Sacramento. First 5 Yolo has discovered a great need for internet and technology among childcare providers in Yolo county. The Yolo County library is helping with Hot Spots. The Safety Net Funding for Childcare providers is almost expended. There will be Dual Language Learner funding available for all types of providers who serve DLLs to access technology and internet.

Gail Nadal- YCOE is focusing on outreach to center based and FCCH providers in Woodland for DLL and SEAL.

Fawn Montagna- A total of 23 childcare providers in Yolo county have received Safety Net Funding,

Shannon McClarin- Preschool program is doing 45 minute distance learning sessions.

Adjourn Meeting

Meeting Adjourned 10:58am

1)Kari Roberts

2)Kim Relph-Smith

7. 12. Set Date of Organizational Meeting

Description

Per Ed. Code 1009, each year the County Board of Education shall organize at the first meeting on or after the second Friday in December. On December 14th, the following action shall be taken by the Board at a Regular meeting.

1. Election of Officers

1.1 President (see attached Board Bylaw 9121)

1.2 Vice President

2. Adopt the 2021 Board Calendar Meeting Dates

Draft calendar and BB 9320 Meetings and Notices attached

3. Appointment of Board Committee Representatives

3.1 YCSBA Representative

The following are excerpts from the Constitution of the Yolo County School Boards Association: "The objects and purposes of this Association shall be to preserve, advance, and improve the public schools; to encourage and cooperate with all persons and associations whose purposes shall be the betterment of the educational opportunities of the people of Yolo County; to promote the enactment of legislation for the improvement of educational programs; to promote and advance the public education through other means so far as is reasonably possible.

Duties and Obligations of Members: Each member of a represented board shall be entitled to one vote at the annual or any other general meeting, and in the election of officers."

This committee requires representation by one (1) Board Member.

3.2 Policies/Procedures/Bylaw Review Committee

This committee requires representation by two (2) Board Members (BP/SP 0640.00 attached for information).

3.3 Superintendent's Compensation Committee

This committee requires representation by two (2) Board Members.

3.4 Facilities Committee

This committee requires representation by two (2) Board Members.

3.5 Budget Committee

This committee requires representation by two (2) Board members.

Recommendation

That the Board at its November 10, 2020 Regular Board Meeting, schedule the Annual Organization Meeting as Monday, December 14, 2020 at 4:30 p.m. The Board will review the attached policies and recommend revisions, if necessary, and be prepared to elect new officers, adopt a 2021 meeting calendar, and make committee appointments at the December 14, 2020 Regular meeting.

Supporting Documents

 [BB 9121](#)

 [2021 YCBE Meeting Calendar](#)

 [9320 Meetings and Notices](#)

 [BPSP0640](#)

Contact Person

Superintendent Garth Lewis will present this item.

PRESIDENT AND OTHER OFFICERS

The County Board of Education shall elect a president from among its members to provide leadership on behalf of the County Board and the educational community it serves.

The president shall have the same rights as other members of the County Board, including the right to move, second, discuss and vote on all matters before the County Board. The president shall also preside at all County Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the County Board in its proper order
3. Enforce the County Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the County Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and clearly state the results of the vote
9. Be responsible for the orderly conduct of all County Board meetings

The president shall perform other duties in accordance with law and County Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the action of the County Board
2. Calling such meetings of the County Board as he/she may deem necessary, giving notice as prescribed by law (Education Code 1012; Government Code 54956, 54956.5)
3. Appointing members of the County Board to fill the vacant seats of a school district board when a majority of those seats are vacant (Education Code 5094)
4. Subject to County Board approval, appointing and dissolving all committees

PRESIDENT AND OTHER OFFICERS (continued)

5. Subject to County Board approval, appointing County Board members to serve as representatives on committees on matters of concern to the County Board, the county office of education, or the districts, schools, and students within its jurisdiction
6. Representing the County Board as spokesperson

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the County Board shall choose a president pro tempore to perform the president's duties.

Legal Reference:

EDUCATION CODE

1009 Annual organization of the board

1012 Special meetings

5094 Power to fill district board vacancies

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

A Call to Order, revised 2015

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

California County Boards of Education: <http://www.theccebe.org>

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California



YOLO COUNTY BOARD OF EDUCATION
1280 Santa Anita Court, Suite #120, Woodland, CA 95776-6127
(530) 668-6700 FAX: (530) 668-3848

2021 CALENDAR OF MEETINGS

2nd Tuesday of each month (*with some exceptions*)
 Call (530) 668-3702 to confirm dates and meeting location.

Tuesday, January 12, 2021 Regular Meeting 4:30 p.m.	Tuesday, February 9, 2021 Regular Meeting 4:30 p.m.
Friday, March 5, 2021 Board Retreat 9:00 a.m.	Tuesday, April 13, 2021 Regular Meeting 4:30 p.m.
Tuesday, March 9, 2021 Regular Meeting 4:30 p.m.	
Tuesday, May 11, 2021 Regular Meeting 4:30 p.m.	Tuesday, June 8, 2021 Special Meeting (Budget Study Session) 4:30 p.m.
	Tuesday, June 22, 2021 Regular Meeting (Budget & LCAP Adoption) 4:30 p.m.
July 2021 No Meeting	Tuesday, August 10, 2021 Regular Meeting 4:30 p.m.
Tuesday, September 14, 2021 Regular Meeting 4:30 p.m.	Tuesday, October 12, 2021 Regular Meeting 4:30 p.m.
Tuesday, November 9, 2021 Regular Meeting 4:30 p.m.	*Tuesday, December 14, 2020 Regular Meeting 4:30 p.m.

Please Note: Meeting agendas and minutes can be viewed on our web site: www.ycoe.org

** Per Ed Code § 1009 (effective January 2019) the Annual Organizational Meeting is to be held after the second Friday in December.*

ADOPTED:
REVISED:

Meetings and Notices

It is a strong policy of the board to support the legal intent of The Ralph M. Brown Act, which is the law that guarantees the public's right to attend and participate in meetings of local legislative bodies. The board assures that its meetings will be held in compliance with this law.

The board recognizes that state open meeting laws define a "meeting" as:

1. Any congregation of a majority of the members of the board in the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the board or district.
2. Any use of direct communication, personal intermediaries or technological devices by a majority of board members to develop a collective concurrence as to an action the members will take on an item. (*Government Code § 54952.2*)

Provided that a majority of the board members do not discuss among themselves business of a specific nature that is within the board's subject matter jurisdiction, attendance by a majority of the board's members at any of the following events and individual contacts or conversations between a board member and any other person are not subject to state open meeting laws:

1. A conference or similar public gathering that involves a discussion of issues of general interest to the public or to school boards.
2. An open, publicized meeting organized by a person or organization other than the board to address a topic of local community concern.
3. A purely social or ceremonial occasion. (*Government Code § 54952.2*)

Board meetings shall be open to the public and held within county boundaries, except as allowed by law. The board welcomes public participation at its open meetings for purposes identified in law (see attached E 9320.00). (*Government Code §§ 54953, 54954*)

All board policies and administrative regulations shall apply equally to meetings that are video conferenced. The superintendent or designee shall establish procedures to facilitate public participation in the meeting at each video teleconference location.

Regular Meetings

The board shall hold one regular meeting each month. Date, time, and place of these meetings shall be established at the annual organizational meeting.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (*Government Code § 54954.2*)

Time, Place, Notification for Meetings

At the annual organization meeting or as shortly thereafter as possible, the board will adopt a calendar of regular meetings which shall, in accordance with law, specify the time, place, and date of each regular meeting scheduled before the next organization meeting.

The Secretary of the Board shall notify all local papers each month of the board meeting, date, and hour, and invite the public to attend. The Board shall review its meeting calendar quarterly and will confirm or may change meeting dates at that time. Subsequent changes in meeting dates shall require approval by all sitting board members. Their individual approval/disapproval may be communicated to the Board President, to the Superintendent, or at the Board meeting at which time the matter is considered. (Education Code §§ 1011, 1040, Government Code § 54954)

The meetings of the board shall be held at the office of the Yolo County Office of Education in the Conference Center unless specifically announced for some other location.

A notice of each regular meeting and any special meeting called at least one week in advance, shall be mailed to any person who has filed with the board a written request for such notice. The notice shall be mailed at least one week before the meeting. Requests are valid for one year from the date filed unless renewed. Renewal requests must be filed within 90 days after January 1 of each year. (*Government Code § 54954.1*)

Persons requesting notices shall pay an annual mailing fee as determined by the superintendent or designee.

Special Meetings (Non-Emergency)

The presiding officer or a majority of the members of the board may call special meetings of the board.

All members of the board and the superintendent shall be notified of the special meeting and the purpose(s) for which it is called by written notice delivered to them at least 24 hours in advance of the meeting. (*Government Code § 54956*)

The agenda for special meetings shall be posted at a place where citizens and employees may view it at least 24 hours prior to the meeting, and shall be received by news media at least 24 hours prior to the meeting. (*Ed Code §§ 1012 and 1016*)

An agenda shall be prepared as specified for regular board meetings and shall be delivered with the notice of the special meeting to board members together with supporting documents, if any. The agenda shall be posted according to law. The agenda for the special meeting may be mailed with the notice to news media, organizations and property owners, or the business to be transacted shall be stated in the notice.

Only those items of business listed in the call for the special meeting shall be considered at that special meeting.

When a special meeting is called at least one week in advance, a notice of the meeting shall be mailed at least one week before the meeting to any person who has appropriately filed with the board a written request for notice of regular meetings. (*Government Code § 54954.1*)

Special Meetings (Emergency)

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the board may hold a special meeting without complying with the 24-hour notice requirement of *Government Code § 54956*. An emergency situation means any of the following:

1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the board.
2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the board.

Each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the President of the board or the President's designee, one hour prior to the special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the board or its designee shall notify such newspapers, radio stations, or television stations of the fact of the holding of the meeting, and of any action taken by the board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting shall be posted for a minimum of ten days in a public place as soon after the meeting as possible. (*Government Code § 54956.5*)

Adjourned Meetings

A majority vote by the board may adjourn any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of the adjournment to be given in the same manner as in *Government Code § 54596*. (See Special Meetings - Non-Emergency). A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of adjournment. (*Government Code § 54955*).

Only uncompleted items of the original agenda or items related to the original agenda may be acted upon at an adjourned meeting.

Video Teleconferencing

The board may use video teleconferences for board meetings when receiving public comment or testimony and during board deliberations. Agendas shall be posted at all video conference locations whenever they are posted elsewhere. (*Government Code § 54953*)

Public Participation in County Board of Education Meetings

The board, as the representative body of the Yolo County Office of Education (YCOE), wishes to provide an avenue for any citizen to express interest in the schools. Accordingly, the public is invited to attend any regular or special meeting of the board.

Meetings of the board are conducted for the purpose of carrying on the business of the board, and therefore are not public meetings, but meetings held in public. Meetings are closed to the public only during executive sessions, the purpose of which is to discuss certain matters which are confidential by nature and which are permitted by law to be considered in executive session.

While it is the intent of the board to extend to all citizens a fair and adequate hearing on every matter of concern, complaints from individual citizens or groups within the county about members of the staff or instructional materials will not be considered by the board until efforts have been made to resolve any such complaint by use of the established complaint procedure.

The Board welcomes participation of interested organizations and individuals. Advance announcements of all regular and special meetings are made by posting the agenda on the bulletin board of every school operated by YCOE, at YCOE administrative offices, and at designated public locations, at least 72 hours before a regular meeting and 24 hours before a special meeting. Notice of meetings will also be given to news media, and to those citizens and community and professional organizations who specifically request such notification. Under emergency conditions, a special meeting may be announced by posting the agenda or call for the meeting only, although a determined effort will be made to notify all concerned news media, organizations and individuals. A reasonable charge may be made of those persons and organizations requesting continued advance announcements and agenda backup materials.

Any member of the public may place a matter directly related to board business on the agenda of a regular board meeting, subject to the following conditions:

1. The request must be in writing and be submitted to the superintendent together with supporting documents and information, if any, at least five business days prior to the legally required posting of the agenda.
2. The superintendent shall be the sole judge of whether the request is or is not a "matter directly related to board business."

3. No matter which is legally a proper subject for consideration in executive session will be accepted under this provision.
4. The board may place limitations on the total time to be devoted to the matter at any meeting, and may limit the time allowed for any one person to speak on the matter at that meeting.

The board may take action on a matter placed on the agenda in this manner.

This provision permitting a member of the public to place a matter on the agenda does not prevent the board from hearing any matter which a member of the public may wish to bring to the attention of the board at a regular meeting, but the board cannot take action on such matter at that meeting. The matter could be placed on the agenda for a future meeting and action taken at that time.

Persons addressing the board shall be guided and constrained by the following conditions:

1. The person addressing the board may be required to show a reasonable basis of interest in the affairs of YCOE, such as being a legal resident of the county, being a parent or guardian of a child in a county program, or being a representative of an organization having legitimate concern with YCOE affairs, or other bona fide interest in the proceeding of the board.
2. Whenever the Board president determines a specific complaint or charge to be against a staff member employed by the County Superintendent, the president shall advise the complainant to address his/her complaint to the County Superintendent or designee.
3. Remarks or charges by any person addressing the board which reflect adversely upon the character or motives of any person are out of order.
4. Three minutes may be allotted to each person addressing the board, with a maximum of twenty minutes to any subject. The presiding officer of the board shall endeavor to allot equal time to persons having opposing views on a subject. These general time allotments may be altered at the discretion of the presiding officer.
5. It shall be in order for the members of the board or the superintendent to interrupt the speaker at any time to ask questions or to make a comment as frequently as necessary to clarify the discussion.
6. During the time when the board is holding official meetings, only those persons recognized by the presiding officer shall be permitted to participate in the discussion. Any attempt by any person not so recognized to discuss any matter before the board is out of order.

7. Inappropriate conduct by a person declared out of order by the presiding officer for violation of any of the above rules shall be grounds for summary termination of that person's privilege of addressing the board for that meeting.

Information regarding the procedure for audience participation at board meetings will be made available to the audience prior to any board meeting.

Legal References:

Education Code, 1011, 1012, 1016, 35140, 35143-35145, 35145.5
Government Code, 54950-54957.9, 54952.2, 54953, 54954, 54954.1, 54954.2, 54955,
54956, 54956.5

ADOPTED: July 23, 1984

REVISED: 04/23/90, 11/16/92, 10/24/94, 06/24/97, 02/15/01, 08/28/12

Policies/Procedures/Bylaw Review Committee

Every year at the annual organization meeting (on or after the last Friday in November), the board will appoint two (2) members to serve as the Policy/Procedures/Bylaw Review Committee. This committee will work with the superintendent or his/her designee (and county counsel, as appropriate) on the development/revision of non-personnel policies.

The primary function of the policy review committee is to evaluate proposed policies and bylaws. The board and superintendent support adoption and revision of board or County Office policies under any of the following circumstances:

1. Current law requires the adoption of a local policy.
2. Current law gives options or provides local flexibility, and it is advantageous to select one of the options or exercise authorized flexibility.
3. It is important for any of a large number of possible reasons to adopt a local policy concerning a specific matter.


The committee shall recommend that the board accept, revise, or reject proposed policies and/or policy revisions except for the County Office policies and procedures. Review of procedures is advisory and shall not be binding on the County Office. The responsibilities of the review committee shall be as follows:

1. Analyze any policy which is placed in question by any agency.
2. Recommend maintaining the policy, revising the policy, or elimination of the policy.
3. Review the manual according to the three-year cycle to bring the policies up to date.
4. Review procedure recommendations of the County Office to determine whether they are truly implementations of the board policies.

Working with the superintendent, the review committee may follow this general procedure:

1. Request that members of the management team review the appropriate sections of the County Office policies (and procedures) and develop recommendations for possible changes. The appropriate management team members shall have responsibility for consulting members of both certificated and classified staff under their supervision regarding the policy and procedures review.

2. The management team shall review recommendations from individual team members.
3. The review committee shall review all suggestions received from the management team, from any employee(s) of the County Office, and from board members.
4. The review committee shall also review the board bylaws.
5. The review committee shall recommend to the board possible changes in the board policies and bylaws.

7. 13. Possible Change to Bylaws regarding President and Vice-President selection on the Yolo County Board of Education 

Recommendation

Information and Discussion.

Supporting Documents



[Trustee rotation worksheet](#)

Contact Person

President Carol Souza Cole will present this item.

Trustee Area	Trustee	Term expires	Pres/VP rotation
1	Matt Taylor	12/22	2021 Pres
2	Melissa Moreno	12/22	2022 Pres
3	Tico Zendejas	12/24	2023 Pres
4	Jerry Jimenez Shelton Yip	12/24 12/20	2024 Pres 2019 Pres
5	Carol Souza Cole	12/22	2020 Pres

Yolo County Board of Supervisors:

The County Code is silent on it.

The governance manual says:

The Chair of the Board of Supervisors rotates annually by district, with the next in line serving as Vice-Chair. The Chair (Vice-Chair in the absence of the Chair) directs the efficient and transparent operation of the Board and plays a lead role in minding the climate of the Board, ensuring Board accountability, and ensuring the well-being of the Board, as well as the County.

8. INFORMATION AND POSSIBLE ACTION ITEM

8. 1. Yolo County Superintendent of Schools' Compensation

Recommendation

For Information and possible Action. The Superintendent Compensation Committee is recommending only one change to the compensation package; with no changes in salary or other items.

Supporting Documents

 [BOE supt salary csc 11-6-20](#)

 [BB 9251](#)

Contact Person

President Souza Cole will present this item.

November 10, 2020

To: Yolo County Board of Education

From: Executive Committee members Carol Souza Cole and Matt Taylor

Re: Superintendent's Compensation

The executive committee in its role as the YCBE superintendent compensation committee met in November to discuss and formulate a recommendation of compensation for the superintendent. One conference was held with the superintendent.

YCBE Board Bylaw 9251 states:

Pursuant to The California Constitution, Article IX, Section 3.1(b) empowers the County Board of Education to fix the compensation of the County Superintendent of Schools at a time and in an amount determined by the County Board of Education. It shall be the policy of the Yolo County Board of Education that determination of the Superintendent's annual compensation may consider the anticipated COE annual budget and the percent increase (awarded to) County Office of Education classified, certificated and administrative personnel, subject to the requirements of California Education Code Section 1207.

This annual review may include the following data:

- Total Compensation cost for Superintendents within like County Offices of Education

- Total Compensation cost for district Superintendents within the Yolo County boundaries

- Total Compensation cost for County of Yolo Officials responsible for similar sized County departments or agencies

- Information on the change in total compensation for YCOE employee groups including recognition of discrete pay increase amounts in addition to percentages, including the cost of step and column and medical benefits

- Context of the County Office of Education annual budget(s)

The executive committee and considered the current superintendent salary, YCOE staff compensation, and the current YCOE benefits salary cap for which all staff are eligible.

Based on the information presented here, the Compensation Committee is recommending to the board the following for the superintendent effective January 1, 2021:

Recommendation from the executive committee:

- Effective January 2021, the Health Welfare Benefit cap for the superintendent be adjusted from \$650/month to \$675/month; for a total of \$8,100/year (increase of \$300/year)

- No increase to annual salary, or any one-time compensation

County Superintendent's Compensation

The California Constitution, Article IX, Section 3.1(b) empowers the County Board of Education to fix the compensation of the County Superintendent of Schools at a time and in an amount determined by the County Board of Education.

It shall be the policy of the Yolo County Board of Education that determination of the Superintendent's annual compensation may consider the anticipated COE annual budget and the percent increase (awarded to) County Office of Education classified, certificated and administrative personnel, subject to the requirements of California Education Code Section 1207.

Legal Reference:

California Education Code § 1207

ADOPTED: April 27, 1992
REVISED: 08/19/99, 11/09/06

Process for Setting Superintendent's Compensation (to be reviewed annually)

The California Constitution, Article IX, Section 3.1(b) empowers the County Board of Education to fix the compensation of the County Superintendent of Schools at a time and in an amount determined by the County Board of Education. The following protocol and criteria may serve as guidelines for the Board and Superintendent, it being understood that the Board reserves its plenary authority to establish the Superintendent's Total Compensation. Throughout this process, the County Board of Education shall be mindful of its fiscal responsibility to the public; and act in the best interest of the Yolo County Office of Education, the students served by the county office and the broader community context.

A. Protocols and Criteria Guidelines

1. The Board will annually review the Superintendent's Total Compensation for purposes of considering an adjustment for the fiscal year. Any adjustment may be retroactive to be in line with the Fiscal Year.
2. A Compensation Committee of two (2) Board Members shall be appointed annually at the Organizational Meeting in December in order to conduct the review, confer with the superintendent regarding total compensation and develop a recommendation to present to the Board for consideration.

This annual review may include the following data:

- Total Compensation cost for Superintendents within like County Offices of Education.
- Total Compensation cost for district Superintendents within the Yolo County boundaries.
- Total Compensation cost for County of Yolo Officials responsible for similar sized County departments or agencies.
- Information on the change in total compensation for YCOE employee groups including recognition of discrete pay increase amounts in addition to percentages, including the cost of step and column and medical benefits.
- Context of the County Office of Education annual budget(s).
- Applicable Cost of Living Indexes.

- Other criteria or information that the Committee may consider relevant to the Board's decision and wish to submit for the Board's consideration.
3. Every four years, in the final year of the incumbent's term, the Superintendent's Compensation Committee shall complete a comprehensive study of the Superintendent's Total Compensation which study shall be presented to the Board. During the years where a comprehensive survey is completed the following information will be gathered from the jurisdictions listed above in number A(2) and will be compiled. The Committee may establish additional criteria for data to be collected for the comprehensive study. The Compensation Committee may choose to recommend to the Board, and the Board may adopt a total compensation range for the Office of County Superintendent for the upcoming term.

B. Board Action

1. A preliminary discussion of Total Compensation for the Superintendent will take place before the entire board. This item will be placed on the Board Agenda before any recommended package is presented by the Compensation Committee.
2. Recommended compensation package is initially presented by the Compensation Committee to the County Board as a discussion Agenda item. The Compensation Committee shall provide a report to the Board annually whether or not it recommends a change in compensation.
3. The Superintendent's Total Compensation package recommended by the Compensation Committee is presented to the County Board as an Action Agenda Item. Board action shall be taken whether or not there is an adjustment in compensation.

C. Setting Salary for New Superintendent

In a year wherein the incumbent Superintendent is not running for re-election, no later than the date of election for County Superintendent of Schools, the Board, after receiving a report and recommendation by the Board Compensation Committee, shall establish a total compensation and may establish a range for the office of County Superintendent for the upcoming four year term. Once the identity of the new Superintendent is known, the

Committee shall confer with him or her as part of preparing a recommendation. The Board shall receive the Committee's report and recommendation and set the starting total compensation for the new Superintendent.

The Board shall strive to reach the decision regarding the new Superintendent's compensation not later than adjournment of the October meeting of the Board.

Thereafter, the salary will be annually reviewed and set by the Board, as set forth in parts A and B above.

9. SUGGESTED FUTURE AGENDA ITEM(S)

Description

President Souza Cole would like an update to Board on how students will engage in the election process at a future meeting.

10. ADJOURNMENT

11. ADJOURN TO CLOSED SESSION

11. 1. Anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d)(2)][One case].

12. ADJOURN TO OPEN SESSION

12. 1. Announcement of any action taken in Closed Session

13. ADJOURNMENT
