



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

04/14/2020 03:30 PM

Yolo County Office of Education

ZOOM MEETING

Open Session - 3:30 PM



AGENDA

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

BOARD MEMBERS

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

Board meetings are being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom:

Are you using a computer or mobile device (e.g., cell phone, iPad, other Tablet)

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or open this web page: <https://zoom.us/join>

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Dial this number: 1-669-900-6833





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...enter this Password: 820450

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The public will have access to the Yolo County Office of Education meeting through Zoom Teleconferencing. For those individuals who wish to make a public comment, please do so through the Zoom meeting chat feature. A moderator for the meeting will read your comments for the record.

To join zoom board meetings please reference the instructions on the Board Agenda.

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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:	
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Staff recommends the approval of Resolution #19-20/34: California Day of the Teacher, May 5, 2020.	

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Staff recommends the approval of Resolution #19-20/37: Asian Pacific Heritage Month - May 2020	
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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	
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Information only. No recommendation at this time.	
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No recommendation. Information only.	
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For information. The Board will be asked to consider adopting these policies at the May 12, 2020 regular Board Meeting.	
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YOLO COUNTY BOARD OF EDUCATION REGULAR BOARD MEETING

04/14/2020 - 03:30 PM

Printed: 04/10/2020 12:30 PM

AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

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. Approval of Agenda

Recommendation

Motion to Approve Agenda.

1. 4. Public Comment

Quick Summary / Abstract

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2. REPORTS

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

Quick Summary / Abstract

- a. Board Reports
- b. Superintendent
 - i. Employee of the Month Recognition - Kristin Chavez, Paraeducator, River City High School in the Special Education Program.
- c. Superintendent's Advisory Team
- d. Committees

Recommendation

For Information.

Supporting Documents



[EMPLOYEE OF THE MONTH.pdf](#)

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

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

Kristin Chavez

as the Employee of the Month for April.

Kristin goes above and beyond in her position. Not only does she keep in close contact with teachers to find out what materials are needed for the student she works with and communicates those needs with our office staff as needed, but she also makes sure she is meeting the emotional needs of her student that arise. In addition to exceeding the expectations of her day-to-day responsibilities, Kristin also is an integral asset to her team by being an amazing communicator. She communicates her needs clearly, professionally and in a positive way. Even though she is new to her position as of the beginning of this year, she has excelled in her position.

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

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. March 10, 2020 Regular Meeting
- b. March 20, 2020 Special Meeting
- c. Temporary County Certificates (March and April 2020)

Supporting Documents

 [3-10-20 Draft Minutes.pdf](#)

 [3-20-20 Sp. Mtg. Draft Minutes.pdf](#)

 [TCC's March 2020 3 totals.pdf](#)

 [TCC's April 2020 3 totals.pdf](#)

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: March 10, 2020
DRAFT MINUTES

1.1 OPENING PROCEDURES

1.1 Call to Order and Roll Call. The Yolo County Board of Education met on March 10, 2020 at 3:31 p.m. in Regular session at the Conference Center located at 1280 Santa Anita Court, Suite 120, Woodland, CA. Board Members present were: Melissa Moreno, Carol Souza Cole (phone), Matt Taylor (phone), Shelton Yip and Tico Zendejas. Trustee Shelton Yip 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: Zendejas **SECOND:** Moreno **AYES:** Zendejas, Moreno, Yip, Taylor, Souza Cole **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 Yip

- *Celebrated Maribel Zarigoza, student at Cesar Chavez community school with staff at ACSA's Every Student Succeeding event along with three (3) students from Winters and Esparto schools.*
- *Form 700 is due on April 1, 2020*
- *CSBA canceled the Legislative Advocacy day held in May due to the Covid-19 situation.*
- *Congratulations Dr. Carolynne Beno who wrote two articles that were published in the PACE series special education series.*

Trustee Taylor - None

Trustee Moreno

- *Attended the Martin Luther King, Jr.'s (MLK) freedom Center event.*

Trustee Zendejas - None

Trustee Souza Cole - None

b. Superintendent

- *Focus has been on Covid-19*
 - *Meeting with state and local leaders for communication.*
 - *How to respond.*
 - *Governor and state Superintendent of Public Instruction convened all 58 county superintendents. Face to face meeting demonstrated severity .*
 - *Cabinet, SAT, district superintendents are distributing guidance for schools on specific strategies for social distancing.*
 - *Yolo county has a confirmed Covid-19 case.*
 - *Yolo county has moved from containment to mitigation. We are no longer trying to prevent. Goal is to try to reduce/slow spread of virus.*
 - *Canceling/postponing of county/district events is ongoing. Comment from Trustee Zendejas included that Esparto does not have strong government representation and to strengthen our communication with Esparto.*
 - *Trustee Moreno discussed canceling events and gatherings and understands that this does not apply to class.*
 - *Dr. Chapman stated that the typical classroom has enough space.trying to reduce dense gatherings. Will be closed till the end of April per Superintendent Lewis*
 - *State is increasing the ability to test for Covid-19 and more confirmed cases will be coming.*
 - *Information discussed:*
 - *Reimburse for ADA loss.*
 - *Follow same guidelines with norovirus*
 - *Possible School closures*
 - *Material decrease in ADA J-13*
 - *Gayelynn Gerhart, Principal, Alternative Education recognized for award at UC Davis tonight.*

SAT

Dr. Carolynne Beno, Associate Superintendent, Educational Services presented this item in the Board packet.

Items discussed:

- *Recognized Deborah Bruns, Director, Curriculum and Instruction and her team for several career technical grants.*
 - *Regional leader for other counties.*
- *Head Start grant.*
- *First five committee partnership*
- *Micah Studer, Executive Director, Equity is working on the LCAP and the new template*

Crissy Huey, Associate Superintendent, Administrative Services presented this item in the Board packet

- *Recognized Carl Fahle, IT Director and Matt Juchniewics, SOS Director's work and support on the implementation of processes concerning Covid 19.*

c. Committees.
None.

2.2 Associations.
None.

3.0 CONSENT AGENDA

- a. Approval of Minutes:
- February 18, 2020 Regular Meeting
 - Temporary County Certificates (February and March 2020)
 - Dan Jacobs School Draft Calendar 2020-2021

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

4.0 ACTION ITEMS

- 4.1 RESOLUTION #19-20/29: Resolution of the Board of Education Granting an Honorary High School Diploma to World War II Veteran Willard Ingraham
The Board took action to approve Resolution #19-20/29: Resolution of the Board of Education Granting an Honorary High School Diploma to World War II Veteran Willard Ingraham. The resolution was presented to Mr. Willard Ingraham who thanked everyone for the acknowledgement and shared his story. Supt. Lewis will also recognize Mr. Ingraham at a luncheon during the California Association of African-American Superintendents and Administrators (CAAASA) conference. The Board members thanked Mr. Ingraham for his service. An article was written about Mr. Ingraham in the Daily Democrat highlighting his life. Superintendent Lewis will email the article to the Board.

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

- 4.2 RESOLUTION #19-20/30: National Child Abuse Prevention Month
The Board took action to approve Resolution #19-20/30: National Child Abuse Prevention Month. The resolution was presented to Tracy Fauver from Yolo County Court Appointed Special Advocates for children (CASA) who thanked everyone for the acknowledgement.

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

- 4.3 RESOLUTION #19-20/31: Commitment to Environmental Sustainability Action
The Board took action to approve Resolution #19-20/31: Commitment to Environmental Sustainability Action. The resolution was presented to Deb Bruns, Director, Curriculum and Instruction who has led the effort toward sustainability and composting and recycling at the Yolo County Office of Education who thanked everyone for the acknowledgement.

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

- 4.4 RESOLUTION #19-20/32: In Support of High School Voter Weeks, April 2020
The Board took action to approve Resolution #19-20/32: In Support of High School Voter Weeks, April 2020. The resolution was presented to students and staff at Cesar Chavez Community school who thanked everyone for the acknowledgement.

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

Trustee Taylor left the meeting at 4:21 p.m.

- 4.5 2019-2020 Yolo County Office of Education Budget Revision and Second Interim Report

Debra Hinely, Director, Internal Business Services reviewed the 2019-20 Yolo County Office of Education Budget Revision and Second Interim Report in the Board packet and responded to questions from the Board. Ms. Hinely also distributed and reviewed copies of the Powerpoint (copies can be found on file with the official records of this meeting).

Items discussed include the budget; budget changes by Program/Objective Revenue detail; Summary for restricted and unrestricted revenues, expenditures and changes in the fund balance; Components of Ending fund balance; Average Daily Attendance; Multiyear Projections; midyear restricted/unrestricted; School district and charter school financial projection dartboard; 2020/2021 classroom closures; next steps.

The Board took action to approve the 2019-2020 Yolo County Office of Education Budget Revision

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

- 4.6 Consolidated Application Report

Board made a motion to move to an Information item.

- 4.7 Second Reading of Board Policies – 6000 Instruction Series – 1 policy
a. BP/SP 6173.1 – Education for Youth in Foster Care

Dr. Carolynne Beno, Associate Superintendent, Educational Services presented this item.

The Board took action to approve policy (a).

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

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

- 5.0 **A PUBLIC HEARING WILL BE CONDUCTED TO RECEIVE COMMENT FROM PARENTS, TEACHERS, MEMBERS OF THEE COMMUNITY, AND BARGAINING UNIT LEADERS REGARDING THE RESPONSE TO THE INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) YOLO COUNTY CHAPTER 639 AND INITIAL PROPOSAL OF SUPERINTENDENT FOR REOPENER NEGOTIATIOS (AMENDMENT)**

Public hearing opened 4:48 p.m. and closed at 4:49 p.m.

- 6.0 **A PUBLIC HEARING WILL BE CONDUCTED TO RECEIVE COMMENT FROM PARENTS, TEACHERS, MEMBERS OF THE COMMUNITY, AND BARGAINING UNIT LEADERS REGARDING THE RESPONSE TO THE INITIAL PROPOSAL FROM THE YOLO EDUCATION ASSOCIATION (YEA) AND INITIAL PROPOSAL OF THE SUPERINTENDENT (AMENDMENT)**

Public Hearing opened 4:49 p.m. and closed at 4:50 p.m.

Trustee Moreno left meeting at 4:50 P.M.

7.0 **INFORMATION ITEMS**

- 7.1 Yolo County Superintendent of Schools’ Response to the Initial Proposal from the California School Employees Association Yolo County Chapter #639 and Initial Proposal of Superintendent for Reopener Negotiations.
Superintendent Lewis presented this item and stated that this would allow the teams to negotiate a two year contract. Current practice has been to negotiate for one year.
- 7.2 Yolo County Superintendent of Schools’ Response to the Initial Proposal from the Yolo Education Association and Initial Proposal of the Superintendent (AMENDMENT).

Superintendent Lewis presented this item and stated that this would allow the teams to negotiate a year contract. Current practice has been to negotiate for one year.

7.3 Head Start/Early Head Start Reports

- a. Enrollment Update
- b. Program
- c. Financial Reports
- d. Policy Council Meeting Agenda
- e. Policy Council Meeting Minutes

Debra Hinely, Director, Internal Business Services reviewed the Financial Reports in the Board packet and responded to questions from the Board. Gail Nadal, Director, Early Childhood Education reviewed the program, enrollment update and answered questions from the Board.

Items discussed included:

- Head Start grant application
 - Meeting with policy council representatives
 - Narrative of grant – 50 pages

7.4 Alternative Education Attendance Reports

Micah Studer, Alternative Education presented this item in the Board packet and responded to questions from the Board.

Items discussed included:

- Trends with Cesar Chavez students
- Statewide trends

7.5 First Reading of Board Policy – 6000 (Instruction) Series – 1 policy

- a. AR 6183 (a) Home and Hospital Instruction

Dr. Carolynne Beno, Associate Superintendent, Educational Services, reviewed this item in the Board packet and responded to questions from the Board. Several policies coming next month.

7.6 Update on the Closure of YCCA

Dr. Carolynne Beno, Associate Superintendent, Educational Services, reviewed the item in the Board packet and responded to questions from the Board.

Items discussed included:

- Correspondence from the California Department of Education on Instructional minutes (YCCA) in regards to audit finding.
 - Will keep Board updated on the status

- 4.6 Consolidated Application Report
Board made a motion to move to an Information item.
- Debra Hinely, Director, Internal Business Services reviewed the Consolidated Application Report in the Board packet and responded to questions from the Board.
- 7.7 Suggested Future Agenda Items
Board Retreat will be rescheduled in the future.
- 8.0 THE BOARD WILL RECESS AND RECONVENT IN OPEN SESSION**
Recess at 5:07 p.m.
- 9.0 CALL TO ORDER IN OPEN SESSION**
Call to order in open session at 5:10 p.m.
- 10.0 PUBLIC COMMENT – Opportunity for public to address Board on listed closed session agenda item.**
None
- 11.0 CLOSED SESSION**
Call to order in closed session at 5:11 p.m.
- 11.1 Anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d)(2)][One Case].
- 12.0 RECONVENE IN OPEN SESSION**
Reconvened in open session at 6:05 p.m.
- 12.1 Announcement of any action taken in Closed Session
None
- 13.0 ADJOURNMENT.** The meeting adjourned at 6:06 p.m.
- MOTION:** Zendejas **SECOND:** Yip **AYES:** Zendejas, Yip, Souza Cole
NOES: None. **ABSENT:** Moreno, Taylor

Garth Lewis, Superintendent

/ys

YOLO COUNTY BOARD OF EDUCATION
Special Meeting: March 20, 2020
DRAFT MINUTES

1.1 OPENING PROCEDURES

1.1 Call to Order and Roll Call. The Yolo County Board of Education met by Zoom Conference call on March 20, 2020 at 10:06 a.m. in Special session at the Conference Center located at 1280 Santa Anita Court, Suite 120, Woodland, CA. Board Members present were: Carol Souza Cole, Matt Taylor, Shelton Yip and Tico Zendejas. Board President Carol 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: Taylor **SECOND:** Yip **AYES:** Taylor, Yip, Souza Cole, Zendejas
NOES: None **ABSENT:** Moreno

1.4 Public Comment. None.

1.5

Carl Fahle, Director, Information Technology commented that the public can participate by Zoom chat. Board meeting is also being recorded.

2.0 INFORMATION ITEMS

2.1 Update on Current Public Health Emergency in Yolo County
President Souza Cole thanked Superintendent Lewis and YCOE staff for all their hard work during this time. Superintendent Lewis thanked the Superintendent Advisory Team (SAT) and Yolo County Office of Education (YCOE) staff for their leadership, work and focus during this difficult time. Superintendent Lewis gave the Board a current public health update which includes:

- Currently five (5) COVID-19 cases in Yolo county.
- A shelter in place order active through April 7.
 - Educational activity is an essential function.
 - We continue to work to support students and staff.
- 98 percent of students out of school currently in the State of California.

Superintendent Lewis stated that things are changing rapidly and tomorrow may be drastically different. We will continue to communicate and please feel free to ask questions at any time.

Additional updates:

- SAT and some essential staff including external, internal and maintenance are still working.
- Receiving updates from the state, Governor's office, Yolo county public

health department and other partners.

- YCOE is working with district superintendents on this issue.

Superintendent Lewis responded to questions from the Board. Trustee Yip requested staff fill out the questionnaire from the California School Boards Association (CSBA) on what is the most immediate need. YCOE is also filling out other surveys on this issue. Trustee Taylor stated that assessments have been suspended for schools.

2.2 Status of District Operations

Superintendent Lewis gave an update on the districts.

Additional updates include:

- Anthony Volkar will be helping Superintendent Lewis on communications coming out of YCOE.
- School closures.
- Instructional programming for districts.
 - Cleaning procedures for schools.
 - It is possible students will not return before end of the school year.
 - Not a formal directive, but this was shared by Governor Newsom during a press conference.
- Shelter in place order
- Social distancing requirements
- Information on COVID-19, closures and student meal information will be on the YCOE website.

Superintendent Lewis responded to questions from the Board.

Trustee Moreno joined the call at 10:20 a.m.

Trustee Moreno requested that if there is a Special meeting that in addition to email she would like a phone call/text also.

Dr. Carolynne Beno, Associate Superintendent, Educational Services gave an Update on distance learning and the multiphase approach to teaching for districts who are currently posting voluntary activities for families to provide a continuity of education. Districts plan to launch a distance learning program after spring break. Distance learning can include videos, packets and online activities.

Trustee Moreno asked a question about student access to computers, and the process for sending emails to families. She wants to make sure that families also have access to communication (phone calls, emails and texts) in Spanish. She feels that multi-messaging is not happening. Dr. Beno stated that we are discussing this issue with districts and that all districts are using different mediums that are computer based. Questions were also answered on high school credit earning, broadband access and mobile hotspots for the schools.

Trustee Moreno asked a question about implementing resources for distance learning for English learners. Dr. Beno stated that the California Department of Education (CDE) has shared resources for English learners and we have been sharing ideas and practices with teachers and schools. Trustee Moreno requested that the ELAC leaders be kept in communication with district on these issues. Superintendent Lewis asked that trustees please help with communication that they hear in these meetings and to please share with parents. Their needs are being taken into account and this is ever changing. The districts and county plan is to focus on efforts to maintain equity and excellence through this situation.

An update on special education was given by Elizabeth Engelken, Assistant Superintendent, SELPA. Trustee Yip has been asked to participate in a COVID-19 task force committee on issues with special education.

All feedback will be shared with districts per Superintendent Lewis.

2.3 Status of YCOE Operations

Superintendent Lewis and Dr. Carolynne Beno, Associate Superintendent, Educational Services gave an update on YCOE operations and responded to questions from the Board.

Additional updates:

- Short term - instructional materials will be voluntarily accessed at home.
- Providing special education services over phone or zoom - counseling, speech therapy, behavioral support.
- Deploy chromebooks and hotspots to all students in need at Cesar Chavez (edgenuity program).
- Teacher training to provide distance learning.
- Head Start meal program.
- Head Start, special education and alternative education distance learning are being discussed.
- Ways to support students for graduation.

Superintendent Lewis thanked union leaders who he has shared these preliminary plans and will continue to engage with union leadership and instructional staff as the different phases approach to implement distance learning.

Dr. Beno answered questions on providing access to all student IEPs. YCOE is discussing options with legal counsel and is being creative. YCOE is receiving additional guidance from CDE and we will resume counseling services on March 30, 2020. Superintendent Lewis requested that the Board ask parents to contact the district on how they are to deliver services to students. Superintendent Lewis and Mr. Volkar will draft speaking points for the Board to communicate to district parents on this issue.

Other items discussed included:

- Food locations on YCOE website

- Covid 19 guidelines, yolo county closures and district closures on ycoe website.
 - In Spanish, and other languages.

Crissy Huey, Associate Superintendent gave updates on the following departments:

- Information Technology
- Internal Business
- External Business
- Maintenance
- Essential employees come in to work which is limited to perform certain responsibilities (paychecks, accounts payable and cleaning)
- Certification of closure Covid – 19 will need to be filed soon.
- Vehicle yards in Santa Anita and Greengate have security system – 24 hours.
- Members of the Superintendent’s Advisory Team have been scheduling time with unions to help outline duties of essential workers and to move forward as a collective.

3.1 Consideration of Dan Jacobs School

Superintendent Lewis discussed the oversight of operations at the detention facility. Items discussed included:

- Social and emotional support for students.
- Conversations with chief probation office and union presidents that we are moving towards distance learning in the juvenile detention facility.
 - Working on what the phase and model will look like.
 - Seven (7) youths currently detained
 - None have exhibited issues with their health and well-being.
 - Other counties are considering distance learning or closing facility.
- Dr. Beno discussed decision to prepare packets that would earn them credits.
- The delivery of special education support was also discussed along with partnership with probation to continue to bring additional resources.
- Safety and security of youth and providing educational services with distance learning.

Trustee Moreno asked about collective communication on social and emotional learning with the students along with distance learning. This should be considered as part of our planning. Superintendent Lewis stated that the juvenile facility will continue to provide services as does Communicare.

President Souza Cole commented that the next meeting will be on April 14, 2020.

Supt. Lewis thanked Information Technology and Micah Studer, Executive

Director, Equity and Support Services for the zoom conference set up. This is the first time doing this and he would like to thank the Board for their flexibility. Superintendent Todd Cutler, Winters Joint USD will be leaving for a new position on July 1 in South Lake Tahoe in El Dorado county. Winters Joint USD is currently searching for a new superintendent.

Business is continuing with constant contact with the district superintendents. Also in the Executive Order there are four (4) areas specific for education, youth and families that we are paying attention to. This includes:

1. Payments to staff
2. Delivery services food for children
3. Extended learning (Independent Study)
4. Providing childcare and supervision during school day (biggest struggle)
Possible partnership with non-profit associations on this issue.

Trustee Zendejas mentioned that his non-profit organization, RISE inc., is helping rural areas with essential services which include unemployment paperwork in Esparto and Winters and the extended food closet in Esparto. Also helping with mental health clinicians in Esparto.

Trustee Souza Cole reminded Board members to check the YCOE email everyday for updates. Weekly communication on Friday from the Superintendent to board members will start soon.

Trustee Moreno requested that if there is a Special meeting that in addition to email she would like a phone call/text also.

The Board will continue to use virtual/conference call for future Board meetings.

4.0 ADJOURNMENT. The meeting adjourned at 11:57 a.m.

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

Garth Lewis, Superintendent

/ys

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

March 2020

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Susan Viguie	Emergency CLAD
Steven Kelleher	Emergency CLAD
Gabrielle Tabor	Single Subject

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate

Total TCC's for the Month of March 2020: 3

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

April 2020

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Petrina Jonas	Teacher Librarian

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Diego Solorio	Career Substitute

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Miriam Banuelos	CD Teacher Permit

Total TCC's for the Month of April 2020: 3

4. ACTION ITEMS

4. 1. RESOLUTION #19-20/33: Classified School Employee Week, May 17-23, 2020 

Description

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

Recommendation

Staff recommends the approval of Resolution #19-20/33: Classified School Employee Week, May 17-23, 2020.

Supporting Documents

 [Classified Employees Week.pdf](#)

Contact Person

Superintendent Garth Lewis will present this resolution to the Board for action.



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

**Resolution #19/20-33
Classified School Employee Week, May 17-23, 2020**

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools hereby recognize and extend their sincere appreciation and commendation to the classified school employees and wish to honor their contribution to quality education and declare the week of May 17-23, 2020 as Classified School Employees Week

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 14, 2020.

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

4. 2. RESOLUTION #19-20/34: California Day of the Teacher, May 5, 2020 


Description

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

Recommendation

Staff recommends the approval of Resolution #19-20/34: California Day of the Teacher, May 5, 2020.

Supporting Documents

 [Cal Day of the Teacher.pdf](#)

Contact Person

Superintendent Garth Lewis will present this resolution to the Board for action.



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

**Resolution #19-20/34
California Day of the Teacher, May 5, 2020**

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools acknowledge the contributions of all dedicated teachers, and recognize May 5, 2020 as California Day of the Teacher; and, moreover, urge parents, students and the community to publicly show their appreciation for teachers and their contributions that improve our daily lives, our community and our future.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 14, 2020.

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

4. 3. RESOLUTION #19-20/35: Mental Health Awareness Month - May 2020 

Recommendation

Staff recommends the approval of Resolution #19-20/35: Mental Health Awareness Month - May 2020.

Supporting Documents

 [Mental Health Awareness.pdf](#)

Contact Person

Superintendent Garth Lewis will present this resolution to the Board for action.



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

**Resolution #19-20/35
Mental Health Awareness Month - May 2020**

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, early intervention efforts could greatly reduce the number of people experiencing serious mental health conditions; and

WHEREAS, there is strong research that humor, recreation, social connections, and work-life balance can help all Americans protect their health and well-being; and

WHEREAS, there is a need to improve public awareness of mental illness and to strengthen local and national awareness of brain diseases, so that all those with mental illness may receive adequate and appropriate treatment that will result in their becoming fully functioning members of society; and

WHEREAS, each school district, elected official, government agency, business, healthcare provider, organization, and citizen shares the burden of mental health problems, and has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, since 1949, May has officially been recognized as Mental Health Month.

NOW THEREFORE, BE IT RESOLVED, that the Yolo County Board of Education hereby declare the month of May 2020 as Mental Health Awareness Month.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 14, 2020.

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

4. 4. RESOLUTION #19-20/36: Teen Pregnancy Prevention Month - May 2020 

Description

The month of May is National Teen Pregnancy Prevention Month. Teen pregnancy prevention is important to the health and quality of life of our youth.

Recommendation

Staff recommends the approval of Resolution #19-20/36: Teen Pregnancy Prevention Month - May 2020.

Supporting Documents

 [Teen Pregnancy Month.pdf](#)

Contact Person

Superintendent Garth Lewis will present this resolution to the Board for action.



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

Resolution #19-20/36

Teen Pregnancy Prevention Month – May 2020

WHEREAS, despite progress, the United States has one of the highest teen pregnancy rates among comparable countries; and

WHEREAS, teen childbearing costs U.S. taxpayers billions of dollars each year due to lost tax revenue, increased public assistance payments, and greater expenditures for public health care, foster care, and criminal justice services; and

WHEREAS, the personal, social, and economic consequences of teenage pregnancy affect all Californians, and teenage pregnancy negatively affects the health, economic, and educational future of teenagers; and

WHEREAS, the California Personal Responsibility Education Program (CA PREP) provides comprehensive sexual health education to adolescents via effective, evidence-based program models. Program services are engaging, nonjudgmental, medically accurate and tailored to the unique needs of youth participants and their communities. Services are offered in a range of settings, including schools, juvenile justice facilities, homeless shelters and foster care group homes; and

WHEREAS, adolescents who are enrolled in school and engaged in learning (including participating in after-school activities, having positive attitudes toward school, and performing well educationally) are less likely than are other adolescents to have or to father a baby.

NOW, THEREFORE, BE IT RESOLVED, that the Yolo County Board of Education declare May 2020 as "Teen Pregnancy Prevention Month."

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 14, 2020.

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

4. 5. RESOLUTION #19-20/37: Asian Pacific American Heritage Month - May 2020 

Recommendation

Staff recommends the approval of Resolution #19-20/37: Asian Pacific Heritage Month - May 2020

Supporting Documents

 [Asian American Month.pdf](#)

Contact Person

Superintendent Garth Lewis will present this resolution to the Board for action.



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

**Resolution #19-20/37
Establishment of Asian Pacific American Heritage Month**

WHEREAS, The State of California is home to over 600,000 Asian and Pacific Islander students from kindergarten through grade twelve;

WHEREAS, The diversity of these groups include Bengali, Burmese, Cambodian, Chinese, Filipino, Hmong, Indonesian, Japanese, Korean, Lao, Malayan, Okinawan, Pakistani, Thai, Vietnamese, Samoan, Asian Indian, and others;

WHEREAS, We acknowledge the historical and cultural contributions of Asian Pacific Americans in the development of the State of California; and

WHEREAS, Many Asian Pacific Americans have experienced the injustices of exclusionary acts, denial of citizenship and land ownership, as well as internment in relocation camps; and

WHEREAS, We acknowledge these Americans for their contributions to government, industry and commerce, agriculture, science, literature, and the arts; and

THEREFORE, BE IT RESOLVED by the Yolo County Board of Education that May 2020 is designated as Asian Pacific American Heritage Month and that all educational sites be encouraged to recognize the contributions of Asian Pacific Americans through curriculum and activities at the school.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 14, 2020.

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

5. INFORMATION ITEMS

5. 1. 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

Description

For Information.

Supporting Documents



[Attendance Report- Genet.pdf](#)



[April 2020 Director's Report-Gail.pdf](#)



[Financial Report-Claudia.pdf](#)



[LPC Meeting Agenda 4-21-20.pdf](#)



[April Agenda.pdf](#)



[LPC DRAFT Minutes 3-24-20.pdf](#)



[PC Minutes March 2020.pdf](#)

Contact Person

Gail Nadal, Director, Head Start/Early Head Start and Debra Hinely, Director, Internal Business Services (financial reports) will present these items.



Head Start / Early Head Start

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

EARLY HEAD START

Date: Thursday , April 2 , 2020				Report Outcomes for the month of March 2020			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	6 wk. – 30 mos.	C9(6)	92.50%	4	4
					92.50%	4	4
					100.00%	4	4
2	EHS/State EHS/State	Alyce Norman	6 wk. – 36 mos.	C3(1)	66.67%	3	3
					66.67%	4	4
					69.44%	4	4
					92.86%	4	4
					92.59%	4	4
					77.78%	4	4
100.00%	4	4					
3	EHS/State	Valley Oak	24-36 mos.	C9(4)	92.50%	12	12
					65.00%		
					82.50%		
4	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C11(2)	N/A	37	37
SUB TOTAL				C32(13)	83.92%	88	88

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C2(1)	90.97%	16	16
2					79.38%	16	16
3					90.51%	20	20
4					63.19%	16	16
5	State ONLY	Alyce Norman	3 – 5		87.50%	16	16
1	HS/State	Alyce Norman	3 – 5		79.44%	20	20
1							
2					82.22%	20	20
1	HS/State	Esparto	3 - 5	C0(2)	85.63%	16	16
2					88.19%	16	16
1	HS/State	Greengate	3 – 5	C8(4)	72.67%	16	15
2					90.50%	20	20
1	HS/State	Plainfield	3 – 5	C1(0)	88.95%	20	19



Head Start / Early Head Start

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

1	HS/State	Prairie	3 – 5	C1(7)	91.13%	16	16
1	HS/State	Valley Oak	3 – 5	C6(3)	100.00%	19	19
1	HS/State	Wolfskill	3 - 5	C2(1)	55.56%	16	15

SUB TOTAL				C20(18)	78.68%	263	260
TOTAL				C52(31)	81.3%	351	348



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

Yolo County Office of Education Board of Education

April 2020

Director's Report

PROGRAM UPDATE

Effective Monday, March 30th, the ECE Department created a Distance Learning Plan for the children and families attending Head Start and Early Head Start. There will be three ways that a family can access school readiness support while in Shelter in care in Yolo County:

1. **Footsteps 2 Brilliance:** Weekly application can be installed on a parent's Smart phone which allows for Early Learning and Literacy applications for young children to administer. Children can access the application on phones or tablets-where weekly lessons are sent out that includes individual learning opportunities allows for school readiness learning to occur.
2. **Weekly Lesson Plans:** Weekly emails will be sent by YCOE and aligns with the regular learning in school using Creative Curriculum and also links to Second Steps which supports the child's social emotional development. Also, letter of the week (handwriting without Tears, songs are all from SEAL English Language Curriculum.
3. **Monthly Mailing Packets:** Packets include many activities, puzzles and early school readiness fun. The packets can be picked up at the lunch locations provided to children under 18 years of age.

Teachers will call parents on a weekly basis to check in with the children and the parents to find out how the child's learning is progressing, talk about success and challenges, note resources a parents needs and the teacher also reports to the families Family Support needs.

TRAINING AND TECHNICAL ASSISTANCE:

The Early Learning Mentor Coaches will be planning three trainings supporting SEAL Learning Network for all teachers working with young children whose home language may not be English. Teachers will gain information on how to develop strategies that support early learning in school readiness. These trainings will follow a zoon meeting format online.

PLANNING

Our dedicated staff are spending lots of time developing plans and lessons that can be effective with young children who are at home daily. Included is always physical activities, academic experience and fun playing.

The department is creating ongoing experiencing through the end of the school year.

HEAD START/PROGRAMA HEAD START			
Resource 5210/Recurso 5210			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$ 2,923,212.00	
Expenditures/Gastos:			
Salaries/Salarios	\$ 117,524.29	\$	989,128.22
Benefits/Beneficios	\$ 43,391.81	\$	371,673.96
Supplies/Provisiones	\$ 10,286.08	\$	59,285.72
<i>Parent Activities/Actividades de los padres</i>	\$ 3,786.69	\$	6,879.21
Site Supplies/Articulos de oficina para el centro	\$ 6,499.39	\$	52,406.51
Contracted Services/Servicios Contratados	\$ 28,687.52	\$	172,603.73
Operations/Gastos de Operacion	\$ 21,332.59	\$	193,551.09
Building/Land Improvements	\$ -	\$	-
Indirect Costs/Castos Indirectos	\$ 19,471.88	\$	141,799.91
Cafeteria Fund/transerencia al fondo del café	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ 240,694.17	\$	1,928,042.63

EARLY HEAD START/PROGRAMA EARLY HEAD START1			
Resource 5212/Recurso 5212			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$ 1,115,238.00	
Expenditures/Gastos:			
Salaries/Salarios	\$ 50,182.67	\$	430,700.05
Benefits/Beneficios	\$ 19,641.16	\$	160,991.77
Supplies/Provisiones	\$ 4,205.15	\$	15,306.85
<i>Parent Activities/Actividades de los padres</i>	\$ 1,268.20	\$	1,873.72
Site Supplies/Articulos de oficina para el centro	\$ 2,936.95	\$	13,433.13
Contracted Services/Servicios Contratados	\$ 3,375.78	\$	34,071.38
Operations/Gastos de Operacion	\$ 6,560.40	\$	62,973.89
Building/Land Improvements	\$ -	\$	-
Indirect Costs/Castos Indirectos	\$ 7,351.69	\$	56,179.10
Cafeteria Fund/transerencia al fondo del café	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ 91,316.85	\$	760,223.04

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	\$ -	\$	1,041.52
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	346.90
Site Supplies/Articulos de oficina para el centro	\$ -	\$	-
Contracted Services/Servicios Contratados	\$ -	\$	5,527.77
Operations/Gastos de Operacion	\$ -	\$	12,065.60
Indirect Costs/Castos Indirectos	\$ 36.38	\$	1,688.32
Total Expenditures/Total de Gastos	\$ 36.38	\$	20,323.21

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	\$ -	\$	1,052.08
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	346.89
Site Supplies/Articulos de oficina para el centro	\$ -	\$	705.19
Contracted Services/Servicios Contratados	\$ -	\$	6,357.23
Operations/Gastos de Operacion	\$ -	\$	13,798.45
Indirect Costs/Castos Indirectos	\$ 39.17	\$	1,921.42
Total Expenditures/Total de Gastos	\$ 39.17	\$	23,129.18

	Number of Meals/Snacks Served	Federal Reimbursement Amount	State Reimbursement Amount	Credit Cards	
				Monthly Expense	
Breakfast	0	0.00	\$ -	Visa	\$ 13,222.21
AM Snacks			\$ -	Wal-Mart	\$ -
Lunch	0	-	\$ -	Nugget/Food 4 Less	\$ 322.23
PM Snacks	0	-	\$ -	Interstate Oil	\$ 304.77
Total Reimbursement		\$ -	\$ -	Total Credit Cards	\$ 13,849.21

Calculation of In-Kind Contributions			Administrative Percent Calculation	
	Dollars Expended Year-To-Date	In-Kind Required		
Head Start:	\$ 1,928,042.63	\$ 482,010.66	Maximum Percent Allowed	15%
HS T & TA	\$ 20,323.21	\$ 5,080.80	Calculated Percent for the Month	12%
Early HS	\$ 760,223.04	\$ 190,055.76	Annual Percentage	13%
EHS T & TA	\$ 23,129.18	\$ 5,782.30		
Total	\$ 2,731,718.06	\$ 682,929.52		
	Amount Required:	\$ 682,929.52		
	Actual In-Kind:	\$ 890,141.04		
	*Surplus/(Deficit):	\$ 207,211.53		
If deficit: will be returned to Federal Government from unrestricted dollars				

**Executive Summary
2019/2020 Fiscal Year
March 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	\$ 2,923,212	\$ 240,694	\$ 1,928,043	\$ 587,614	\$ 407,556	65.96%	20.10%	13.94%
Early Head Start	\$ 1,115,238	\$ 91,317	\$ 760,223	\$ 243,080	\$ 111,935	68.17%	21.80%	10.04%
Head Start T&TA	\$ 34,554	\$ 36	\$ 20,323	\$ 578	\$ 13,653	58.82%	1.67%	39.51%
Early Head Start T&TA	\$ 25,983	\$ 39	\$ 23,129	\$ 1,574	\$ 1,280	89.02%	6.06%	4.92%
Total Grant	\$ 4,098,987	\$ 332,087	\$ 2,731,718	\$ 832,845	\$ 534,424	66.64%	20.32%	13.04%

Credit Cards	Monthly Expense
Visa	\$ 13,222.21
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 322.23
Interstate Oil	\$ 304.77
Total Credit Card Expense	\$ 13,849.21

Administrative Percent Calculation	
Maximum allowed Administrative Percent:	15%
Calculated Percentage for the Month:	12%
Annual Percentage	13%

	Dollars Expended	
	Year-To-Date	In-Kind Required
Head Start:	\$ 1,928,042.63	\$ 482,010.66
Head Start T & TA:	\$ 20,323.21	\$ 5,080.80
Early Head Start:	\$ 760,223.04	\$ 190,055.76
Early Head Start T & TA:	\$ 23,129.18	\$ 5,782.30
Total	\$ 2,731,718.06	\$ 682,929.52
	Amount Required:	\$ 682,929.52
	Actual In-Kind:	\$ 890,141.04
	*Surplus/(Deficit):	\$ 207,211.53

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
2019/2020
March**

Resource 5212

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	1,115,238		1,115,238	250,591	676,257	0	438,981	39.36%
Prior Year	0	0	0	0	0		0	#DIV/0!
COLA	0		0		0		0	
Total Revenues	1,115,238	0	1,115,238	250,591	676,257	0	438,981	39.36%
Expenditures								
Salaries	593,088	(23,597)	569,491	50,183	430,700	143,512	(4,721)	-0.83%
Benefits	267,938	(32,138)	235,800	19,641	160,992	55,739	19,070	8.09%
Supplies	33,226	16,709	49,935	4,205	15,307	12,797	21,831	43.72%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	1,952	1,268	1,874	924	(846)	-43.32%
<i>Site Supplies</i>	33,226	14,757	47,983	2,937	13,433	11,873	22,677	47.26%
Travel & Conference	9,682	5,309	14,991	2,352	11,576	2,177	1,238	8.26%
Dues & Memberships	653	100	753	0	753	0	1	0.07%
Insurance	4,200	(1,028)	3,172	0	3,171	0	1	0.02%
Operations and Housekeeping	0	50	50	0	27	15	8	16.70%
Rentals, Leases, Repairs & Noncapitalized Improvements	725	1,077	1,802	0	800	455	547	30.37%
Direct Costs for Transfer of Services	62,852	0	62,852	4,128	45,929		16,923	26.92%
Professional/Contracted Services & Operating Expenditures	50,151	32,518	82,669	3,376	34,071	28,225	20,373	24.64%
Intergovernmental Fees	76	1,000	1,076	80	719	160	197	18.32%
Indirect Costs	92,647	0	92,647	7,352	56,179		36,468	39.36%
Tsfer to Cafe Fund	0	0	0	0	0		0	
Total Expenditures	1,115,238	0	1,115,238	91,317	760,223	243,080	111,935	10.04%

**PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2019/2020**

Recurso 5212		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
CATEGORÍA	Lo que va del año					Sobrecargado			
Ingresos:									
	Todos los otros Federales	1,115,238	0	1,115,238	250,591	676,257	0	438,981	39.36%
		0		0				0	#DIV/0!
		0		0		0		0	
	Total de Ingresos	1,115,238	0	1,115,238	250,591	676,257	0	438,981	39.36%
Gastos:									
	Salarios	593,088	(23,597)	569,491	50,183	430,700	143,512	(4,721)	-0.83%
	Beneficios	267,938	(32,138)	235,800	19,641	160,992	55,739	19,070	8.09%
	Provisiones	33,226	16,709	49,935	4,205	15,307	12,797	21,831	43.72%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	0	1,952	1,952	1,268	1,874	924	(846)	-43.32%
	<i>Artículos de oficina para el centro</i>	33,226	14,757	47,983	2,937	13,433	11,873	22,677	47.26%
	Viaje y Conferencia	9,682	5,309	14,991	2,352	11,576	2,177	1,238	8.26%
	Cuotas y Membresías	653	100	753	0	753	0	1	0.07%
	Seguro	4,200	(1,028)	3,172	0	3,171	0	1	0.02%
		0	50	50	0	27	15	8	16.70%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	725	1,077	1,802	0	800	455	547	30.37%
	Costos Directos para Transferencias de Servicios	62,852	0	62,852	4,128	45,929	0	16,923	26.92%
	Servicios Profesionales/Contratados y Gastos de	50,151	32,518	82,669	3,376	34,071	28,225	20,373	24.64%
	Cuotas Intergubernamentales	76	1,000	1,076	80	719	160	197	18.32%
	Gastos Indirectos	92,647	0	92,647	7,352	56,179	0	36,468	39.36%
	Total de Gastos	1,115,238	(50)	1,115,188	91,317	760,223	243,080	111,935	10.04%

**HEAD START
T & TA
2019/2020
March**

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	34,554	0	34,554	1,996	20,323	0	14,231	41.18%
COLA	0		0				0	
Total Revenues	34,554	0	34,554	1,996	20,323	0	14,231	41.18%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	6,483	(4,308)	2,175	0	1,042	0	1,133	52.11%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	1,400	(768)	632	0	347	0	285	45.11%
<i>Site Supplies</i>	5,083	(3,540)	1,543	0	0	0	1,543	100.00%
Travel & Conference	10,181	12,359	22,540	0	12,066	0	10,474	46.47%
Contracted Services	15,019	(8,051)	6,968	0	5,528	578	863	12.38%
Indirect Costs	2,871	0	2,871	36	1,688	0	1,183	41.19%
Total Expenditures	34,554	0	34,554	36	20,323	578	13,653	39.51%

**PROGRAMA HEAD START
T y TA
PRESUPUESTO 2019/2020**

Recurso 5208		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
CATEGORÍA						Lo que va del año	Sobrecargado		
Ingresos:									
Todos los otros Federales		34,554	0	34,554	0	20,323	0	14,231	41.18%
COLA		0		0				0	
Total de Ingresos		34,554	0	34,554	0	20,323	0	14,231	41.18%
Gastos:									
Salarios		0	0	0	0	0	0	0	0.00%
Beneficios		0	0	0	0	0	0	0	0.00%
Provisiones		6,483	(4,308)	2,175	0	1,042	0	1,133	52.11%
<i>Artículos para las actividades de los padres y comida para las juntas</i>		1,400	(768)	632	0	347	0	285	45.11%
<i>Artículos de oficina para el centro</i>		5,083	(3,540)	1,543	0	0	0	1,543	100.00%
Viaje y Conferencia		10,181	12,359	22,540	0	12,066	0	10,474	
Servicios Contratados		15,019	(8,051)	6,968	0	5,528	578	863	12.38%
Gastos Indirectos		2,871	0	2,871	36	1,688	0	1,183	0.00%
Total de Gastos		34,554	0	34,554	36	20,323	578	13,653	39.51%

**HEAD START
2019/2020 BUDGET
March**

Resource 5210

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				% %
				Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	2,923,212		2,923,212	677,740	1,706,920		1,216,292	41.61%
Prior Year	0	0	0	0	0		0	#DIV/0!
COLA	0		0	0	0		0	0.00%
Total Revenues	2,923,212	0	2,923,212	677,740	1,706,920	0	1,216,292	41.61%
Expenditures:								
Salaries	1,501,917	(128,354)	1,373,563	117,524	989,128	337,024	47,411	3.45%
Benefits	731,045	(143,857)	587,188	43,392	371,674	134,364	81,150	13.82%
Supplies	50,565	53,378	103,943	10,286	59,286	24,945	19,712	18.96%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	7,696	(1,101)	6,595	3,787	6,879	2,469	(2,753)	-41.75%
<i>Site Supplies</i>	42,869	54,479	97,348	6,499	52,407	22,476	22,465	23.08%
Travel & Conference	18,091	15,253	33,344	7,435	25,277	6,268	1,800	5.40%
Dues & Memberships	1,384	874	2,258	0	2,258	0	1	0.02%
Insurance	13,568	(4,053)	9,515	0	9,514	0	1	0.01%
Operations & Housekeeping	580	0	580	0	277	110	194	33.38%
Rentals, Leases, Repairs & Noncapitalized								
Improvements	5,997	1,617	7,614	0	3,740	1,493	2,381	31.27%
Direct Costs for Transfer of Services	210,541	200	210,741	13,898	152,486		58,255	27.64%
Professional/Contracted Services & Operating								
Expenditures	141,835	204,942	346,777	28,688	172,604	83,410	90,763	26.17%
Intergovernmental Fees	4,847	0	4,847	0	0	0	4,847	100.00%
Land Improvements	0	0	0	0	0	0	0	#DIV/0!
Indirect Costs	242,842	0	242,842	19,472	141,800		101,042	41.61%
Tsfer to Cafe Fund	0	0	0	0	0		0	#DIV/0!
Total Expenditures	2,923,212	0	2,923,212	240,694	1,928,043	587,614	407,556	13.94%

**PROGRAMA HEAD START
PRESUPUESTO 2019/2020**

Recurso 5210									
	CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	% %
Ingresos:									
	Todos los otros Federales	2,923,212	0	2,923,212	0	1,706,920		1,216,292	41.61%
		0	0	0	0	0	0	0	
	COLA	0	0	0	0	0		0	
	Total Revenues/Total de Ingresos	2,923,212	0	2,923,212	0	1,706,920	0	1,216,292	
Gastos:									
	Salarios	1,501,917	(128,354)	1,373,563	117,524	989,128	337,024	47,411	3.45%
	Beneficios	731,045	(143,857)	587,188	43,392	371,674	134,364	81,150	13.82%
	Provisiones	50,565	53,378	103,943	10,286	59,286	24,945	19,712	18.96%
	<i>Articulos para las actividades de los padres y comida para las juntas</i>	7,696	(1,101)	6,595	3,787	6,879	2,469	(2,753)	0.00%
	<i>Articulos de oficina para el centro</i>	42,869	54,479	97,348	6,499	52,407	22,476	22,465	23.08%
	Viaje y Conferencia	18,091	15,253	33,344	7,435	25,277	6,268	1,800	5.40%
	Cuotas y Membresías	1,384	874	2,258	0	2,258	0	1	0.02%
	Seguro	13,568	(4,053)	9,515	0	9,514	0	1	0.01%
		580	0	580	0	277	110	194	33.38%
	Rentas, Arrendamientos, Reparaciones y Mejoras No Capitalizadas	5,997	1,617	7,614	0	3,740	1,493	2,381	31.27%
	Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	210,541	200	210,741	13,898	152,486	0	58,255	27.64%
	Cuotas Intergubernamentales	141,835	204,942	346,777	28,688	172,604	83,410	90,763	26.17%
	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	242,842	0	242,842	19,472	141,800	0	101,042	41.61%
		0	0	0	0	0	0	0	#DIV/0!
			0	0					
	Total de Gastos	2,923,212	0	2,923,212	240,694	1,928,043	587,614	407,556	13.94%

**EARLY HEAD START
T & TA
2019/2020 BUDGET
March**

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			Balance	%
					Year-to-date	Encumbered			
Revenues									
All Other Federal	25,983	0	25,983	2,287	23,129	0	2,854	10.98%	
Total Revenues	25,983	0	25,983	2,287	23,129	0	2,854	10.98%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	6,082	(4,658)	1,424	0	1,052	0	372	26.12%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	4,057	(3,405)	652	0	347	0	305	46.80%	
<i>Site Supplies</i>	2,025	(1,253)	772	0	705	0	67	8.65%	
Travel & Conference	10,568	3,512	14,080	0	13,798	177	105	0.74%	
Contracted Services	7,175	1,146	8,321	0	6,357	1,398	566	6.81%	
Indirect Costs	2,158	0	2,158	39	1,921	0	237	10.96%	
			0						
Total Expenditures	25,983	0	25,983	39	23,129	1,574	1,280	4.92%	

**PROGRAMA EARLY HEAD START
T & TA
PRESUPUESTO 2019/2020**

Recurso 5218		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
CATEGORÍA						Lo que va del año	Sobrecargado		
Ingresos:									
Todos los otros Federales		25,983	0	25,983	2,287	23,129	0	2,854	10.98%
Total de Ingresos		25,983	0	25,983	2,287	23,129	0	2,854	
Gastos:									
Salarios		0	0	0	0	0	0	0	0.00%
Beneficios		0	0	0	0	0	0	0	0.00%
Provisiones		6,082	(4,658)	1,424	0	1,052	0	372	26.12%
<i>Artículos para las actividades de los padres y comida para las juntas</i>		4,057	(3,405)	652	0	347	0	305	46.80%
<i>Artículos de oficina para el centro</i>		2,025	(1,253)	772	0	705	0	67	8.65%
Viaje y Conferencia		10,568	3,512	14,080	0	13,798	177	105	0.74%
Servicios Contratados		7,175	1,146	8,321	0	6,357	1,398	566	6.81%
Gastos Indirectos		2,158	0	2,158	39	1,921	0	237	10.96%
Total de Gastos		25,983	0	25,983	39	23,129	1,574	1,280	4.92%

**HEAD START/EARLY HEAD START
CREDIT CARD REPORT
2019/2020
March**

MANAGER	VISA
Gail Nadal	
Travel/Conference	\$ 4,110.36
Center Supplies	\$ 523.96
TOTAL	\$ 4,634.32
Genet Telahun	
Travel/Conference	\$ 1,695.80
Center Supplies	\$ 279.79
TOTAL	\$ 1,975.59
Amee Dowkes	
Travel/Conference	\$ -
Center Supplies	\$ 1,747.36
TOTAL	\$ 1,747.36
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	\$ 843.64
TOTAL	\$ 843.64
Connie Luna	
Travel/Conference	\$ 2,295.50
Center Supplies	\$ -
TOTAL	\$ 2,295.50
Nicole Castrejon	
Travel/Conference	\$ 1,695.80
Center Supplies	\$ 30.00
	\$ 1,725.80
VISA Grand Total	\$ 13,222.21 ****
Nugget/Food4Less	\$ 322.23
InterState Oil	\$ 304.77
Wal Mart	\$ -
TOTAL MONTHLY EXPENDITURES:	\$ 13,849.21

**Credit card statements available upon request

**Programas Head Start/Early Head Start
 REPORTE DE TARJETAS DE CRÉDITO
 Año FISCAL 2019/2020**

SUPERVISOR	VISA
Gail Nadal	
Viaje/Conferencia	\$ 4,110.36
Artículos para el centro	\$ 523.96
	<u>\$ 4,634.32</u>
Genet Telahun	
Viaje/Conferencia	\$ 1,695.80
Artículos para el centro	\$ 279.79
Total	<u>\$ 1,975.59</u>
Amee Dowkes	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ 1,747.36
Total	<u>\$ 1,747.36</u>
Gustavo Melgoza	
Viaje/Conferencia	\$ -
Artículos para oficina	\$ 843.64
Total	<u>\$ 843.64</u>
Connie Luna	
Viaje/conferencia	\$ 2,295.50
Articulos para oficina	\$ -
Total	<u>\$ 2,295.50</u>
Nicole Castrejon	
Viaje/conferencia	\$ 1,695.80
Articulos para oficina	\$ 30.00
Total	<u>\$ 1,725.80</u>
VISA Grand Total	\$ 13,222.21
NUGGET/FOOD 4 LESS	\$ 322.23
INTERSTATE OIL	\$ 304.77
Wal Mart	\$ -

Total de Gastos Mensuales: \$ 13,849.21 ***

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

**Headstart / Early Head Start
2019/2020 Fiscal Year
Administrative Percentage Calculation
March 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 2019 thru June 2020				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	21,833.00	0.013145	\$ 17,841.75	\$ 234.53

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 332,086.86	All Grants
Required 20 percent NFS	\$ 83,021.72	Non Federal Share
Total Approved Costs	<u>\$ 415,108.58</u>	
15% Administrative Cost Limitation	<u>\$ 62,266.29</u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 234.53	Per Above Calculation in step 1
School Admin	\$ 20,490.47	Staff charged to Administration
General Admin	\$ 28,443.50	Indirect
Total	<u>\$ 49,168.50</u>	

Grant Expenditures	\$ 305,187.74
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 305,187.74</u>

Currently Charged Admin Costs	\$ 49,168.50
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 49,168.50</u>

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 12%

**HEAD START/EARLY HEAD START
2019/2020 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	2019	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
August	2019	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
September	2019	\$ 109,380.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,380.78
October	2019	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
November	2019	\$ 286,095.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 286,095.38
December	2019	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
January	2020	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
February	2020	\$ 339,261.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,261.88
March	2020	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
April	2020	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
May	2020	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
June	2020	\$ 17,267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,267.00
		\$ 890,141.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,141.04

Total Contribution Due based on actual dollars claimed:

		Dollars Expended as of March 31, 2020	In-Kind Required
Head Start:		1,928,042.63	482,010.66
Head Start T & TA:		20,323.21	5,080.80
Early Head Start:		760,223.04	190,055.76
Early Head Start T & TA:		23,129.18	5,782.30
Total:		2,731,718.06	682,929.52

Amount Required: 682,929.52
Actual In-Kind: 890,141.04

*Surplus/(Deficit): 207,211.53

Surplus(Deficit): 207,211.53

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

Notice of Public Meeting

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday, April 21, 2020 9:00 AM-10:00 AM

Virtual Meeting

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.

*The mission of the Yolo County Child Care Planning Council is to promote the professional growth of the childcare 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.***

Item	Speaker	Time
1. Call to Order/Introductions/Roll Call	Shannon McClarin	5 min
2. Approval of Agenda	Shannon McClarin	
3. Public Comment	Public	10 min
<i>This will be a virtual meeting - please use Zoom for Public Comment</i>		
4. Consent Agenda	Shannon McClarin	5 min
a. Approval of 03-17-2020 Minutes		
b. Discussion of COVID 19 and Impact on Childcare	All	40 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 April 15, 2020 on the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, CA By: _____

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
April 24, 2020 from 10:00 a.m. to 12:00 p.m.
1280 Santa Anita Court Suite 140 Woodland, CA 95776**

- 1.0 Call to Order**
- 2.0 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 April 24, 2020 Agenda**
3.2 March 27, 2020 Minutes

Action

- 4.0 Public Comment:**
This item is placed on the agenda for the purpose of 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 Employments of Substitutes – Margie Valenzuela
5.3 Employment of Various Service Providers – Margie Valenzuela

In compliance with the Brown Act regulations, this agenda must be posted at least 48 hours prior to the meeting at the following locations: 1280 Santa Anita Court, Suite 140, Woodland, CA 95776-6106; 1230 ½ Lemen Avenue, Woodland, CA 95776; 26479 Grafton Street, Esparto, CA 95627; 17120 Omega St. Esparto, CA 95627; 20450 Co Rd. 97 Woodland, CA 95695; 200 Baker St. Winters, CA 95616; 1200 Anna Street, West Sacramento, CA 95605; 1400 E. 8th Street Room 6, Davis, CA 95616; and 1504 Fallbrook Street, West Sacramento, CA 95691; 285 West Beamer Street, Woodland, CA 95695; 1444 Stetson Street Woodland, CA 95776

Possible Action 6.0 Open Session:

6.1 Old Business:

6.2 New Business:

6.2.1 Distance Learning

6.2.2 Check In with Policy Council Members

7.0 Confirmation Next Meeting Date

Regular Meeting- Friday, April 24, 2020 at 10:00 a.m. – 12:00 p.m.

Location: 1280 Santa Anita Court Conference Center Woodland CA 95776

Action 8.0 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 Vanessa Lopez (530) 668-3030 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 Vanessa Lopez 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]

Draft Minutes for Approval

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday, March 17, 2020 9:00 AM-10:30 AM

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 Tico Zendejas Lynn Arner Ed Lewis Kim Relph-Smith Gina Daleiden Justine Jimenez Elizabeth Hansen David Moreno</p>	<p style="text-align: center;"><u>Members Not Present:</u></p> <p style="text-align: center;">Amy Howering Sue Lomax</p> <p style="text-align: center;"><u>Guests:</u></p> <p style="text-align: center;">Dana Carey Gehan Tadros Carolynne Beno</p> <p style="text-align: center;"><u>Staff:</u></p> <p style="text-align: center;">Gail Nadal Kathleen Glassman</p>
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Item	Speaker	Time
1. Call to Order/Introductions/Roll Call	Shannon McClarin	5 min
Call to order at 9:01 AM Gehan Tadros Program Administrator Children's Home Society Dana Carey Office of Emergency Services Manager Yolo County		
2. Public Comment	Public	10 min
None		
3. Consent Agenda	Shannon McClarin	5 min
Motion to approve 1) Kim Relph-Smith 2) Lynn Arner		
4. Trauma Informed Care Forum Planning	All	10 min
TIC Forum planning is not moving forward at this time due to the current Covid-19 crisis. The LPC will plan to take it up next year.		
5. Updates from Children’s Home Society	Gehan Tadros and Kristy Weber	30 min
The LPC spoke with Gehan in order to offer support for parents and providers with any concerns or questions they may have regarding payment. Gehan explained that due to confidentiality she cannot share certain information with providers or the LPC. There had previously been some concerns voiced to the LPC by providers that they were not being paid on time, Gehan was not aware of these concerns. Gehan explained the process that parents must complete when they sign up for subsidized care, if parents do not follow through with all policies and procedures CHS cannot move forward to complete the process. CHS is fully staffed and parents have access to a hotline between the hours of 9:00am-3:30pm, there is also an		

email parents can use to communicate with CHS. Any concerns that the LPC receives will be forwarded onto Gehan via email. Gehan will be on the next LPC call to follow up as she wants to ensure all parents and provider's needs are being met. During the current Covid-19 pandemic providers will still receive payments as scheduled, CHS emailed all providers this information.

6. Discussion on Covid-19 Impact on Childcare	All	30 min
<p>Dana Carey and the LPC discussed guidance documents that came out regarding social distancing and limiting social gatherings at this time. Several school districts have closed now that Los Angeles, San Francisco and San Diego districts closed. Many districts are still open and will remain open until Covid-19 cases are identified, currently there is not a mandate to close child care centers. Shannon and Gail will help gather data for providers and create a guideline document they can follow during the pandemic.</p>		
7. Adjourn Meeting		
<p>Meeting adjourned at 10:00 am 1) Kari Roberts 2) Kim Relph-Smith</p>		



**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES**

March 27, 2020

1280 Santa Anita Court Suite 140 Woodland CA 95776

This meeting was conducted via Zoom and conference call in. A public location was provided at the Yolo County Office of Education for public to attend and comment as needed.

Council Members Present:

*Karisma Nepal Koirara
Angelina Melendrez
Carla Ortiz
Rizwana Shaik
Annalisa Vasquez
Yolizma Flores-Villegas
Luisa Santizo
Moises Hernandez*

YCOE Staff:

*Gail Nadal, ECE Director
Kathleen Glassman, Information Specialist
Marco Raya, Interpreter
Ranjeeta Goundar, Interpreter*

AFSCME Council 57:

None

YCOE Administration:

*Carolynne Beno, Associate Superintendent
Debra Hinely, Internal Business Director*

Community Members Present:

None

1. **Call to Order:** 10:05 a.m.

2. **Introductions/Recognition of Visitors**

3. **Consent Agenda:**

3.1 Approval of March 27, 2020 Agenda **M1: Rizwana Shaik, M2: Karisma Nepal Koirara**

3.2 Approval of February 28, 2020 Minutes **M1: Karisma Nepal Koirara, M2: Moises Hernandez**

4. **Public Comment:** *None*

5. **NONE**

6. **Open Session:**

6.1 **Old Business:** **NONE**

6.2 New Business:

6.2.1 2020-2021 Grant Approval – Gail Nadal

Gail Nadal reviewed the following Head Start/Early Head Start 2020-2021 grant application documents:

- Grant Narrative
- Program Goals Update
- Self-Assessment Summary
- Budget Justification
- Selection Criteria
- T and TA Plan
- 2020-2021 Staffing Approach

Gail asked the Policy Council members if they had any questions or needed any clarifications. There was none. Debra Hinely Director of IBS was available to answer any questions regarding the 2020-2021 budget. There was none.

6.2.1 Approval of the Head Start-Early Head Start 2020-2021 Grant Application

M1: Karisma Nepal Koirara, M2: Angelena Melendrez

9.0 Program Reports: NONE

10. Confirm Next Meeting Date –

*Regular Meeting will be April 24, 2020 at 10:00 a.m. -12:00 p.m. at Santa Anita Offices located at 1280 Santa Anita Court Conference Center Woodland CA 95776

Motion for Adjournment – The meeting adjourned at 10:47 am

M1: Angelina Melendrez M2: Moises Hernandez

5. 2. Program Evaluation and Juvenile Hall Certification that School Program is Compliant with Title 15, Article 6 Section 1370 and Education Codes

Description

Title 15, Juvenile Facilities Guidelines Section 1370 (refer to attached) states that the facility school program shall comply with an annual evaluation of the education program offerings. This program evaluation is validated by an inspection of the juvenile hall facility by the California Board of Corrections. Each year, the Dan Jacobs School staff and administration meet to review the curriculum for the school to ensure that the instructional program meets the state education code and California Board of Corrections Regulations. Attached is a copy of a letter which will be sent to the Juvenile Hall Superintendent, verifying that the instructional program at Dan Jacobs School is in compliance with these mandates. In addition, there is a copy of a memo to the Juvenile Hall Superintendent and the document used to review and evaluate the juvenile facility education program.

Recommendation

Information only. No recommendation at this time.

Supporting Documents

 [letter.pdf](#)

 [title xv memo to yolo 4.3.pdf](#)

 [Memo to Oscar Ruiz Superintendent Title 15 Summary.pdf](#)

Supporting Links

Title XV Subchapter 5: Minimum Standards for Juvenile Facilities -

<https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IB7173F6080EF11E3919DFDAA2C695CEE&originationContext=documenttoc&transitionType=sc.Default>

Contact Person

Micah Studer, Executive Director of Equity and Support Services, will present this item.

April 03, 2020

Mr. Oscar Ruiz, Superintendent
Yolo County Juvenile Detention Facility
2880 East Gibson Road
Woodland, Ca. 95776

Re: Juvenile Facilities Regulations; Title 15, Article 6 Section 1370 (Summary of Dan Jacobs School)

Dear Mr. Ruiz,

In accordance with Title 15, Article 6 Section 1370 of the Juvenile Facilities Regulations, this letter confirms my acknowledgement and my awareness that the curriculum and instructional program elements rendered by the Yolo County Office of Education under the Dan Jacobs School at the Yolo County Juvenile Detention is in compliance with Article 6, Section 1370 of the Board of Corrections Title 15, Juvenile Facilities Regulations effective July of 2007.

The attached memorandum dated April 03, 2020, from Gayelynn Gerhart, Principal of Alternative Education Programs, provides in detail our compliance.

If you need any additional information, please feel free to contact me.

Sincerely,



Garth Lewis
Yolo County Superintendent of Schools

/cr

Attachment

cc: Dr. Micah Studer, Executive Director Equity and Support YCOE
Mrs. Renee Collins, Director of Student Services YCOE
Mr. Christopher C. Reyna, Vice Principal Alternative Education Programs YCOE

March 13, 2020

Micah Studer Ed.D., CCTO
Executive Director,
Equity and Support Services
Yolo County Office of Education

Re: Yolo County Juvenile Detention Facility Title XV Evaluation 2020

Dear Dr. Studer,

Please accept this notice as official documentation that based upon my review of the Yolo County Juvenile Detention Facility in collaboration with Yolo County Office of Education staff, I verify that there are no deficiencies with Title XV regulations, and found no areas requiring corrective action.

If you have any questions, please feel free to contact me.

Thank you.

Bobbi Abold

Bobbi Abold
Assistant Superintendent of Instruction
Yuba County Office of Education
Bobbi.abold@yubacoe.k12.ca.us

Memo

Yolo County Office of Education

To: Mr. Oscar Ruiz, Superintendent Yolo County Juvenile Hall
From: Ms. Gayelynn Gerhart, Principal Alternative Education Program
Date: April 3, 2020
Re: Juvenile Facilities Regulations; Title 15, Article 6 Section 1370 (Summary of Dan Jacobs School)

Summary of educational evaluation:

The staff at Dan Jacobs School has reviewed the curriculum and instructional program and found that our program elements are in compliance with Article 6, Section 1370 of the Board of Corrections Title 15, Juvenile Facilities Regulations effective July of 2007. Dan Jacobs School education program consists of the following:

- Two hundred and forty (240) instructional minutes are devoted to the core curriculum of mathematics, English language arts, social science, science, physical education and to career technical education. All students are provided an educational program according to the current school calendar.
- The Renaissance STAR Math and Reading software program is used to assess each student's current level of academic ability in the two subject areas. Students who are continuously enrolled are reassessed every 45 days.
- Records, including transcripts, for students are requested from the student's previous school of enrollment. When received, this information is reviewed and added to each student's individual learning plan which may be modified as needed to reflect the student's completion of previous courses.
- Preparation support for high school equivalency options including the GED, HiSET and California High School Proficiency Examination (CHSPE) is provided using an on-line education program, Edgenuity. Dan Jacobs School administrator proctors the CHSPE while Yolo County Probation assists in providing testing services for the GED and HiSET exams.

- School staff and probation staff confer weekly during the multi-disciplinary team (MDT) meetings. Topics of conversation can include students, social/emotional wellbeing, current and past medical history, academic progress, behaviors, court proceedings and safeguards.
- A progressive discipline process is in place between the school and the juvenile detention facility (JDF) that integrates into the facility's overall behavioral management plan.
- Students are given the opportunity to take career technical education courses for career and life skills development using the on-line education program, Edgenuity.
- Students are offered curriculum on life skills via classroom instruction and through partnerships with community organizations such as SAYS and the JDF.
- Fine arts curriculum is offered in a variety of ways: through the classroom curriculum, via the instructor, or through the on-line program, Edgenuity.
- For students who qualify under IDEA as special education, Yolo County Office of Education provides a Resource Specialist (RSP) teacher whose main responsibility is to work with classroom teachers to meet the educational needs of the youth enrolled in Dan Jacobs School. Copies of identified students' Individual Education Plan (IEP) are requested from the student's previous school or district. Additionally, there is a para educator under the RSP teacher's direction, who works with students with IEPs one-on-one using push in or pull out. The RSP teacher also assesses the progress that the students with IEPs are making towards their learning goals.
- Students who are categorized as English Learners (EL) are given the opportunity to receive intervention support. The focus of the curriculum is to assist students in becoming proficient in reading, writing, listening and speaking the English language.
- YCOE has bilingual teachers and para-educators who work with students in the Office of Refugee and Resettlement (ORR). The students from the ORR program are non-English speakers and are supported via classroom curriculum or on-line programs such as Rosetta Stone, Khan Academy, and Edgenuity.
- Students who enroll into Dan Jacobs are usually interviewed the first day that they attend and are asked about their home language, whether or not they have an IEP or 504, their previous school, and any other support services that they may have received from their previous school. This information is used to determine their educational plan and assessments needed.
- All students who are enrolled at Dan Jacobs School are treated equally with the opportunity to enroll into any class offered. The same opportunity is also offered

to students who have been placed in protective custody where they may not be able to attend class for a particular reason.

- All school staff attend juvenile detention general staff meetings. The meetings are an opportunity to share information between juvenile detention staff and school staff of any changes or updates that have been made.
- In keeping with Article 6, Section 1370 of the Board of Corrections Title 15, students who are enrolled at Dan Jacobs School receive grades and credits for all academic work completed. A transcript is forwarded to the student's next school upon release from the institution.

Mr. Ruiz, should you have any questions regarding the instructional program stated above, please contact me at (530) 668-3901.

5. 3. Review Cesar Chavez Calendar

Description

This item will present the calendar for the programs located on the Cesar Chavez campus for the 2020-2021 school year. Staff will be present to answer any questions for this informational item.

Recommendation

No recommendation. Information only.

Supporting Documents

 [2020-21 Calendar F.pdf](#)

Contact Person

Micah Studer, Executive Director of Equity and Support Services, will present this item.

Cesar Chavez

July (2 days extended year)

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

August (14 days)

3	4	5	6	7
10♦	11♦	12♣	13	14
17	18	19	20☀	21☀
24	25	26	27	28
31				

September (21 days)

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

October (21 days)

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

November (14 days)

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

December (14 days)

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

January (18 days)

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

February (18 days)

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

March (22 days)

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

April (16 days)

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

May (20 days)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31☺				

June (4 days) (18 days extended year)

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

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

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

Staff Orientation: 8/10/2020	
Instructional Days:	
Regular Year = 180	
Extended Year = 20	
Month() = Teacher Work Days--182	
Calendar F	03/02/2020

5. 4. 19-20 YCOE Williams Third Quarter UCP report 

Description

19-20 YCOE Williams Third Quarter UCP report

Supporting Documents

 [19-20 YCOE - Williams Third Quarter report transmittal.pdf](#)

 [YCOE UCP report 3rd Quarter.pdf](#)

Contact Person

Deb Bruns, Director, Curriculum and Instruction will present this item.

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

SUBJECT: 19-20 Third 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: April 8, 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 19-20 YCOE Third 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 2019
- January 2020
- April 2020
- July 2020

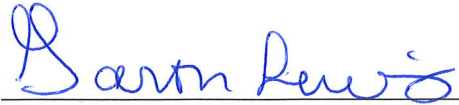
Date for information to be reported publicly at governing board meeting: 04/14/2020

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

4/8/20
Date

5. 5. First Reading of Board Policies

Quick Summary / Abstract

- a. BP/SP 0450 - Comprehensive Safety Plan
- b. AR 0450 - Comprehensive Safety Plan
- c. BP/SP 6178 - Career Technical Education
- d. AR 6178 - Career Technical Education

Description

Carolynne Beno, Associate Superintendent, Educational Services is undergoing a review of Board Policies. At this time two (2) policies (both with administrative regulations) are being presented for information.

Recommendation

For information. The Board will be asked to consider adopting these policies at the May 12, 2020 regular Board Meeting.

Supporting Documents

 [BP 0450 - for 1st Reading April Meeting.pdf](#)

 [AR 0450 for 1st Reading April Meeting.pdf](#)

 [New BP 6178 for First Reading April.pdf](#)

 [New AR 6178 for First Reading April.pdf](#)

Contact Person

Carolynne Beno, Associate Superintendent, Educational Services will present this item.

COMPREHENSIVE SAFETY PLAN

The Yolo County Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The County Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 3515 - Campus Security)
- (cf. 3515.2 - Disruptions)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 3515.7 - Firearms on School Grounds)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5131.4 - Student Disturbances)
- (cf. 5131.41 - Use of Seclusion and Restraint)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5136 - Gangs)
- (cf. 5137 - Positive School Climate)
- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each Yolo County Office of Education school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

- (cf. 0420 - School Plans/Site Councils)
- (cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

COMPREHENSIVE SAFETY PLAN (continued)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the County Board for approval. (Education Code 32286, 32288)

The County Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the County Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by County Office administrators in accordance with Education Code 32281. In developing such strategies, County Office administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the County Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Access to Safety Plan(s)

The County Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

COMPREHENSIVE SAFETY PLAN (continued)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The County Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 32260-32262 Interagency School Safety Demonstration Act of 1985
- 32270 School safety cadre
- 32280-32289 School safety plans
- 32290 Safety devices
- 35147 School site councils and advisory committees
- 35183 School dress code; uniforms
- 35291 Rules
- 35291.5 School-adopted discipline rules
- 41020 Annual audits
- 48900-48927 Suspension and expulsion
- 48950 Speech and other communication
- 49079 Notification to teacher; student act constituting grounds for suspension or expulsion
- 67381 Violent crime

GOVERNMENT CODE

- 54957 Closed session meetings for threats to security

PENAL CODE

- 422.55 Definition of hate crime
- 626.8 Disruptions
- 11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

- Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

- 11987-11987.7 School Community Violence Prevention Program requirements
- 11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

COMPREHENSIVE SAFETY PLAN (continued)

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

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

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center:

<http://www.secretservice.gov/protection/ntac>

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

COMPREHENSIVE SAFETY PLAN

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

COMPREHENSIVE SAFETY PLAN (continued)

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

COMPREHENSIVE SAFETY PLAN (continued)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural

COMPREHENSIVE SAFETY PLAN (continued)

education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

7. The Yolo County Office of Education's policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

COMPREHENSIVE SAFETY PLAN (continued)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

14. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

c. Assignment of staff members responsible for each identified task and procedure

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Yolo County Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION

Woodland, CA

CAREER TECHNICAL EDUCATION

The Yolo County Board of Education desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The Yolo County Office of Education's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.

(cf. 6143 - Courses of Study)
(cf. 6200 - Adult Education)

The County Office's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

(cf. 0420.4 - Charter School Authorization)
(cf. 6178.2 - Regional Occupational Center/Program)

The Yolo County Superintendent of Schools or designee shall explore available funding sources that may be used to support CTE programs. The County Superintendent shall review and approve all County Office plans and applications for the use of County Office, state, and/or federal funds supporting CTE.

(cf. 3230 - Federal Grant Funds)

The County Superintendent shall adopt County Office standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with County Office -adopted standards and the state's curriculum framework.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

At least every three years, the County Superintendent shall compare the County Office's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

CAREER TECHNICAL EDUCATION (continued)

The County Superintendent or designee shall systematically review the County Office's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the County Office for high school graduation. The County Superintendent shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

- (cf. 6146.1 - High School Graduation Requirements)
- (cf. 6146.11 - Alternative Credits Toward Graduation)
- (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The County Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

- (cf. 1700 - Relations Between Private Industry and the Schools)
- (cf. 5113.2 - Work Permits)
- (cf. 6178.1 - Work-Based Learning)

The County Superintendent or designee shall collaborate with postsecondary institutions to ensure that the County Office's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

- (cf. 6172.1 - Concurrent Enrollment in College Classes)

The County Superintendent shall appoint a CTE advisory committee to develop recommendations on the County Office's CTE program and to serve as a liaison between the County Office and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

- (cf. 1220 - Citizen Advisory Committees)

The County Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the County Office, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic

CAREER TECHNICAL EDUCATION (continued)

counseling which provides information about academic and CTE opportunities related to the student's career goals.

(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

Prior to the beginning of each school year, the County Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the County Office will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the County Office's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)

To the extent required by law, the County Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

The County Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4331 - Staff Development)

The County Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the County Office's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The County Superintendent or designee shall regularly assess County Office needs for facilities, technologies, and equipment to increase students' access to the County Office's CTE program.

CAREER TECHNICAL EDUCATION (continued)

- (cf. 0440 - District Technology Plan)
- (cf. 3440 - Inventories)
- (cf. 3512 - Equipment)
- (cf. 7110 - Facilities Master Plan)

The County Superintendent or designee shall annually report to the County Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and County Office academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Data will be used by the CTE programs in updating the goals of the County Office's local control accountability plan as necessary.

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

Legal Reference:

EDUCATION CODE

- 1205 Classification of counties
- 8006-8155 Career technical education
- 17078.70-17078.72 Career technical education facilities
- 33430-33432 Health science and medical technology grants
- 35168 Inventory of equipment
- 41540-41544 Targeted instructional improvement block grant
- 44257.3 CTC recognition of study in linked learning teaching methods
- 44260-44260.1 Designated subjects career technical education credential
- 44260.9 Designated subjects career technical education credential
- 48430 Legislative intent; continuation education schools and classes
- 48980 Parental notifications
- 51220-51229 Courses of study, grades 7-12
- 51760-51769.5 Work experience education
- 52060-52077 Local control and accountability plan
- 52300-52499.66 Career technical education
- 52519-52520 Adult education, occupational training
- 53010-53016 California Career Pathways Trust
- 53070-53076.4 The California Career Technical Education Incentive Grant Program
- 53086 California Career Resource Network
- 54690-54699.1 California Partnership Academies

CAREER TECHNICAL EDUCATION (continued)

54750-54760 California Partnership Academies, green technology and goods movement occupations
56363 Related services for students with disabilities; specially designed career technical education
66205.5-66205.9 Approval of career technical education courses for admission to California colleges
88500-88551 Community college economic and workforce development program
GOVERNMENT CODE
54950-54963 Brown Act
LABOR CODE
3070-3099.5 Apprenticeships
CODE OF REGULATIONS, TITLE 5
1635 Credit for work experience education
3051.14 Specially designed career technical education for students with disabilities
10070-10075 Work experience education
10080-10092 Community classrooms
10100-10111 Cooperative vocational education
11500-11508 Regional occupational centers and programs
11535-11538 Career technical education contracts with private postsecondary schools
11610-11611 Regional adult and vocational education councils
CODE OF REGULATIONS, TITLE 8
200-240 Apprenticeships
UNITED STATES CODE, TITLE 20
2301-2414 Strengthening Career and Technical Education for the 21st Century Act
6301-6578 Improving the Academic Achievement of the Disadvantaged
CODE OF FEDERAL REGULATIONS, TITLE 34
100 Appendix B Guidelines for eliminating discrimination in career technical education programs
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014

The Linked Learning Approach to High School Reform, Governance Brief, January 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

CAREER TECHNICAL EDUCATION (continued)

WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

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

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Development Board: <http://www.cwdb.ca.gov>

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

University of California, a-g Course Submissions: http://www.ucop.edu/a-gGuide/ag/course_submissions

U.S. Department of Education, Office of Vocational and Adult Education:
<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

CAREER TECHNICAL EDUCATION

Federal Grants for Career Technical Education (Perkins)

The Yolo County Office of Education may consider submission to the California Department of Education an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. If submitting, the application shall address the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. (20 USC 2354)

(cf. 3230 - Federal Grant Funds)

If federal Perkins grants are pursued, the County Office shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of County Office CTE programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)

To meet the needs identified in the needs assessment, the Yolo County Superintendent of Schools or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)

1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:
 - a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields
 - b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors
 - c. Programs and activities related to the development of student graduation and career plans
 - d. Career guidance and academic counselors who provide information on postsecondary education and career options
 - e. Any other activity that advances knowledge of career opportunities and assists students in

CAREER TECHNICAL EDUCATION (continued)

making informed decisions about future education and employment goals, including nontraditional fields

f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry

(cf. 6143 - Courses of Study)

2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards

4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6164.2 - Guidance/Counseling Services)

5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.

6. Develop and implement evaluations of the activities funded by the grant

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

The County Office's program shall provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency. Special populations shall be provided with equal access to CTE programs and shall not be unlawfully discriminated against. Special populations include, but are not limited to, students with disabilities, students from economically disadvantaged families, pregnant and

CAREER TECHNICAL EDUCATION (continued)

parenting students, out-of-work individuals, English learners, homeless students, foster youth, children of military families, and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

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

(cf. 0415 - Equity)

Upon written request from a nonprofit private school within the geographical area served by the County Office, the County Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the County Office's programs and activities funded pursuant to 20 USC 2301-2414. To the extent practicable, the County Superintendent or designee shall also, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the County Office's inservice and preservice professional development programs funded through such grants. (20 USC 2397)

Linked Learning Programs

The County Office may offer one or more comprehensive, multi-year linked learning programs in grades 9-12 that are organized around a broad theme, interest area, or industry sector including, but not limited to, the industry sectors identified in model standards adopted by the State Board of Education pursuant to Education Code 51226. The program shall provide all participating students with curriculum choices that prepare them for career entry and a full range of postsecondary options, including two-year and four-year colleges, apprenticeships, and formal employment training.

At a minimum, if a linked learning program is offered, the County Office's linked learning program shall include:

1. An integrated core curriculum that meets the eligibility requirements for admission to the University of California and the California State University and is delivered through project-based learning and other engaging instructional strategies that bring real-world context and relevance to the curriculum where broad themes, interest areas, and CTE are emphasized
2. An integrated technical core of a sequence of at least four related courses that may reflect CTE standards-based courses and that provide students with career skills, are aligned to academic principles, and fulfill academic core requirements described in item #1 above to the extent possible
3. A series of work-based learning opportunities that begin with mentoring and job

CAREER TECHNICAL EDUCATION (continued)

shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships

4. Support services, including supplemental instruction in reading and mathematics, that help students master the advanced academic and technical content that is necessary for success in college and career

Partnership Academies

The County Office may consider operation of one or more partnership academies as a school-within-a-school focused on a broad career theme. If implemented, the program shall be available to students in grades 10-12, at least half of whom shall be students who are at risk of dropping out of school as indicated by three or more of the following criteria: (Education Code 54690-54691)

1. Past record of irregular attendance, with absence from school 20 percent or more of the school year

(cf. 5113.1 - Chronic Absence and Truancy)

2. Past record of underachievement in which the student is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits achieved
3. Past record of low motivation or disinterest in the regular school program
4. Economic disadvantage
5. Scores below basic or far below basic on the mathematics or English language arts test of the California Assessment of Student Performance and Progress
6. A grade point average of 2.2 or below or the equivalent of a C minus

Ninth-grade teachers and counselors shall identify students eligible to participate in a partnership academy. Participating students shall be selected by academy staff from among those who have expressed an interest in the academy and whose parents/guardians have approved the student's participation. (Education Code 54695)

The County Office's program shall provide: (Education Code 54692)

1. During each regular school term, instruction in at least three academic subjects that:
 - a. Prepares students for a regular high school diploma

CAREER TECHNICAL EDUCATION (continued)

- b. Where possible and appropriate, prepares students to meet subject requirements for admission to the California State University and University of California
- c. Contributes to an understanding of the occupational field of the academy
- 2. CTE courses offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and meets the criteria specified in Education Code 54692
- 3. Classes that are block scheduled in a cluster whenever possible to provide flexibility to academy teachers and which may vary in number during grade 12
- 4. A mentor from the business community for students during grade 11
- 5. An employer-based internship or work experience that occurs during the summer following grade 11 or during grade 12
- 6. Additional motivational activities with private sector involvement to encourage academic and occupational preparation

Attendance in academy classes shall be limited to students enrolled in the academy. (Education Code 54692)

The County Superintendent or designee shall establish an advisory committee consisting of individuals involved in academy operations, including County Office and school administrators, lead teachers, and representatives of the private sector. (Education Code 54692)

Apprenticeship Programs

The County Office may offer high school and/or adult education students a program of orientation to apprenticeships that acquaints students with a broad range of career options, provides information regarding available apprenticeship programs, and provides classroom instructional job training which guides students to a registered apprenticeable occupation.

(cf. 6200 - Adult Education)

If offered, the County Office's program shall:

- 1. Introduce students to what they need to know in order to apply, test, and interview for acceptance into an apprenticeship program
- 2. Demonstrate the need for proficiency in reading and comprehension, mathematics,

CAREER TECHNICAL EDUCATION (continued)

science, and technology

3. Emphasize the necessity to have the ability to communicate in reading, writing, speaking, listening, and numeration skills
4. Identify the knowledge, skills, and attitudes needed to enter and successfully complete an apprenticeship program
5. Provide an orientation to a specific craft or trade or to an industry

The County Office may enter into an agreement with a local business, labor or management apprenticeship committee, and/or joint labor-management apprenticeship committee that has been approved by the Department of Industrial Relations' Division of Apprenticeship Standards to sponsor an apprenticeship program in order to develop and deliver related and supplemental instruction to students participating in a registered apprenticeship program. (Education Code 8150-8155; Labor Code 3074, 3075, 3078)

Regional Occupational Center/Program

The County Office may operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

(cf. 6178.2 - Regional Occupational Center/Program)

If offered, occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

Student Organizations

The County Office may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

(cf. 6145 - Extracurricular and Co-curricular Activities)

Instruction

AR 6178 (e)

CAREER TECHNICAL EDUCATION (continued)

(cf. 6145.5 - Student Organizations and Equal Access)

DRAFT

Policy Adopted:

YOLO COUNTY OFFICE OF EDUCATION
Woodland, CA

5. 6. Plan for Implementing Distance Learning

Description

Attached is an update on how the Yolo County Office of Education programs are transitioning to Distance Learning.

Recommendation

For Information.

Supporting Documents

 [YCOE Distance Learning Update 4.14.20 \(1\).pdf](#)

Contact Person

Carolynne Beno, Associate Superintendent, Educational Services will present this item.

YCOE Update on Distance Learning – April 14, 2020

As we adjust to the news that physical school buildings will remain closed in Yolo County through the end of the school year, the Yolo County Office of Education (YCOE) is embracing the fact that school is still in session and implementing a multi-phase distance learning approach with two distinct time periods:

Phase 1: From March 30th until Spring Break

During this time period, the focus is on re-connecting with students/families and providing optional learning at home resources and materials for families for voluntary use. Teachers and staff are receiving professional learning/support/training to implement distance learning (e.g., video conferencing, Google classroom, etc.). Below is information specific to each YCOE program.

Cesar Chavez Community School – Students were re-engaged through the online Edgenuity program where they are continuing to earn credits. Chromebooks and hot spots were distributed to all students who needed them to access the program. Each student is being case managed by a staff member who will supervise each student’s learning plan utilizing Edgenuity as the primary curriculum. Staff will check in with students at least twice a week and students are encouraged to contact their assigned staff member if questions come up, or for any other school related needs. For students with an Individualized Education Program (IEP), a special education teacher will be supporting access to the curriculum, and students will receive their mental health services via phone or video conferencing. Staff are exploring adding a weekly “connectedness” activity via video conferencing where students can come together for a session facilitated by a staff member.

Dan Jacobs School - Textbook-driven independent studies packets were created for youth to complete during their scheduled academic day. Students can earn credits in physical science, world history, English Language Arts, and physical education. Additionally, a novel called *Manchild in the Promised Land* has been provided with associated activities for each chapter. Vice Principal Renya is providing academic support and assigning credits. Students who have an IEP will receive special education support through the phone or by video conference.

Early Childhood Education – Families are being sent a weekly lesson plan with suggested activities (e.g., practice writing their name, finding letters in the environment, singing songs, playing games like ‘I Spy’, building with various items, listening walks, etc.). The ReadyRosie web based program is also being offered as an additional resources for families to access learning resources at home. Teachers are calling each family weekly, and family support staff are also connecting families to resources in the community.

Special Education – Teachers and related service providers have contacted families and made suggestions regarding activities and supports. Families were given a distance learning survey, which requested information about their technology/Internet access needs and also how parents want to be contacted (e-mail, video conferencing, phone). Initial and triennial IEP meetings are currently on hold because our assessors are not able to work with students to complete their evaluations. Aligned with the California Department of Education and our attorney’s guidance, YCOE will resume holding annual IEP meetings via video conference on April 27.

Phase 2: Post Spring Break through End of School Year

Alternative education and early childhood education programming will remain largely unchanged during Phase 2. However, the alternative education team is exploring the possibility of adding grab-and-go art activities with accompanying instructional videos that can be completed at home. The special education department is exploring how to transition to teacher-directed and supported instruction to support continuity of learning during this time period.

Support for the YCOE Team

We are processing new information from the state and federal level and are working to address topics such as:

- Providing special education and related services;
- Course credit and grading; and
- Graduations, end-of-the-year activities, etc.

We will provide updates on these issues and make decisions that are right for our community.

YCOE has requested the support below from the California Collaboration for Educational Excellence (CCEE):

Instructional Support for Distance Learning:

- Webinars or individual coaching sessions for problem solving and addressing challenges Local Education Agencies are experiencing with invited experts/consultants, associations with expertise, and System of Support leads.
- Develop Distance Learning modules around the following topics (mental health, social emotional learning, behavior, special education, universal design for learning, English language learners).
- Develop Distance Learning networks based on grade spans or content areas for teachers to connect and collaborate.
- Facilitate a network for site administrators to provide Distance Learning support.
- Facilitate a network for coaches on supporting Distance Learning.

Technology Support for Distance Learning:

- Provide funding to purchase chrome books, IPADs, and hotspots.
- Subsidize subscriptions to online lesson delivery/assessment tools for entire district systems.
- Facilitate or provide funding for teacher training on Google Classroom, CANVAS, Zoom, etc.

5. 7. Suggested Future Agenda Item(s)

Description

None

6. ADJOURNMENT
