



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

08/11/2020 04:30 PM

Yolo County Office of Education

ZOOM MEETING

Open Session - 4:30 PM

AGENDA



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

In compliance with Executive Orders N-29-20 and N-35-20 issued by Governor Newsom on March 12 and March 21, 2020 respectively, the August 11, 2020 Yolo County Board of Education Regular Meeting will be conducted through Zoom Video Conferencing.

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call into the meeting at 4:30 p.m. on Tuesday, August 11, 2020.

The Zoom video link number for connecting to the meeting is:

OPTION 1: COMPUTER: Using a computer or Mobile Phone:

Click this link (this is the easiest and fastest): <https://ycoe.zoom.us/j/99004894295?pwd=Zk9NZnYvNjhmTUhHVGIwOTlxekhVQT09>

Join Zoom Meeting Here: <https://zoom.us/join>

...and enter Meeting ID: 990 0489 4295 **Password (If using Computer or Mobile Phone Zoom App):** countymtg

OPTION 2: PHONE: Using a traditional phone or cell phone:

Dial by Phone: +1 669 900 6833 **Meeting ID:** 990 0489 4295
Password: 721964458

1. OPENING PROCEDURES

7

1. Call to Order and Roll Call

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| 3. Approval of Agenda Motion to Approve Agenda. | 10 |
| 4. Public Comment <i>The public will have access to the Yolo County Board of Education meeting through Zoom Teleconferencing (information to access meeting is on the agenda).</i> | 11 |

For those individuals who wish to make a make a public comment, please do so in the following manner:

Zoom meeting chat feature.



or

online by google form:












<https://docs.google.com/forms/d/e/1FAIpQLScxyl6GvazAzBA7nUY174MngxFpGGilkd6Jo2AiX5kQjjiKuhg/viewform>

A moderator for the meeting will read your comments for the record.









Comments may not exceed three (3) minutes.

| | |
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| <p>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:</p> <p>Approval of Minutes:</p> <p>a. June 23, 2020</p> | |

b. Temporary County Certificates (June and July 2020)

| | |
|--|-----------|
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| The Board is being asked to take action on Resolution #20-21/5: Latino Heritage Month. | |
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| The Board is being asked to take action on Resolution #20-21/6: In Support of Proclaiming July 26, 2020 Americans with Disabilities Act Awareness Day | |
| 5. Yolo County Office of Education 45 Day Budget Revision  | 40 |
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| 6. Dan Jacobs School Calendar  | 43 |
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| For information only. | |
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| The following reports are being presented to the Board as information: | |

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- c. Financial Reports - this is a standing report to the Board
- d. Policy Council Meeting Agenda - this is a standing report to the Board
- For Information. il Meeting Minutes - this is a standing report to the Board

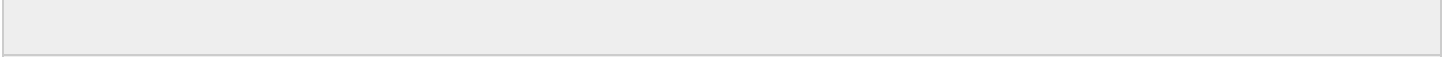
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AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

- For disability related accommodations, please contact the Yolo County Office of Education - Superintendent's office at (530) 668-3702, at least three (3) working days prior to the scheduled meeting.
- For translation services, if joining the meeting via Zoom, please check the box to Enable Language Interpretation for the meeting.

- Four (4) calendar days prior to the meeting, a full Board packet is available for review on the Yolo County Office of Education website: www.ycoe.org



1. OPENING PROCEDURES

1. 1. Call to Order and Roll Call

1. 2. Pledge of Allegiance

1. 3. Approval of Agenda

Recommendation

Motion to Approve Agenda.

1. 4. Public Comment

Quick Summary / Abstract

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online by google form:

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A moderator for the meeting will read your comments for the record.

Comments may not exceed three (3) minutes.

2. REPORTS

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

Quick Summary / Abstract

- a. Board Reports
- b. Superintendent
- c. Superintendent's Advisory Team
- d. Committees

Recommendation

For Information.

Supporting Documents

 [mduarte letter ycoe .pdf](#)

 [M. Duarte Ltr to Board.pdf](#)

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

Yolo County Board of Education
1280 Santa Anita Court, Suite #100
Woodland, CA 95776-6127
530.668.6700

August 5, 2020

Dear Madison,

Thank you for your thoughtful letter. I share your concerns about your senior year, for the senior year of the Class of 2021 students around the county, and the challenges of virtual learning.

Clearly, this is not what you signed up for, this final high school year. This was going to be your year for all of the events and experiences you mention in your letter. It is unfair that the pandemic is affecting your senior year in this way and I grieve with you on this loss.

As you figure out ways to cope with this major disruption, know that the caring adults around you are with you along this journey, and worrying about you and your education. I urge you to be in touch with your school board members in Winters, with the superintendent, and your teachers and high school principal.

No doubt about it, these last months have taken us all on a bumpy ride – and we all need to keep going on the road of what we are in the business of doing: educating our children in the best way we know how and being mindful of the responsibility we have of keeping students, teachers, and staff as safe as possible. Safety is our number one priority.

Your thoughtful and articulate letter shows many of the skills and talents that you have gained through your education, and activities. I hope some of your experiences and talents can be used to make this last year of high school memorable and fulfilling – even if it looks different than you envisioned. Remember to cherish what you have and do everything that you can to “hit those home runs” in other ways, until you can be out on the real softball field again.

Education leaders in Winters and around the county are spending many hours in coming to the best decisions we know how to make in this unprecedented time. We are looking forward to seeing what you, and your classmates, will do with this big challenge, now, and as you move on to college, career, and fulfilling your dreams.

Stay strong and stay connected with your classmates, teachers, and community. You have a bright future and we are all cheering for your success.

Sincerely,



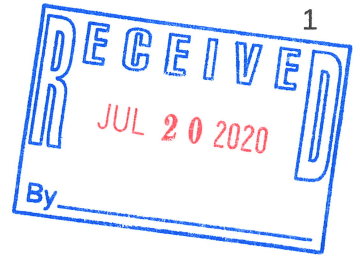
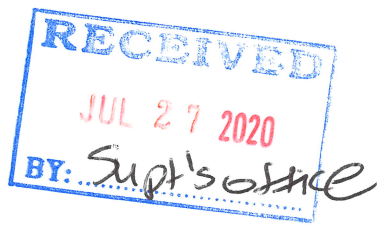
Carol Souza Cole
President, Yolo County Board of Education

c: Diana Jimenez, Superintendent
Rudolph Muldong, Board President



Madison Duarte

9 Jul. 2020



Dear Yolo County Board of Education,

On this ninth day of July, I am respectfully writing to you regarding the numerous amount of concerns I have for the education of young children and teenagers this coming school year. I am also writing to you because I feel this needs to be heard coming from a student's perspective. My name is Madison Duarte and I will be a senior this fall at Winters High School. I will have cheered and played softball all four years of my high school career as well as been a CPR trained lifeguard and participated in Link Crew junior year and this coming school year to help out the incoming freshmen. I have also been on the honor roll every year in middle school, and several years in high school. I have always been super involved with sports before I got into high school as well as when I got into high school, and I take my academics and education very seriously. My education is extremely important to me because I have hopes and dreams of going to college to become an ultrasound technician as well as hope to cheer in college as well. However, due to the unpredictability and controversy of going back to school, I am concerned for my education in my last year of high school. I am deeply concerned I will not get the education I need to prepare me for college and my future. I, as well as many other students have found that virtual/distance learning is not beneficial for a multitude of reasons. As you know, our last official day of school for the 2019/2020 school year was March 13th. Winters High School began distance learning the week of March 15th and was completed the week of May 25th. Every assignment and test was completely optional, meaning the grade that students had as of March 13, 2020, could not drop, however, being the student I am, I chose to participate in zoom meetings and strive to complete every

assignment and try to my best ability to attempt to raise my grades even more. Through personal experience with being an active participant in the distance learning curriculum, I felt as though I wasn't getting the complete help that I desperately needed. I felt VERY disconnected from my teachers (as cliché as that may sound, it is very true for a large number of my peers and I) and it really worried me because there were frequent assignments that I had many questions on because I was uncertain on the due date, how to do the assignment itself, and my questions couldn't necessarily be answered through an email, and most kids don't have access to teachers' personal cell numbers. For example, only three of my seven classes offered zoom meetings to ask questions that needed to be answered and to discuss how we were doing mentally and academically. I have spoken with some other students gathering their personal opinions on how they handled distance learning, and many of them also stated how teachers began posting assignments to which we had to teach ourselves, which did not go over well. The learning and focus levels are not completely there. I, as well as many other students are visual learners and need that physical classroom setting to ask questions one on one and to be able to comprehend and understand the material the student is trying to learn. Personally, school does not necessarily come easy to me, and never has as I struggle desperately with math and science, and need to work very hard to be successful and need to ask frequent questions to teachers to help guide me in the right direction to learn the material thoroughly. Many of us gave up and lost motivation due to frustration and the inability to know how to do certain things that were assigned. Most students did not attend the zoom meetings that were available to them due to unmotivation, unavailable internet access, and not having the same confidence and incentive as we do in a normal classroom setting. I, like many others, struggled very significantly because students were unable to have that one on one experience with teachers

like there is in a physical classroom. Motivation plays a big role in education and going back to school for us students. Going to school sets a routine for students during the week and teaches kids time management and responsibility skills at a young age. Routine also sets the tone for good organization habits for a better future later in life when learning how to balance multiple things such as work, college, sports, and a personal life. There is no doubt that students need an education as well as the ability to be in a live classroom setting, however, special education and children and teens with disabilities need it far more than we do. For several kids with different disabilities, it is very hard for them to adapt to change. They are already in their own specific routine on a daily basis, and distance learning will definitely be a challenge not only for them, but for the parents as well. A lot of them are nonverbal, or need a teacher to help guide them through the day, or they might have a very little attention span and will quite possibly have no interest in participating in zoom calls and not want to have any part of learning from a screen at home. For example, I have a family friend who's son is in my graduating class of 2021 who has autism. With knowing him personally, he is a very shy, antisocial individual who doesn't speak very much, and has a very hard time expressing himself and learning in general. His mother began telling us recently that the beginning of his junior year was the best he had been doing in a very long time- academically and mentally. He had been talking more than he ever has when he had been in school, learned to play the guitar, and his grades were the best they had ever been. It is unfortunate because his mother said, as soon as he had to stop going to school, she noticed he had lost so much he had learned and fell right back to his antisocial behavior. It absolutely saddens me and is completely unfair that there is a chance that I, and many others might not get to completely experience our last year of high school. Whether it be from the in-school learning environment or from school activities that

many of us have been waiting to experience since we were freshmen. Prom, graduation, senior sunrise, senior sunset, special senior night for sports, grad night, and the list goes on. So please, take into consideration a student's perspective on this matter in this very tough time for us and know that every single one of us seniors of the class of 2021 has worked so hard to get to the point we are at today. To have the most important year of high school stripped from us within one decision is so unsettling and unfair. I am kindly writing this to you hoping you will read every single sentence and understand as to why this year is most important not only for me, but speaking on behalf of so many others across the state of California as well. As I have also stated before, in-class learning is most important for special education children, as well as students with learning disabilities. Senior year is the year that every student has been waiting for- the year students are looking most forward to and the year that should be the most rewarding. For us to work so hard all throughout high school, only to come to find out that our senior year is VIRTUAL is completely unrealistic and disheartening. To find out that I won't get to have a senior night or a complete season for that matter, for the two sports I love most- cheerleading and softball, is beyond me. This is the year that students NEED for college and our future endeavors. In conclusion, virtual learning is not the best decision- take it from students who will explain how they have lost so much information just by having a month or two of online classes. The motivation levels were extremely low and can not learn as efficiently as they do in a regular classroom setting. I hope you will take everything that I have stated in this letter into consideration and reflect on the numerous benefits of in-class learning while thinking about the students who need it most. I thank you for taking the time out of your busy schedule to read this, it is much appreciated.

Sincerely,

Madison Duarte

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. June 23, 2020
- b. Temporary County Certificates (June and July 2020)

Supporting Documents

 [6-23-20 Draft Minutes.pdf](#)

 [TCC's June 2020 2 totals.pdf](#)

 [TCC's July 2020 2 totals.pdf](#)

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: June 23, 2020
MINUTES

1.1 OPENING PROCEDURES

1.1 Call to Order and Roll Call. The Yolo County Board of Education met on June 23, 2020 at 3:30 p.m. in Regular session on a zoom conference call. Board Members present were: Melissa Moreno, Carol Souza Cole, Shelton Yip and Tico Zendejas. Matt Taylor was absent. Trustee Souza Cole presided. Superintendent Garth Lewis was present. (Roll Call held).

1.2 Pledge of Allegiance. The pledge of allegiance was conducted.

1.3 Approval of Agenda.

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

1.4 Public Comment. *Juliette Beck, Cesar Chavez Elementary parent -*

Davis parent and environmental justice advocate encouraged the Board to consider outdoor based-learning for Chavez Continuation School and Greengate Special Education School as well as any guidelines YCOE/Board may be issuing to Yolo County schools.

She stated that the latest research shows that the outdoor environment provides a much lower risk of COVID-19 transmission than being indoors. (reference: Wall Street Journal: <https://www.wsj.com/articles/how-exactly-do-you-catch-covid-19-there-is-a-growing-consensus-11592317650>)

Ms. Beck also stated that a number of school districts organized into the [Green Schoolyards](#) network and college campuses like Stanford are developing concrete plans to support learning to take place safely and inclusively outside. Given our relatively mild climate and access to green/open space, options for outdoor learning in Yolo County should be fully explored. Model Ethnic Studies and [state approved environmental education curriculum](#) already exist to support and innovate learning to take place outdoors. Ecology, arts and culture are all subjects that lend themselves to outdoor teaching and learning.

Ms. Beck requested that the Board please review this "work-in-progress" proposal for outdoor teaching and learning supported by more than thirty Cesar Chavez Elementary parents requesting DJUSD to pilot such a program at our elementary school and the surrounding Redwood Park in Davis. She hopes that students in Yolo County will also have the opportunity to explore this healthier option for continued learning outdoors in the age of COVID. [Outdoor Teaching and Learning During and Post-COVID 19 at DJUSD](#) a "work-in-progress" 5-page proposal. A one-page summary is also provided [HERE](#).

Ms. Beck strongly encouraged the Yolo Board of Education to support outdoor based learning and the implementation of a comprehensive Ethnic Studies teaching in Yolo County.

Trustee Taylor arrived 3:33 p.m.

2.0 REPORTS

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

a. Board Reports

Trustee Yip

- *Thanked staff for all the great work done during these difficult times.*
- *Appreciated YCOE Town Hall meeting which discussed the needs of students and reimagining education in the future.*
- *Shared information regarding adult living skills program.*
- *Celebrated graduation events.*
- *Met with Senator Dodd on concern over school liabilities as we move forward to returning to school in the fall*
 - *Personal Protective Equipment (PPE), etc.) Also met with other superintendents on issue.*

Trustee Moreno

- *Noticed parents and students in our county, state and nation fully engaged in the Black Lives Matter movement.*
 - *Students and parents calling for relevant and meaningful education both in the community of Winters and Davis.*
 - *Proud of high school students. Hearing from them on this important issue.*
- *Listened to parents asking when and if their children will safely return to schools*
- *Finished organizing webinars at the California Latino School Boards Association (CLSBA).*
 - *Final webinar was on ethnic studies and empowering students and policy and practice.*
- *Santa Clara COE created and has made available an ethnic studies curriculum for all district teachers to access online.*
- *Recognized California School Boards Association (CSBA) newsletter for reporting on racial disparities in schools.*
- *Attended graduations in Winters and Davis.*
 - *Great to see most board members and staff.*
 - *Appreciated hearing from the students who emphasized the care received from YCOE faculty.*

Trustee Zendejas

- *Thanked Yolo County Office of Education (YCOE) staff and the superintendent for the weekly email communication sent to the Board*
 - *The community and students have been asking about the reopening of schools so these communications are very helpful.*

Trustee Taylor

- *Thanked Superintendent Lewis and staff for their leadership during this time.*
- *Had a great conversation with Carl Fahle, Director of Information Technology regarding virtual board meetings.*
 - *Hope to do in the future to help make board meetings more accessible to the community.*

Trustee Souza Cole

- *Attended alternative education and Cesar Chavez graduation*
 - *Thanked staff for all their hard work.*
- *Attended YCOE Town Hall meeting.*
 - *Great way to connect with staff and hear updates on the upcoming school year.*
 - *Situation is very challenging in education.*
 - *Appreciation for teachers, staff and administrators for their amazing spirit.*
- *Attended Yolo County School Boards Association meeting.*
 - *Still planning Excellence in Education (EIE) awards in the fall with a remote awards ceremony.*
 - *Also planning an Equity and Governance workshop for all boards in county.*
 - *Meeting with consultant to lead workshop. Goal will be for each governing board to conclude with an equity statement for the district/county.*

Superintendent

Updates

- *Thanked staff/Board for joining YCOE's Town Hall meeting. Shared updates on re-entry status for schools and the county office.*
- *Attended two graduation parades and acknowledged staff for their work with the students.*
- *Attended Yolo County Schools Roadmap to Recovery Task Force*
 - *Dr. Beno chairing.*
 - *Anticipate releasing guidance on Thursday.*
 - *Items specific to guidance in Yolo County. Will also include guidance on face masks. Superintendent Lewis thanked and appreciates Yolo county districts, higher education, the public health department and local pediatricians who have helped with this document.*
- *Participated in calls with Senator Dodd and the California County Superintendents Educational Services Association (CCSESA) regarding*

general members liability.

- *There are talks with state legislators to hold harmless K12 schools in regards to COVID-19.*
- *CCSESA is looking for a new executive director by end of July or early August.*
 - *Peter Birdsall hasn't solidified his final date and is looking forward to retirement.*

Trustee Moreno asked if the guidance will be released to YCOE only and/or will include districts. Superintendent Lewis stated that the guidance will be released countywide and it will be available on our website.

SAT

Dr. Carolynne Beno, Associate Superintendent, Educational Services will present on long distance learning later in the Board agenda.

*Crissy Huey, Associate Superintendent, Administrative Services presented
The following items discussed:*

- *Suite 190 leasing space. Deb Bruns, Director, Curriculum and Instruction gave an update on status of building lease.*
 - *California Human Development is interested in the space. The building would be a job training center and provide services to farmworkers and families with short and long term vocational training.*
 - *YCOE will also explore interests in overlap of trainings.*
- *Completed review of requested summary review hearing and should hear back soon. Will share results with Board.*
- *Budget.*
- *LCFF agreement 19-20 levels.*
- *Deferrals – federal funding 20-21 - Monitoring.*
- *Learning loss mitigation funding.*
- *Agreement provides offset Covid-19 relief.*
- *Funding student w/disabilities.*
- *Distance Learning.*
- *Student and staff needs.*
- *Nutrition focus.*
- *ADA hold harmless.*
- *Adjusted ADA 19-20.*
- *CALSTRS and CALPERS rate structure.*
- *Certificated and classified staff.*
- *CTE and Grants.*

Committees.

Executive Committee None

2.2 Associations.

Cory Wiegel, current YEA president, stated that YEA has elected a new president and officers. Teachers, staff, etc. are currently discussing what next school year is going to look like.

3.0 CONSENT AGENDA

a. Approval of Minutes:

- May 12, 2020 Regular Meeting
- May 27, 2020 Special Meeting
- June 9, 2020 Special Meeting
- Temporary County Certificates (May 2020)

Motion to approve Consent Agenda minus the May 12, 2020 meeting minutes.

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

Motion to approve May 12, 2020 meeting minutes with Trustee Moreno's changes that she emailed (document attached) to Yvette Seibert, Executive Assistant.

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

4.0 ACTION ITEMS

4.1 Resolution #19-20/47: A Resolution Denouncing Racism and White Supremacy, and Supporting Equity, Wellbeing and the Safety of Black People and #BlackLivesMatter

The Board took action to approve Resolution #19-20/47: A Resolution Denouncing Racism and White Supremacy, and Supporting Equity, Wellbeing and the Safety of Black People and #BlackLivesMatter. President Souza Cole requested that the resolution be posted on the YCOE website and social media.

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

4.2 2020-2021 Budget Adoption for Yolo County Office of Education

Debra Hinely, Director, Internal Business Services and Crissy Huey, Associate Superintendent, Administrative Services presented this item in the Board packet and responded to questions from the Board. Trustee Moreno requested a list of positions and programs that will be cut and/or impacted with budget be made available to trustees. Suite 190 expenses summarized by Ms. Huey.

The Board took action to approve the 2020-2021 Budget for Yolo County Office of Education.

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

4.3 COVID-19 Operations Written Report

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

The Board took action to approve the COVID-19 Operations Written Report

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

4.4 School Site Safety Plans

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

The Board took action to approve the School Site Safety Plans.

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

4.5 Second Reading of Board Policies

a. BP/SP 6157 - Distance Learning

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

Dr. Beno answered questions on parent training on devices for distance learning, curriculum, and what reopening schools might look like.

The Board took action to approve policy (a) BP/SP 6157 – Distance Learning

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

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

4.6 Temporary Interfund Cash Transfers

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

The Board took action to approve the Temporary Interfund Cash Transfers.

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

4.7 2020-2021 Education Protection Account Spending Plan

The Board took action to approve the 2020-2021 Education Protection Account Spending Plan.

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

4.8 Change the time of the Yolo County Board of Education Regular Board meetings to 4:30 p.m.

The Board took action to approve the new start time of the Yolo County Board of Education meetings to 4:30 p.m. beginning in August 2020. The new start time will be reassessed at the December 2020 meeting.

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

5.0 INFORMATION ITEMS

5.1 Head Start/ Early Head Start Reports

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

- a. Enrollment update - this is a standing report to the Board
- b. Program - this is a standing report to the Board
- c. Financial Reports - this is a standing report to the Board
- d. Policy Council Meeting Agenda - this is a standing report to the Board
- e. Policy Council Meeting Minutes - this is a standing report to the Board

Gail Nadal, Director, Early Childhood Education reviewed the program report and answered questions from the Board.

5.2 Cesar Chavez Community School Extended School Year (ESY) Dates

Principal Gayelynn Gerhart, Alternative Education reviewed item in Board packet and answered questions from the Board.

Trustee Zendejas left at 5:09 p.m.

5.3 Facilities Report

Matt Juchniewicz, Director, Support Operations Services reviewed the PowerPoint in the Board packet and answered questions from the Board.

5.3 Empowering Possibilities International Charter (EPIC) Memorandum of Understanding (MOU)

Dr. Carolynne Beno, Associate Superintendent, Educational Services reviewed this

item in the Board packet and responded to questions from the Board. Final MOU will return to Board at the next meeting.

5.4 Distance Learning Update

Dr.Carolynne Beno, Associate Superintendent, Educational Services presented this item and responded to questions from the Board.

Items discussed included:

- Graduation.
- Summer programming.
- Distance learning.
- Fall reopening not decided yet.
- Conclude current planning with health department guidance.
- Feedback on plans.
- Resources.
- Scheduled 3 additional check-ins with staff.
- Interim guidance review – additional meetings.
- Next step will be to meet with staff, teachers, etc. on health guidance in early July with the Superintendent’s Advisory Team (SAT) approval.

5.5 Suggested Future Agenda Items

Trustee Yip will not seek a third term in district for the Yolo County Board of Education seat. He will continue to work with Association of California School Administrators (ACSA) and California School Boards Association (CSBA). Trustee Yip will continue to be an advocate for students. Trustee Moreno recommended a future agenda item to recognize Trustee Yip’s service.

Trustee Moreno requested a presentation with data showing feedback from parents and teachers on current distance learning/COVID 19 situation. Superintendent Lewis recommended waiting until September meeting to present this information from the Yolo County Office of Education.

6.0 ADJOURNMENT. The meeting adjourned at 5:35 p.m.

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

Garth Lewis, Superintendent

/ys

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

June 2020

Davis Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
| | |
| | |

Esparto Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |

Washington Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
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| | |
| | |

Winters Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
| | |
| | |
| | |

Woodland Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| Carmen Vargas | Multiple Subjects |
| | |
| | |
| | |
| | |

Yolo County Office of Education

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| Maria Guijarro | CD Teacher Permit |
| | |
| | |
| | |

Total TCC's for the Month of June 2020: 2

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

July 2020

Davis Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
| | |
| | |

Esparto Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |

Washington Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
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| | |

Winters Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
| | |
| | |
| | |

Woodland Joint Unified School District

| Applicant Name | Type of Credential/Permit/Certificate |
|------------------|---------------------------------------|
| Nicholas Latteri | Administrative Credential |
| Sarah Horn | Single Subject |
| | |
| | |
| | |

Yolo County Office of Education

| Applicant Name | Type of Credential/Permit/Certificate |
|----------------|---------------------------------------|
| | |
| | |
| | |
| | |
| | |

Total TCC's for the Month of July 2020: 2

4. ACTION ITEMS

4. 1. Resolution #20-21/3: In Support of High School Voter Weeks (last two full weeks in September) 

Recommendation

The Board is being asked to take action on Resolution #20-21/3: In Support of High School Voter Weeks (last two full weeks in September).

Supporting Documents



[HS Voters Weeks Sept 14-30.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 #20-21/03

In Support of High School Voter Weeks, September 14-30, 2020

WHEREAS, Education Code 49040 lists the last two full weeks in April and in September as “High School Voter Weeks,” and is supported by the Student Voter Registration Act of 2003, and,

WHEREAS, it is vital that communities in Yolo County, including 18-24 year olds, immigrants, seniors and low-income populations and those who are traditionally underrepresented be represented at the polls, and,

WHEREAS, in the coming months the High School Voter Weeks through traditional and nontraditional methods focus on increasing voter registration and voter turnout, and work to educate communities on the importance of voting;

NOW, THEREFORE, LET IT BE RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools endorse, and support the High School Voter Weeks of September 14-30, 2020.

BE, IT FURTHER, RESOVLED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools encourage local school districts to develop outreach activities, such as holding voter registration drives and special events to deliver the message of how voting could impact local schools; and encourage high school students to coordinate activities to register eligible students and parents; and encourage teachers to conduct appropriate lessons related to voting, so that elementary and middle school students can encourage their parents to engage in the upcoming elections.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 11, 2020 by the following vote:

AYES:


NOES:

ABSTAIN:

ABSENT:

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

4. 2. Resolution #20-21/4: School Attendance 

Recommendation

The Board is being asked to take action on Resolution #20-21/4: School Attendance.

Supporting Documents

 [School Attendance.pdf](#)

Contact Person

Superintendent Garth Lewis will present this item.



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

Resolution #20-21/04: School Attendance

WHEREAS, the Yolo County Board of Education (YCBE) believes that distance learning and virtual attendance this year in Yolo County schools due to COVID-19 is a critical element within the school system for the purpose of obtaining meaningful exposure to the core curriculum; and

WHEREAS, the YCBE believes that an opportunity lost due to an absence cannot be fully secured through other means; and

WHEREAS, the YCBE believes that individual virtual student learning and achievement is directly related to attendance matters and expects students to be in attendance virtually; and

WHEREAS, the YCBE believes that the development of student attendance habits will directly affect workplace attendance and reliability; and

WHEREAS, the YCBE recognizes that schools, parents and communities must work as informed, knowledgeable, and proactive partners to follow up on virtual student attendance; and

WHEREAS, expectations and consequences of school absence will be effectively shared with parents, students, and communities;

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education is committed to and encourages local districts and schools to champion individual student success by having clearly defined virtual attendance policies that maximize student achievement and mastery of core curriculum standards.

BE IT FURTHER RESOLVED, that the Yolo County Office of Education prepare and administer a campaign to heighten awareness of absenteeism with distance learning including consequences and attendance expectations.

BE IT FURTHER RESOLVED, that the Yolo County Board of Education encourages and empowers teachers to adopt virtual attendance as part of classroom-level grading policies where appropriate.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 11, 2020 by the following vote:

AYES:


NOES:

ABSTAIN:

ABSENT:

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

4. 3. Resolution #20-21/5: Latino Heritage Month 

Recommendation

The Board is being asked to take action on Resolution #20-21/5: Latino Heritage Month.

Supporting Documents

 [Latino Heritage Month.pdf](#)

Contact Person

Superintendent Garth Lewis will present this item.



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

**Resolution #20-21/05
Latino Heritage Month
September 15 – October 15, 2020**

WHEREAS, since 1988, the United States celebrates Hispanic Heritage Month beginning on September 15th through October 15th; and

WHEREAS, the term Hispanic or Latino, refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race; and

WHEREAS, September 15th was chosen as this celebration's start date in order to coincide with the Independence Day celebrations of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico, Chile, and Belize observe their independence on September 16, September 18, and September 21, respectively; and

WHEREAS, the theme for the 2020 Hispanic Heritage Month celebration is “Hispanics: Be Proud of Your Past, Embrace the Future;” and

WHEREAS, Latinos have had a profound and positive influence on our country through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multiethnic and multicultural customs of their community; and

WHEREAS, Latino Americans continue to make important contributions to our society in American government, business, agriculture, commerce, Armed Forces, education, the arts, science, and sports; and

WHEREAS, the State of California is home to approximately 3,383,488 Latino students from kindergarten through grade twelve, which is 54.9% of the student population in California; and

WHEREAS, Latino students comprised 68.4% of the 2019-20 student body in the Woodland Joint Unified School District; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools proclaims the month beginning September 15 and ending on October 15, 2020 as *Latino Heritage Month* and encourages all educational communities to commemorate this occasion with appropriate instructional activities.

PASSED AND ADOPTED by the Yolo County Board of Education on August 11, 2020.

AYES:


NOES:

ABSENT:

ABSTAIN:

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

4. 4. Resolution #20-21/6: In Support of Proclaiming July 26, 2020 as Americans with Disabilities Act Awareness Day 

Recommendation

The Board is being asked to take action on Resolution #20-21/6: In Support of Proclaiming July 26, 2020 Americans with Disabilities Act Awareness Day

Supporting Documents



[Americans with Disabilities Act Awareness Day.pdf](#)

Contact Person

Superintendent Garth Lewis will present this item.



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

Resolution #20-21/06

In Support of Proclaiming July 26, 2020, as "Americans with Disabilities Act Awareness Day"

WHEREAS, The Americans with Disabilities Act, signed into law on July 26, 1990, brought our nation closer to the promise of equal rights for all. This landmark legislation enshrined into law equal access and protection from discrimination for people with disabilities. Passed by a bipartisan Congress and signed by President George H.W. Bush, the Americans with Disabilities Act banned discrimination in employment and ensured equal access to public services and accommodations, telecommunications and transportation.

WHEREAS, Enactment of the ADA was a hard-won victory and, like so many other struggles for justice in American history, it was made possible by the bold actions of Californians. Decades prior to the ADA's passage, disability activists like Ed Roberts fought for the right to live independently at the University of California, Berkeley; and Congressman Tony Coelho, a Central Valley native, sponsored the ADA in the U.S. House of Representatives.

WHEREAS, Today, thirty years since the ADA literally opened doors for people with disabilities, this community is making its mark in every sector of American life. Those who call California home make significant contributions to the diversity, prosperity and vitality of our state. They remind us that disability is a natural part of the human experience that in no way diminishes the rights of individuals to live independently, enjoy self-determination, make choices, contribute to society, pursue meaningful careers and enjoy full inclusion and integration.

WHEREAS, Despite this progress, people with disabilities still face disparities in education and employment. That is why we must recommit to ensuring that our communities are accessible and inclusive, and that no barriers keep people with disabilities from achieving their dreams.

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools hereby declare on this thirtieth anniversary of the enactment of the Americans with Disabilities Act, to recommit to building a California that promotes independence and equity for all.

PASSED AND ADOPTED by the Yolo County Board of Education on August 11, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

Carol Souza Cole, President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

4. 5. Yolo County Office of Education 45 Day Budget Revision

Description

The 45 day budget revision report will be presented at the board meeting. It reflects variations in revenues and expenditures from the originally submitted budget to the July State approved budget.

Recommendation

The Board is being asked to take action on this item.

Supporting Documents

 [2020-2021 45 Day Revision Comparison.pdf](#)

 [2020-2021 AUGUST 45 DAY.pdf](#)

Contact Person

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

| 2020-2021 YCOE ADOPTED BUDGET vs. JULY 2020 STATE ADOPTED BUDGET | | | | | | | | |
|--|-------------------------|-------------------------|-------------------------|--|-------------------------|-------------------------|------------------------|---------------------------------|
| 45 Day Budget Revision | | | | | | | | |
| Education Code 42127(h) requires a public review of budget revisions within 45 days of an enacted state budget. Budget revisions in accordance with the 2020-21 Enacted State Budget will be incorporated into the LEA's 2020-21 First Interim Budget. | | | | | | | | |
| 2020-2021 YCOE Adopted Budget | | | | July 2020 State Adopted Budget Revisions | | | | |
| Name | Budget Year 2020/2021 | Year 2 2021/2022 | Year 3 2022/2023 | Budget Year 2020/2021 | Year 2 2021/2022 | Year 3 2022/2023 | Net change | |
| Combined | | | | | | | | |
| Revenues | | | | | | | | |
| LCFF Sources | \$ 11,275,171.00 | \$ 10,868,303.00 | \$ 10,493,658.00 | \$ 11,586,109.00 | \$ 11,179,241.00 | \$ 10,804,596.00 | \$ 310,938.00 | 2019/2020 Hold Harmless |
| Federal Revenue | \$ 4,917,722.00 | \$ 4,917,722.00 | \$ 4,917,722.00 | \$ 4,917,722.00 | \$ 4,917,722.00 | \$ 4,917,722.00 | \$ - | |
| Other State Revenue | \$ 2,917,805.00 | \$ 2,796,134.00 | \$ 2,796,134.00 | \$ 3,563,275.00 | \$ 3,441,604.00 | \$ 3,441,604.00 | \$ 645,470.00 | Low Incidence |
| Other Local Revenue | \$ 6,997,875.00 | \$ 7,334,610.00 | \$ 8,155,926.00 | \$ 7,312,563.00 | \$ 7,649,298.00 | \$ 8,470,614.00 | \$ 314,688.00 | Regional Programs/Taxes/Tuition |
| Total Revenues | \$ 26,108,573.00 | \$ 25,916,769.00 | \$ 26,363,440.00 | \$ 27,379,669.00 | \$ 27,187,865.00 | \$ 27,634,536.00 | \$ 1,271,096.00 | |
| Expenditures | | | | | | | | |
| Certificated Salaries | \$ 6,412,560.00 | \$ 6,572,874.00 | \$ 6,737,196.00 | \$ 6,412,560.00 | \$ 6,572,874.00 | \$ 6,737,196.00 | | |
| Classified Salaries | \$ 7,446,979.00 | \$ 7,633,153.00 | \$ 7,823,982.00 | \$ 7,446,979.00 | \$ 7,633,153.00 | \$ 7,823,982.00 | | |
| Employee Benefits | \$ 6,920,161.00 | \$ 7,294,403.00 | \$ 7,953,885.00 | \$ 6,920,161.00 | \$ 7,294,403.00 | \$ 7,953,885.00 | | |
| Books and Supplies | \$ 866,474.00 | \$ 805,338.00 | \$ 725,300.00 | \$ 866,474.00 | \$ 805,338.00 | \$ 725,300.00 | | |
| Services and Other | \$ 4,469,754.00 | \$ 3,492,794.00 | \$ 3,492,794.00 | \$ 5,740,850.00 | \$ 4,763,890.00 | \$ 4,763,890.00 | \$ 1,271,096.00 | |
| Capital Outlay | \$ 123,016.00 | \$ - | \$ - | \$ 123,016.00 | \$ - | \$ - | | |
| Other Outgo | \$ 196,932.00 | \$ 201,855.00 | \$ 206,902.00 | \$ 196,932.00 | \$ 201,855.00 | \$ 206,902.00 | | |
| Indirect Costs | \$ (327,303.00) | \$ (83,648.00) | \$ 8,737.00 | \$ (327,303.00) | \$ (83,648.00) | \$ 8,737.00 | | |
| Total Expenditures | \$ 26,108,573.00 | \$ 25,916,769.00 | \$ 26,948,796.00 | \$ 27,379,669.00 | \$ 27,187,865.00 | \$ 28,219,892.00 | \$ 1,271,096.00 | |
| Transfers In | | | | | | | | |
| Transfers Out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Contributions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| | \$ 26,108,573.00 | \$ 25,916,769.00 | \$ 26,948,796.00 | \$ 27,379,669.00 | \$ 27,187,865.00 | \$ 28,219,892.00 | \$ 1,271,096.00 | |
| Fund Balance Effect | \$ - | \$ (0.00) | \$ (585,356.00) | \$ - | \$ (0.00) | \$ (585,356.01) | | |
| | | | \$ - | | | \$ - | | |
| FUND BALANCE | \$ 7,433,129.22 | \$ 7,433,129.22 | \$ 6,847,773.22 | \$ 7,460,818.22 | \$ 7,460,818.22 | \$ 6,875,462.22 | \$ 27,689.00 | |
| Beginning Fund Bal | \$ 7,433,129.22 | \$ 7,433,129.22 | \$ 7,433,129.22 | \$ 7,460,818.22 | \$ 7,460,818.22 | \$ 7,460,818.22 | \$ 27,689.00 | |
| Ending Fund Bal | \$ 7,433,129.22 | \$ 7,433,129.22 | \$ 6,847,773.22 | \$ 7,460,818.22 | \$ 7,460,818.22 | \$ 6,875,462.21 | \$ 27,689.00 | Increase to EFB |
| Reserved Balances | | | | | | | | |
| Nonspendable Revolving Cash | | | | | | | | |
| Nonspendable Stores | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Nonspendable Prepaid Items | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| All Other Nonspendable Assets | | | | | | | | |
| General Reserve | | | | | | | | |
| Restricted Balance | \$1,062,184.44 | \$1,062,184.44 | \$1,062,183.17 | \$1,062,184.44 | \$1,062,184.44 | \$1,062,183.17 | | |
| Designated for the Unrealized Gains of Investments and Cash in County Treasury | | | | | | | | |
| Other Assignments | \$5,587,446.05 | \$5,592,946.05 | \$4,976,590.05 | \$5,549,555.98 | \$5,555,310.10 | \$4,938,993.29 | (\$37,596.76) | |
| Economic Uncertainties Percentage | 3% | 3% | 3% | 3% | 3% | 3% | | |
| Reserve for Economic Uncertainties | \$783,500 | \$778,000 | \$809,000 | \$821,390 | \$815,636 | \$846,597 | \$37,597 | Changes follow expenditure |
| Undesignated/Unappropriated | (\$1.27) | (\$1.27) | \$0.00 | (\$1.27) | (\$1.27) | \$0.00 | | |

2020-2021 45 Day Budget Revision
Budget Changes by Program/Object Code
Revenue Detail

| Description | Special Education | | SELPA | Ed. Services | College & Career Readiness / Charter | Curriculum, Instruction, College & Career Readiness | Early Childhood Education | County Office Operations | | Total |
|---------------------------|-------------------|----------------|----------------|--------------|---|---|---------------------------------|--------------------------|--|------------------|
| | | | | | | | | | | |
| LCFF Revenue | | | | | | | | | LCFF | 310,938 |
| Total LCFF Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 310,938 |
| Federal | | | | | | | | | | |
| Total Federal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| State | | Low Incidence | 645,470 | | | | | | | |
| Total State | 0 | | 645,470 | 0 | 0 | 0 | 0 | 0 | | 645,470 |
| Local / Other | | | | | | | | | | |
| Regional Programs/Taxes | 294,622 | | | | | Dan Jacobs LCFF transfer increased | 232,850 | | Dan Jacobs LCFF transfer increased | (232,850) |
| Tuition | 20,066 | | | | | CCC LCFF transfer reduced | (106,756) | | CCC LCFF transfer reduced | 106,756 |
| | | | | | | YCCP LCFF transfer increased | 17,220 | | YCCP LCFF transfer increased | (17,220) |
| | | | | | | Dan Jacobs reduced reserves contribution | (117,225) | | Dan Jacobs reduced reserves contribution | 117,225 |
| | | | | | | CCC increase reserve contribution | 106,756 | | CCC increase reserve contribution | (106,756) |
| | | | | | | YCCP reduced reserve contribution | (17,220) | | YCCP reduced reserve contribution | 17,220 |
| | | | | | | Decrease reserve contribution to Alt Ed. | | | Increase to Ending Fund Balance | |
| | | | | | | | -27,689 | | | 27,689 |
| Total Local | 314,688 | 0 | 0 | 0 | 0 | | 115,625 | 0 | | (115,625) |
| Total Revenues | 314,688 | 645,470 | 0 | 0 | 0 | | 115,625 | 0 | | 1,271,096 |

4. 6. Dan Jacobs School Calendar

Description

Woodland Joint Unified School district has moved the start date of school to August 31st, 2020. As it has been past practice to align our calendars with Woodland Joint Unified School District, and in consultation with our staff, we have attached a revised calendar that reflects a start date of August 31st, 2020.

Recommendation

It is staffs' recommendation that the board approve this item.

Supporting Documents

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

Contact Person

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

Dan Jacobs (Juvenile Hall)

PENDING BOARD APPROVAL

July (22 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 (3 days)(18 days extended year)

| | | | | |
|-----|-----|----|----|----|
| 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 (22 days)

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

November (18 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 (19 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 (23 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 (22 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 (2 days)(20 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 Recess/Instructional Staff--Non Work |

| | |
|---------------------------------|-----------|
| *End of Month-Register 7th Mo - | |
| 1st Mo - | 8th Mo - |
| 2nd Mo - | 9th Mo - |
| 3rd Mo - | 10th Mo - |
| 4th Mo - | 11th Mo - |
| 5th Mo - | 12th Mo - |
| 6th Mo - | 13th Mo - |

| | |
|-----------------------------------|------------|
| Staff Orientation: 8/10/2020 | |
| Instructional Days: | |
| Regular Year = 180 | |
| Extended Year =60 | |
| Month() = Teacher Work Days--182 | |
| Calendar D | Approved : |

4. 7. Consolidated Application

Description

The Consolidated Application is used by the California Department of Education to distribute funds from various Federal programs to county offices, school districts, and charter schools throughout California. Every local educational agency (LEA) certifies the Spring Release data collections to document participation in Federal programs under the Every Student Succeeds Act (ESSA) and provides assurances that the LEA will comply with the legal requirements of each program.

Due to COVID-19, the Spring Consolidated Application was released in July with a due date of August 17th. Unfortunately, this means that this item was unable to be brought to the board once for information prior to the request for adoption. Staff will be available to answer any questions.

Recommendation

It is staffs' recommendation that the board approve this Consolidated Application.

Supporting Documents

 [Consolidated Application 19-20 June Reports.pdf](#)

 [Consolidated Application 20-21 June Documents.pdf](#)

Contact Person

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

2019-20 Title I, Part D Subpart 2 Facilities Report

To report the number of Title I, Part D Subpart 2 funded facilities, by program, and whether they report student data to the local educational agency.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

At-Risk Programs

| | |
|--|-----|
| Total number of facilities | 1 |
| Number of facilities that reported student data | 1 |
| Average number of days students were served in At-Risk Programs facilities | 180 |

Neglected Programs

| | |
|--|---|
| Total number of facilities | 0 |
| Number of facilities that reported student data | 0 |
| Average number of days students were served in Neglected Programs facilities | 0 |

Juvenile Detention Programs

| | |
|---|-----|
| Total number of facilities | 1 |
| Number of facilities that reported student data | 1 |
| Average number of days students were served in Juvenile Detention Programs facilities | 240 |

Juvenile Correction Programs

| | |
|---|---|
| Total number of facilities | 0 |
| Number of facilities that reported student data | 0 |
| Average number of days students were served in Juvenile Correction Programs | 0 |

*****Warning*****

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2019-20 Title I, Part D Subpart 2 Students Served

A report of demographic data, by program, of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

Students Served in At-Risk Programs

| | |
|---|------------|
| Male | 107 |
| Female | 41 |
| Non-binary | 0 |
| Total unduplicated students served | 148 |

Student Counts by Age

| | |
|------------------------------------|------------|
| Ages 3 through 5 | 0 |
| Age 6 | 0 |
| Age 7 | 0 |
| Age 8 | 0 |
| Age 9 | 0 |
| Age 10 | 0 |
| Age 11 | 0 |
| Age 12 | 0 |
| Age 13 | 1 |
| Age 14 | 4 |
| Age 15 | 14 |
| Age 16 | 28 |
| Age 17 | 41 |
| Age 18 | 44 |
| Age 19 | 14 |
| Age 20 | 2 |
| Age 21 | 0 |
| Total student counts by age | 148 |

Student Counts by Racial/Ethnic Group

| | |
|-----------------------------------|-----|
| Hispanic or Latino of any race | 103 |
| American Indian or Alaskan Native | 2 |
| Asian | 0 |
| Black or African American | 6 |

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2019-20 Title I, Part D Subpart 2 Students Served

A report of demographic data, by program, of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|--|------------|
| Native Hawaiian or Other Pacific Islander | 0 |
| White | 29 |
| Two or more races | 8 |
| Total student counts by racial/ethnic group | 148 |

Other Student Counts

| | |
|----------------------------|----|
| English learner students | 23 |
| Students with disabilities | 29 |

Students Served in Juvenile Detention Programs

| | |
|---|-----------|
| Male | 82 |
| Female | 7 |
| Non-binary | 0 |
| Total unduplicated students served | 89 |

Student Counts by Age

| | |
|------------------|----|
| Ages 3 through 5 | 0 |
| Age 6 | 0 |
| Age 7 | 0 |
| Age 8 | 0 |
| Age 9 | 0 |
| Age 10 | 0 |
| Age 11 | 0 |
| Age 12 | 0 |
| Age 13 | 0 |
| Age 14 | 4 |
| Age 15 | 8 |
| Age 16 | 11 |
| Age 17 | 30 |
| Age 18 | 31 |
| Age 19 | 5 |
| Age 20 | 0 |

Warning

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2019-20 Title I, Part D Subpart 2 Students Served

A report of demographic data, by program, of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|------------------------------------|-----------|
| Age 21 | 0 |
| Total student counts by age | 89 |

Student Counts by Racial/Ethnic Group

| | |
|--|-----------|
| Hispanic or Latino of any race | 69 |
| American Indian or Alaskan Native | 0 |
| Asian | 1 |
| Black or African American | 7 |
| Native Hawaiian or Other Pacific Islander | 0 |
| White | 7 |
| Two or more races | 5 |
| Total student counts by racial/ethnic group | 89 |

Other Student Counts

| | |
|----------------------------|----|
| English learner students | 31 |
| Students with disabilities | 14 |

Students Served in Juvenile Correction Programs

| | |
|---|----------|
| Male | |
| Female | |
| Non-binary | |
| Total unduplicated students served | 0 |

Student Counts by Age

| | |
|------------------|--|
| Ages 3 through 5 | |
| Age 6 | |
| Age 7 | |
| Age 8 | |
| Age 9 | |
| Age 10 | |
| Age 11 | |
| Age 12 | |

Warning

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2019-20 Title I, Part D Subpart 2 Students Served

A report of demographic data, by program, of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|------------------------------------|---|
| Age 13 | |
| Age 14 | |
| Age 15 | |
| Age 16 | |
| Age 17 | |
| Age 18 | |
| Age 19 | |
| Age 20 | |
| Age 21 | |
| Total student counts by age | 0 |

Student Counts by Racial/Ethnic Group

| | |
|--|---|
| Hispanic or Latino of any race | |
| American Indian or Alaskan Native | |
| Asian | |
| Black or African American | |
| Native Hawaiian or Other Pacific Islander | |
| White | |
| Two or more races | |
| Total student counts by racial/ethnic group | 0 |

Other Student Counts

| | |
|----------------------------|--|
| English learner students | |
| Students with disabilities | |

Warning

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2019-20 Title I, Part D Subpart 2 Outcomes

A report of the academic and vocational outcomes of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

At-Risk Programs

| | |
|--|---------------------------------|
| Total students served | NamedQuery didn't seem to work. |
| While in the facility, the number of students who: | |
| Earned high school course credits | 148 |
| Enrolled in GED program (Include GED, HiSET, and TASC) | 0 |
| Earned a GED | 0 |
| Obtained a high school diploma | 17 |
| Were accepted or enrolled into postsecondary education | 0 |
| Enrolled in job training programs and or courses | 13 |
| Obtained employment | 10 |
| Within 90 calendar days after exit, the number of students who: | |
| Earned high school course credits | 13 |
| Enrolled in GED program (Include GED, HiSET, and TASC) | 0 |
| Enrolled in their local district school | 0 |
| Earned a GED | 0 |
| Obtained a high school diploma | 1 |
| Were accepted or enrolled into postsecondary education | 0 |
| Enrolled in job training programs and or courses | 31 |
| Obtained employment | 3 |

Juvenile Detention Programs

| | |
|---|----|
| Total students served | 89 |
| While in the facility, the number of students who: | |
| Earned high school course credits | 89 |
| Enrolled in GED program (Include GED, HiSET, and TASC) | 0 |
| Earned a GED | 0 |
| Obtained a high school diploma | 3 |

*****Warning*****

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2019-20 Title I, Part D Subpart 2 Outcomes

A report of the academic and vocational outcomes of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|--|----|
| Were accepted or enrolled into postsecondary education | 2 |
| Enrolled in job training programs and or courses | 0 |
| Obtained employment | 0 |
| Within 90 calendar days after exit, the number of students who: | |
| Earned high school course credits | 87 |
| Enrolled in GED program (Include GED, HiSET, and TASC) | 0 |
| Enrolled in their local district school | 0 |
| Earned a GED | 0 |
| Obtained a high school diploma | 3 |
| Were accepted or enrolled into postsecondary education | 0 |
| Enrolled in job training programs and or courses | 25 |
| Obtained employment | 0 |

Juvenile Correction Programs

| | |
|--|---------------------------------|
| Total students served | NamedQuery didn't seem to work. |
| While in the facility, the number of students who: | |
| Earned high school course credits | |
| Enrolled in GED program (Include GED, HiSET, and TASC) | |
| Earned a GED | |
| Obtained a high school diploma | |
| Were accepted or enrolled into postsecondary education | |
| Enrolled in job training programs and or courses | |
| Obtained employment | |
| Within 90 calendar days after exit, the number of students who: | |
| Earned high school course credits | |
| Enrolled in GED program (Include GED, HiSET, and TASC) | |
| Enrolled in their local district school | |

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2019-20 Title I, Part D Subpart 2 Outcomes

A report of the academic and vocational outcomes of students served with Title I, Part D Subpart 2 funds.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|--|--|
| Earned a GED | |
| Obtained a high school diploma | |
| Were accepted or enrolled into postsecondary education | |
| Enrolled in job training programs and or courses | |
| Obtained employment | |

*****Warning*****

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2019-20 Title I, Part D Subpart 2 Academic Performance

A report of the academic performance of long term students served with Title I, Part D Subpart 2 funds. Long-term students are those who have been enrolled in a program for at least 90 consecutive calendar days. Multiple admissions cannot be added together.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

At-Risk Programs

| | |
|-------------------------------------|---------------------------------|
| Total students served | NamedQuery didn't seem to work. |
| Number of long-term students served | 66 |

Reading

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--|----|
| Negative grade level change | 10 |
| No change in grade level | 46 |
| Improvement of up to one grade level | 6 |
| Improvement of more than one grade level | 4 |

Mathematics

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--|----|
| Negative grade level change | 9 |
| No change in grade level | 47 |
| Improvement of up to one grade level | 5 |
| Improvement of more than one grade level | 5 |

Juvenile Detention Programs

| | |
|-------------------------------------|----|
| Total students served | 89 |
| Number of long-term students served | 5 |

Reading

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--------------------------------------|---|
| Negative grade level change | 0 |
| No change in grade level | 5 |
| Improvement of up to one grade level | 0 |

Warning

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2019-20 Title I, Part D Subpart 2 Academic Performance

A report of the academic performance of long term students served with Title I, Part D Subpart 2 funds. Long-term students are those who have been enrolled in a program for at least 90 consecutive calendar days. Multiple admissions cannot be added together.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|--|---|
| Improvement of more than one grade level | 0 |
|--|---|

Mathematics

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--|---|
| Negative grade level change | 0 |
| No change in grade level | 4 |
| Improvement of up to one grade level | 0 |
| Improvement of more than one grade level | 1 |

Juvenile Correction Programs

| | |
|-------------------------------------|---------------------------------|
| Total students served | NamedQuery didn't seem to work. |
| Number of long-term students served | |

Reading

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--|--|
| Negative grade level change | |
| No change in grade level | |
| Improvement of up to one grade level | |
| Improvement of more than one grade level | |

Mathematics

Pre- to Post- Test Grade Level Changes

Enter student counts for each of the ranges below for students who completed pre- and post- testing.

| | |
|--|--|
| Negative grade level change | |
| No change in grade level | |
| Improvement of up to one grade level | |
| Improvement of more than one grade level | |

Warning

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2019-20 Title I, Part D Subpart 2 Expenditure, Carryover Report

Report of expenditures and obligations for use of funds and to determine carryover funds through June 30, 2020.

CDE Program Contact:

Federal Programs and Reporting Office, TitleI@cde.ca.gov, -

| | |
|---|-----------|
| 2019-20 Title I, Part D Subpart 2 LEA allocation | \$102,042 |
| Transferred-in amount | \$0 |
| 2019-20 Total LEA allocation | \$102,042 |
| Object Code - Activity | |
| 1000-1999 Certificated personnel salaries | \$0 |
| 2000-2999 Classified personnel salaries | \$51,269 |
| 3000-3999 Employee benefits | \$19,878 |
| 4000-4999 Books and supplies | \$0 |
| 5000-5999 Services and other operating expenditures | \$900 |
| Administrative and indirect costs | \$6,527 |
| Total year-to-date expenditures | \$78,574 |
| 2019-20 Unspent funds | \$23,468 |

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2019-20 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2020

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208
 Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

| | |
|-------------------------------------|---------|
| 2019-20 Title II, Part A allocation | \$7,992 |
| Transferred-in amount | \$0 |
| Transferred-out amount | \$0 |
| 2019-20 Total allocation | \$7,992 |

Professional Development Expenditures

| | |
|---|---------|
| Professional development for teachers | \$5,858 |
| Professional development for administrators | |
| All other professional development expenditures | |

Recruitment, Training, and Retention Expenditures

| | |
|---|--|
| Recruitment activities | |
| Training activities | |
| Retention activities | |
| All other recruitment, training, and retention expenditures | |

Miscellaneous Expenditures

| | |
|---|---------|
| Class size reduction | |
| Administrative and indirect costs | \$531 |
| Equitable services for nonprofit private schools | |
| All other allowable expenditures and encumbrances | |
| Total expenditures and encumbrances | \$6,389 |
| 2019-20 Unspent funds | \$1,603 |

*****Warning*****

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2019-20 Title IV, Part A LEA Use of Funds Report

A use of funds report of year-to-date expenditures by activity.

CDE Program Contact:

Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

| | |
|--|----------|
| 2019-20 Title IV, Part A LEA allocation | \$12,427 |
| Transferred-in amount | \$0 |
| Total funds transferred out of Title IV, Part A | \$0 |
| Total LEA Reservations | \$1,109 |
| 2019-20 Title IV, Part A LEA adjusted allocation | \$11,318 |
| Well-Rounded | 2,883 |
| Safe and Healthy Students | 0 |
| Effective Use of Technology | 0 |
| Carryover as of September 30, 2020 | \$8,435 |

*****Warning*****

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

| | |
|--|-------------------------------|
| Homeless liaison first name | Mariah |
| Homeless liaison last name | Ernst-Collins |
| Homeless liaison title | Program Specialist II |
| Homeless liaison email address (Format: abc@xyz.zyx) | mariah.ernst-collins@ycoe.org |
| Homeless liaison telephone number (Format: 999-999-9999) | 530-668-3791 |
| Homeless liaison telephone extension | N/A |
| Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00) | 0.3 |

Homeless Liaison Training Information

*****Warning*****

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

| | |
|--|-----|
| Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years | Yes |
| Has the homeless liaison provided training to the following personnel: | |
| Principals and other school leaders | Yes |
| Attendance officers and registrars | Yes |
| Teachers and instructional assistants | Yes |
| School counselors | Yes |

Homeless Education Policy and Requirements

| | |
|--|------------|
| Does the LEA have a written homeless education policy | Yes |
| No policy comment | |
| Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters) | |
| Date LEA's board approved the homeless education policy | 01/14/2020 |
| Does the LEA meet the above federal requirements | Yes |
| Compliance comment | |
| Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters) | |

Title I, Part A Homeless Expenditures

| | |
|---|--|
| 2019-20 Title I, Part A LEA allocation | \$166,585 |
| 2019-20 Title I, Part A direct or indirect services to homeless children reservation | \$9,800 |
| Amount of 2019-20 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children | \$8,947 |
| Homeless services provided | Direct Services: Education case mangement, linkage to community resources for youth and family, support with clothing/shoes, transportation, and college & career support. Indirect Services: Training and professional learning to district and community/member agencies. |

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

| | |
|--|--|
| (Maximum 500 characters) | |
| No expenditures or encumbrances comment | |
| Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters) | |

*****Warning*****

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2020-21 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

| | |
|--|--|
| Authorized Representative's Full Name | |
| Authorized Representative's Signature | |
| Authorized Representative's Title | |
| Authorized Representative's Signature Date | |

*****Warning*****

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2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

| | |
|---|--|
| The authorized representative agrees to the above statement | Yes |
| Authorized Representative's Full Name | Deb Hinely |
| Authorized Representative's Title | Director of Internal Business Services |
| Authorized Representative's Signature Date | |
| Comment | |
| If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters) | |

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2020-21 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

| | |
|---|--|
| County Office of Education (COE) / District | 06/25/2019 |
| For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP | |
| Direct Funded Charter | |
| Enter the adoption date of the current LCAP | |
| Authorized Representative's Full Name | Deb Hinely |
| Authorized Representative's Title | Director of Internal Business Services |

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

| | |
|---|------------|
| Date of approval by local governing board | 08/11/2020 |
|---|------------|

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

| | |
|---|------------------|
| DELAC representative's full name (non-LEA employee) | Lupe Moreno |
| DELAC review date | 08/06/2020 |
| Meeting minutes web address <small>Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.</small> | |
| DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small> | Minutes on file. |

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

| | |
|---|-----|
| Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010 | Yes |
| Title I, Part D Subpart 2 (Delinquent) ESSA Sec. 1401 SACS 3025 | Yes |
| Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035 | Yes |
| Title III English Learner ESEA Sec. 3102 SACS 4203 | Yes |

*****Warning*****

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

| | |
|--|------------|
| <p>Title III Immigrant ESEA Sec. 3102 SACS 4201</p> | <p>No</p> |
| <p>Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127</p> | <p>Yes</p> |

*****Warning*****

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2020-21 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

| | |
|--|----------|
| Estimated English learner per student allocation | \$114.40 |
| Estimated English learner student count | 53 |
| Estimated English learner student program allocation | \$6,063 |

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

| | |
|--|---------|
| Professional development activities | \$0 |
| Program and other authorized activities | \$5,480 |
| English Proficiency and Academic Achievement | \$0 |
| Parent, family, and community engagement | \$0 |
| Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation) | \$0 |
| Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs) | \$583 |
| Total budget | \$6,063 |

*****Warning*****

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2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Arturo Ambriz, Fiscal Oversight and Support Office, AAmbriz@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.


Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

| | |
|---|----|
| 2020-21 Request for authorization | No |
| LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters) | |

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

5. INFORMATION ITEMS

5. 1. Public Disclosure of Costs Associated with the 2019-20 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and California School Employees Association (CSEA), Chapter #639 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and CSEA, Chapter #639, for the 2019-2020 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



[2019-2020 CSEA Notice of Collective Bargaining Agreement.pdf](#)

Contact Person

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

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

COUNTY OFFICE | Yolo County Office of Education

Bargaining Unit | CSEA Classified

| Unit of Settlement | Fiscal Year of Settlement | FISCAL IMPACT | OTHER | ON-GOING OR ONE-TIME |
|--------------------|---------------------------|---------------|-------------------|----------------------|
| CSEA | 2019-2020 | 1.00% | Retro to 7/1/2019 | ONE-TIME |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

NEXT MONETARY REOPENER AND DATE | 7/1/2020

| COSTS OF SETTLEMENT | ACCOUNT CODES | CURRENT YEAR | YEAR TWO | YEAR THREE |
|-----------------------|---------------|--------------|----------|------------|
| Certificated Salaries | 1000-1999 | | | |
| Classified Salaries | 2000-2999 | 44,294 | - | - |
| Employee Benefits | 3000-3999 | 14,571 | - | - |
| Total | | 58,865 | - | - |

State Reserve Standard



| | | |
|---|----|------------|
| a. Total expenditures, transfers out, and uses (including cost of proposal) | \$ | 26,354,962 |
| b. State Standard Minimum EUR Percentage | | 3% |
| c. State Standard Minimum EUR amount | \$ | 790,649.00 |


Budgeted Unrestricted Reserve (after impact of proposed agreement)

| | | |
|---|----|---------|
| a. General Fund budgeted Unrestricted EUR | \$ | 790,649 |
| b. General Fund budgeted Unrestricted Unappropriated amount | \$ | - |
| c. Special Reserve Fund budgeted EUR | \$ | - |
| d. Special Reserve Fund budgeted Unappropriated amount | \$ | - |
| e. Total County Office budgeted Unrestricted reserves. | \$ | 790,649 |

CERTIFICATION

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

| | | | |
|---|---------|--|---------|
|  | 7/29/20 |  | 7/29/20 |
| Superintendent | Date | Chief Business Official | Date |

5. 2. Public Disclosure of Costs Associated with the 2019-20 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and American Federation of State, County and Municipal Employees (AFSCME) Union 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and AFSCME, for the 2019-2020 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



[2019-2020 AFSCME Notice of Collective Bargaining Agreement.pdf](#)

Contact Person

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

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

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

| | |
|------------------------|--------|
| Bargaining Unit | AFSCME |
|------------------------|--------|

| Unit of Settlement | Fiscal Year of Settlement | FISCAL IMPACT | OTHER | ON-GOING OR ONE-TIME |
|--------------------|---------------------------|---------------|----------------------------------|----------------------|
| AFSCME | 2019-2020 | 7.0% | Increase commencing July 1, 2020 | On-Going |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | |
|--|----------|
| NEXT MONETARY REOPENER AND DATE | 7/1/2020 |
|--|----------|

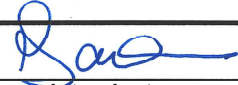

| COSTS OF SETTLEMENT | ACCOUNT CODES | CURRENT YEAR | YEAR TWO | YEAR THREE |
|-----------------------|---------------|--------------|----------|------------|
| Certificated Salaries | 1000-1999 | 156,757 | 160,676 | 164,693 |
| Classified Salaries | 2000-2999 | 43,775 | 44,869 | 45,991 |
| Employee Benefits | 3000-3999 | 45,857 | 65,075 | 86,524 |
| Total | | 246,389 | 270,620 | 297,208 |


| | |
|---|---------------|
| State Reserve Standard | |
| a. Total expenditures, transfers out, and uses (including cost of proposal) | \$ 26,354,962 |
| b. State Standard Minimum REU Percentage | 3% |
| c. State Standard Minimum REU amount | \$ 790,649.00 |

| | |
|---|------------|
| Budgeted Unrestricted Reserve (after impact of proposed agreement) | |
| a. General Fund budgeted Unrestricted EUR | \$ 790,649 |
| b. General Fund budgeted Unrestricted Unappropriated amount | \$ - |
| c. Special Reserve Fund budgeted EUR | \$ - |
| d. Special Reserve Fund budgeted Unappropriated amount | \$ - |
| e. Total County Office budgeted Unrestricted reserves. | \$ 790,649 |

CERTIFICATION

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

| | | | |
|---|---------|--|---------|
|  | 7/29/20 |  | 7/29/20 |
| Superintendent | Date | Chief Business Officer | Date |

5. 3. Public Disclosure of Costs Associated with the 2019-20 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and Yolo Education Association (YEA), Chapter #71 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and YEA, Chapter #71, for the 2019-2020 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



[2019-2020 YEA Notice of Collective Bargaining Agreementt.pdf](#)

Contact Person

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

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

COUNTY OFFICE | Yolo County Office of Education

Bargaining Unit | YEA Certificated

| Unit of Settlement | Fiscal Year of Settlement | FISCAL IMPACT | OTHER | ON-GOING OR ONE-TIME |
|--------------------|---------------------------|---------------|-------------------|----------------------|
| YEA | 2019-2020 | 1.00% | Retro to 7/1/2019 | ONE-TIME |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

NEXT MONETARY REOPENER AND DATE | 7/1/2020

| COSTS OF SETTLEMENT | ACCOUNT CODES | CURRENT YEAR | YEAR TWO | YEAR THREE |
|-----------------------|---------------|--------------|----------|------------|
| Certificated Salaries | 1000-1999 | 41,388 | - | - |
| Classified Salaries | 2000-2999 | | - | - |
| Employee Benefits | 3000-3999 | 9,446 | - | - |
| Total | | 50,834 | - | - |

| State Reserve Standard | |
|---|---------------|
| a. Total expenditures, transfers out, and uses (including cost of proposal) | \$ 26,354,962 |
| b. State Standard Minimum EUR Percentage | 3% |
| c. State Standard Minimum EUR amount | \$ 790,649.00 |

| Budgeted Unrestricted Reserve (after impact of proposed agreement) | |
|---|------------|
| a. General Fund budgeted Unrestricted EUR | \$ 790,649 |
| b. General Fund budgeted Unrestricted Unappropriated amount | \$ - |
| c. Special Reserve Fund budgeted EUR | \$ - |
| d. Special Reserve Fund budgeted Unappropriated amount | \$ - |
| e. Total County Office budgeted Unrestricted reserves. | \$ 790,649 |

CERTIFICATION

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

 |
 

Superintendent | Date: 7/29/20 | Chief Business Official | Date: 7/29/20

5. 4. Head Start/ Early Head Start Reports

Quick Summary / Abstract

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

- a. Enrollment update - this is a standing report to the Board
- b. Program - this is a standing report to the Board
- c. Financial Reports - this is a standing report to the Board
- d. Policy Council Meeting Agenda - this is a standing report to the Board
- e. Policy Council Meeting Minutes - this is a standing report to the Board

Recommendation

For Information.

Supporting Documents

 [YCOE Head Start Director's Report.pdf](#)

 [May 2020 Financials -Claudia.pdf](#)

 [Financial Report PC June-Claudia.pdf](#)

 [June Agenda.pdf](#)

 [July Agenda.pdf](#)

 [PC Minutes May 2020.pdf](#)

 [PC Minutes June 2020.pdf](#)

Contact Person

Gail Nadal, Director, Head Start/Early Head Start will present this item.

YCOE HS/EHS PROGRAM UPDATES

ENROLLMENT:

Head Start= 24 children currently attending distance learning at Alyce Norman full day and full year program. Only 3 preschool classrooms are open for the summer. We will normally have 52 children at this time. Family Support Staff are aggressively recruiting but some families are not interested in distance learning.

Early Head Start= 52 children are currently enrolled in distance learning. Family Support Staff are aggressively recruiting but some families are not interested in distance learning.

OTHER PROGRAM UPDATES:

- Pre-Service is scheduled from August 3-11. Topics include: Strengthening Partnership with families during stressful times, Education, Health and Nutrition, review of distance learning procedure.
- Plan to implement a weekly parent workshops via Zoom starting September 3. Workshop topics include Stress management, challenging behaviors, child development, positive discipline, communication, and self-care etc.
- Plan to implement ReadyRosie program, which uses the power of video and mobile technology to empower families and schools to support children's school readiness goals. Teachers will receive training on how to implement this program with fidelity.
- Although SB 98 does not apply to ECE programs, we plan to incorporate some of the requirements into our Distance Learning Plan. We will use a mixture of Synchronous and Asynchronous Learning

| 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 | \$ 145,765.11 | \$ | 1,251,109.31 |
| Benefits/Beneficios | \$ 47,876.78 | \$ | 462,787.67 |
| Supplies/Provisiones | \$ 4,670.34 | \$ | 65,761.12 |
| <i>Parent Activities/Actividades de los padres</i> | \$ 50.23 | \$ | 7,074.22 |
| Site Supplies/Articulos de oficina para el centro | \$ 4,620.11 | \$ | 58,686.90 |
| Contracted Services/Servicios Contratados | \$ 8,873.37 | \$ | 198,241.76 |
| Operations/Gastos de Operacion | \$ 19,109.61 | \$ | 229,164.60 |
| Building/Land Improvements | \$ - | \$ | - |
| Indirect Costs/Castos Indirectos | \$ 36,249.84 | \$ | 198,615.86 |
| Cafeteria Fund/transerencia al fondo del café | \$ - | \$ | - |
| Total Expenditures/Total de Gastos | \$ 262,548.52 | \$ | 2,405,680.32 |

| 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 | \$ 59,294.39 | \$ | 538,508.00 |
| Benefits/Beneficios | \$ 20,699.18 | \$ | 200,330.35 |
| Supplies/Provisiones | \$ 3,892.76 | \$ | 19,862.25 |
| <i>Parent Activities/Actividades de los padres</i> | \$ 13.80 | \$ | 1,940.68 |
| Site Supplies/Articulos de oficina para el centro | \$ 3,878.96 | \$ | 17,921.57 |
| Contracted Services/Servicios Contratados | \$ 845.16 | \$ | 38,168.60 |
| Operations/Gastos de Operacion | \$ 5,144.71 | \$ | 73,240.08 |
| Building/Land Improvements | \$ - | \$ | - |
| Indirect Costs/Castos Indirectos | \$ 14,628.44 | \$ | 78,431.12 |
| Cafeteria Fund/transerencia al fondo del café | \$ - | \$ | - |
| Total Expenditures/Total de Gastos | \$ 104,504.64 | \$ | 948,540.40 |

| 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 | \$ - | \$ | 694.62 |
| Contracted Services/Servicios Contratados | \$ 89.38 | \$ | 5,617.15 |
| Operations/Gastos de Operacion | \$ - | \$ | 12,065.60 |
| Indirect Costs/Castos Indirectos | \$ 8.10 | \$ | 1,696.42 |
| Total Expenditures/Total de Gastos | \$ 97.48 | \$ | 20,420.69 |

| 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 | \$ 268.12 | \$ | 6,625.35 |
| Operations/Gastos de Operacion | \$ - | \$ | 13,798.45 |
| Indirect Costs/Castos Indirectos | \$ 24.29 | \$ | 1,945.71 |
| Total Expenditures/Total de Gastos | \$ 292.41 | \$ | 23,421.59 |

| | Number of Meals/Snacks Served | Federal Reimbursement Amount | State Reimbursement Amount | Credit Cards | |
|----------------------------|-------------------------------|------------------------------|----------------------------|---------------------------|------------------|
| | | | | Monthly Expense | |
| Breakfast | 0 | 0.00 | \$ - | Visa | \$ 149.75 |
| AM Snacks | | \$ - | \$ - | Wal-Mart | \$ - |
| Lunch | 0 | \$ - | \$ - | Nugget/Food 4 Less | \$ - |
| PM Snacks | 0 | \$ - | \$ - | Interstate Oil | \$ - |
| Total Reimbursement | | \$ - | \$ - | Total Credit Cards | \$ 149.75 |

| Calculation of In-Kind Contributions | | | Administrative Percent Calculation | |
|--|-------------------------------|----------------------|------------------------------------|-----|
| | Dollars Expended Year-To-Date | In-Kind Required | | |
| Head Start: | \$ 2,405,680.32 | \$ 601,420.08 | Maximum Percent Allowed | 15% |
| HS T & TA | \$ 20,420.69 | \$ 5,105.17 | Calculated Percent for the Month | 11% |
| Early HS | \$ 948,540.40 | \$ 237,135.10 | Annual Percentage | 12% |
| EHS T & TA | \$ 23,421.59 | \$ 5,855.40 | | |
| Total | \$ 3,398,063.00 | \$ 849,515.75 | | |
| | Amount Required: | \$ 849,515.75 | | |
| | Actual In-Kind: | \$ 890,141.04 | | |
| | *Surplus/(Deficit): | \$ 40,625.29 | | |
| If deficit: will be returned to Federal Government from unrestricted dollars | | | | |

**Executive Summary
2019/2020 Fiscal Year
May 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 | \$ 262,549 | \$ 2,405,680 | \$ 417,056 | \$ 100,476 | 82.30% | 14.27% | 3.44% |
| Early Head Start | \$ 1,115,238 | \$ 104,505 | \$ 948,540 | \$ 132,332 | \$ 34,365 | 85.05% | 11.87% | 3.08% |
| Head Start T&TA | \$ 34,554 | \$ 97 | \$ 20,421 | \$ 12,133 | \$ 2,000 | 59.10% | 35.11% | 5.79% |
| Early Head Start T&TA | \$ 25,983 | \$ 292 | \$ 23,422 | \$ - | \$ 2,561 | 90.14% | 0.00% | 9.86% |
| Total Grant | \$ 4,098,987 | \$ 367,443 | \$ 3,398,063 | \$ 561,522 | \$ 139,402 | 82.90% | 13.70% | 3.40% |

| Credit Cards | Monthly Expense |
|----------------------------------|------------------------|
| Visa | \$ 149.75 |
| Wal-Mart | \$ - |
| Nugget/Food 4 Less | \$ - |
| Interstate Oil | \$ - |
| Total Credit Card Expense | \$ 149.75 |

| Administrative Percent Calculation | |
|---|-----|
| Maximum allowed Administrative Percent: | 15% |
| Calculated Percentage for the Month: | 11% |
| Annual Percentage | 12% |

| Calculation of In-Kind Contributions | | |
|---|-------------------------|-------------------------|
| | Dollars Expended | |
| | Year-To-Date | In-Kind Required |
| Head Start: | \$ 2,405,680.32 | \$ 601,420.08 |
| Head Start T & TA: | \$ 20,420.69 | \$ 5,105.17 |
| Early Head Start: | \$ 948,540.40 | \$ 237,135.10 |
| Early Head Start T & TA: | \$ 23,421.59 | \$ 5,855.40 |
| Total | \$ 3,398,063.00 | \$ 849,515.75 |
| | Amount Required: | \$ 849,515.75 |
| | Actual In-Kind: | \$ 890,141.04 |
| | *Surplus/(Deficit): | \$ 40,625.29 |

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
May**

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 | 0 | 768,027 | 0 | 347,212 | 31.13% |
| Prior Year | 0 | 0 | 0 | 0 | 0 | | 0 | #DIV/0! |
| COLA | 0 | | 0 | | 0 | | 0 | |
| Total Revenues | 1,115,238 | 0 | 1,115,238 | 0 | 768,027 | 0 | 347,212 | 31.13% |
| Expenditures | | | | | | | | |
| Salaries | 593,088 | (6,892) | 586,196 | 59,294 | 538,508 | 47,830 | (142) | -0.02% |
| Benefits | 267,938 | (40,532) | 227,406 | 20,699 | 200,330 | 18,639 | 8,437 | 3.71% |
| Supplies | 33,226 | 23,015 | 56,241 | 3,893 | 19,862 | 39,212 | (2,833) | -5.04% |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 0 | 0 | 2,944 | 14 | 1,941 | 1,657 | (654) | -22.21% |
| <i>Site Supplies</i> | 33,226 | 20,071 | 53,297 | 3,879 | 17,922 | 37,555 | (2,179) | -4.09% |
| Travel & Conference | 9,682 | 2,512 | 12,194 | 19 | 12,009 | (814) | 999 | 8.19% |
| 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 | 0 | 23 | 46.26% |
| Rentals, Leases, Repairs & Noncapitalized Improvements | 725 | 531 | 1,256 | 9 | 887 | 0 | 369 | 29.38% |
| Direct Costs for Transfer of Services | 62,852 | (1,191) | 61,661 | 5,037 | 55,515 | | 6,146 | 9.97% |
| Professional/Contracted Services & Operating Expenditures | 50,151 | (1,221) | 48,930 | 845 | 38,169 | 1,635 | 9,126 | 18.65% |
| Intergovernmental Fees | 76 | 1,000 | 1,076 | 80 | 878 | 80 | 118 | 10.95% |
| Indirect Costs | 92,647 | (2,144) | 90,503 | 14,628 | 78,431 | | 12,072 | 13.34% |
| Equipment | 0 | 25,800 | 25,800 | 0 | 0 | 25,751 | 49 | |
| | | 0 | 0 | | | | | |
| Total Expenditures | 1,115,238 | 0 | 1,115,238 | 104,505 | 948,540 | 132,332 | 34,365 | 3.08% |

**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 | 0 | 768,027 | 0 | 347,212 | 31.13% |
| | | 0 | | 0 | | | | 0 | #DIV/0! |
| | | 0 | | 0 | | 0 | | 0 | |
| Total de Ingresos | | 1,115,238 | 0 | 1,115,238 | 0 | 768,027 | 0 | 347,212 | 31.13% |
| Gastos: | | | | | | | | | |
| Salarios | | 593,088 | (6,892) | 586,196 | 59,294 | 538,508 | 47,830 | (142) | -0.02% |
| Beneficios | | 267,938 | (40,532) | 227,406 | 20,699 | 200,330 | 18,639 | 8,437 | 3.71% |
| Provisiones | | 33,226 | 23,015 | 56,241 | 3,893 | 19,862 | 39,212 | (2,833) | -5.04% |
| <i>Artículos para las actividades de los padres y comida para las juntas</i> | | 0 | 2,944 | 2,944 | 14 | 1,941 | 1,657 | (654) | -22.21% |
| <i>Artículos de oficina para el centro</i> | | 33,226 | 20,071 | 53,297 | 3,879 | 17,922 | 37,555 | (2,179) | -4.09% |
| Viaje y Conferencia | | 9,682 | 2,512 | 12,194 | 19 | 12,009 | (814) | 999 | 8.19% |
| 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% |
| Operations and Housekeeping | | 0 | 50 | 50 | 0 | 27 | 0 | 23 | 46.26% |
| Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas | | 725 | 531 | 1,256 | 9 | 887 | 0 | 369 | 29.38% |
| Costos Directos para Transferencias de Servicios | | 62,852 | (1,191) | 61,661 | 5,037 | 55,515 | 0 | 6,146 | 9.97% |
| Servicios Profesionales/Contratados y Gastos de | | 50,151 | (1,221) | 48,930 | 845 | 38,169 | 1,635 | 9,126 | 18.65% |
| Cuotas Intergubernamentales | | 76 | 1,000 | 1,076 | 80 | 878 | 80 | 118 | 10.95% |
| Gastos Indirectos | | 92,647 | (2,144) | 90,503 | 14,628 | 78,431 | 0 | 12,072 | 13.34% |
| Equipment | | | 25,800 | 25,800 | 0 | 0 | 25,751 | 49 | 0.19% |
| Total de Gastos | | 1,115,238 | 0 | 1,115,238 | 104,505 | 948,540 | 132,332 | 34,365 | 3.08% |

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

Resource 5208

| CATEGORY | Budget | Adjustment | Revised Budget | Current | Expended/Received | | | % % |
|--|--------|------------|----------------|---------|-------------------|------------|---------|----------|
| | | | | | Year-to-date | Encumbered | Balance | |
| Revenues | | | | | | | | |
| All Other Federal | 34,554 | 0 | 34,554 | 0 | 20,323 | 0 | 14,231 | 41.18% |
| COLA | 0 | | 0 | | | | 0 | |
| Total Revenues | 34,554 | 0 | 34,554 | 0 | 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 | (4,442) | 2,041 | 0 | 1,042 | 8,333 | (7,334) | -359.33% |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 1,400 | (902) | 498 | 0 | 347 | 0 | 151 | 30.34% |
| <i>Site Supplies</i> | 5,083 | (3,540) | 1,543 | 0 | 695 | 8,333 | (7,485) | -485.10% |
| Travel & Conference | 10,181 | 12,275 | 22,456 | 0 | 12,066 | 3,800 | 6,590 | 29.35% |
| Contracted Services | 15,019 | (7,833) | 7,186 | 89 | 5,617 | 0 | 1,569 | 21.83% |
| Indirect Costs | 2,871 | 0 | 2,871 | 8 | 1,696 | 0 | 1,175 | 40.91% |
| Total Expenditures | 34,554 | 0 | 34,554 | 97 | 20,421 | 12,133 | 2,000 | 5.79% |

**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 | (4,442) | 2,041 | 0 | 1,042 | 8,333 | (7,334) | -359.33% |
| <i>Artículos para las actividades de los padres y comida para las juntas</i> | | 1,400 | (902) | 498 | 0 | 347 | 0 | 151 | 30.34% |
| <i>Artículos de oficina para el centro</i> | | 5,083 | (3,540) | 1,543 | 0 | 695 | 8,333 | (7,485) | -485.10% |
| Viaje y Conferencia | | 10,181 | 12,275 | 22,456 | 0 | 12,066 | 3,800 | 6,590 | |
| Servicios Contratados | | 15,019 | (7,833) | 7,186 | 89 | 5,617 | 0 | 1,569 | 21.83% |
| Gastos Indirectos | | 2,871 | 0 | 2,871 | 8 | 1,696 | 0 | 1,175 | 0.00% |
| Total de Gastos | | 34,554 | 0 | 34,554 | 97 | 20,421 | 12,133 | 2,000 | 5.79% |

**HEAD START
2019/2020 BUDGET
May**

Resource 5210

| CATEGORY | Budget | Adjustment | Revised Budget | Current | Year-to-date | Expended/Received | | Balance | % |
|--|-----------|------------|----------------|---------|--------------|-------------------|----------|---------|---|
| | | | | | | Encumbered | | | |
| Revenues | | | | | | | | | |
| All Other Federal | 2,923,212 | | 2,923,212 | 0 | 1,954,485 | | 968,727 | 33.14% | |
| Prior Year | 0 | 0 | 0 | 0 | 0 | | 0 | 0.00% | |
| COLA | 0 | | 0 | 0 | 0 | | 0 | 0.00% | |
| Total Revenues | 2,923,212 | 0 | 2,923,212 | 0 | 1,954,485 | 0 | 968,727 | 33.14% | |
| Expenditures: | | | | | | | | | |
| Salaries | 1,501,917 | (138,218) | 1,363,699 | 145,765 | 1,251,109 | 115,593 | (3,003) | -0.22% | |
| Benefits | 731,045 | (199,555) | 531,490 | 47,877 | 462,788 | 50,048 | 18,654 | 3.51% | |
| Supplies | 50,565 | 139,469 | 190,034 | 4,670 | 65,761 | 194,087 | (69,815) | -36.74% | |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 7,696 | 4,776 | 12,472 | 50 | 7,074 | 7,777 | (2,379) | -19.07% | |
| <i>Site Supplies</i> | 42,869 | 134,693 | 177,562 | 4,620 | 58,687 | 186,311 | (67,436) | -37.98% | |
| Travel & Conference | 18,091 | 8,089 | 26,180 | 77 | 25,836 | 414 | (70) | -0.27% | |
| 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 | 3 | 326 | 51 | 203 | 35.04% | |
| Rentals, Leases, Repairs & Noncapitalized | | | | | | | | | |
| Improvements | 5,997 | (763) | 5,234 | 36 | 4,094 | 885 | 255 | 4.87% | |
| Direct Costs for Transfer of Services | 210,541 | (2,154) | 208,387 | 18,996 | 187,137 | | 21,250 | 10.20% | |
| Professional/Contracted Services & Operating | | | | | | | | | |
| Expenditures | 141,835 | 149,087 | 290,922 | 8,873 | 198,242 | 4,476 | 88,204 | 30.32% | |
| Intergovernmental Fees | 4,847 | 0 | 4,847 | 0 | 0 | 0 | 4,847 | 100.00% | |
| Equipment | 0 | 51,502 | 51,502 | 0 | 0 | 51,502 | 0 | 0.00% | |
| Indirect Costs | 242,842 | (4,278) | 238,564 | 36,250 | 198,616 | | 39,948 | 16.75% | |
| Tsfer to Cafe Fund | 0 | 0 | 0 | 0 | 0 | | 0 | #DIV/0! | |
| Total Expenditures | 2,923,212 | 0 | 2,923,212 | 262,549 | 2,405,680 | 417,056 | 100,476 | 3.44% | |

**PROGRAMA HEAD START
PRESUPUESTO 2019/2020**

| Recurso 5210 | Presupuesto | Ajustes | Presupuesto Revisado | Actual | Lo que va del año | Gastado/Recibido Sobrecargado | Balance | % | |
|---|------------------|-----------|----------------------|----------------|-------------------|-------------------------------|----------------|--------------|-------|
| CATEGORÍA | | | | | | | | % | |
| Ingresos: | | | | | | | | | |
| Todos los otros Federales | 2,923,212 | 0 | 2,923,212 | 0 | 1,954,485 | | 968,727 | 33.14% | |
| | 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 | 1,954,485 | 0 | 968,727 | | |
| Gastos: | | | | | | | | | |
| Salarios | 1,501,917 | (138,218) | 1,363,699 | 145,765 | 1,251,109 | 115,593 | (3,003) | -0.22% | |
| Beneficios | 731,045 | (199,555) | 531,490 | 47,877 | 462,788 | 50,048 | 18,654 | 3.51% | |
| Provisiones | 50,565 | 139,469 | 190,034 | 4,670 | 65,761 | 194,087 | (69,815) | -36.74% | |
| <i>Articulos para las actividades de los padres y comida para las juntas</i> | 7,696 | 4,776 | 12,472 | 50 | 7,074 | 7,777 | (2,379) | 0.00% | |
| <i>Articulos de oficina para el centro</i> | 42,869 | 134,693 | 177,562 | 4,620 | 58,687 | 186,311 | (67,436) | -37.98% | |
| Viaje y Conferencia | 18,091 | 8,089 | 26,180 | 77 | 25,836 | 414 | (70) | -0.27% | |
| 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 | 3 | 326 | 51 | 203 | 35.04% | |
| Rentas, Arrendamientos, Reparaciones y Mejoras No Capitalizadas | 5,997 | (763) | 5,234 | 0 | 36 | 4,094 | 885 | 255 | 4.87% |
| Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación | 210,541 | (2,154) | 208,387 | 18,996 | 187,137 | 0 | 21,250 | 10.20% | |
| Cuotas Intergubernamentales | 141,835 | 149,087 | 290,922 | 8,873 | 198,242 | 4,476 | 88,204 | 30.32% | |
| Mejoras a los Terrenos | 4,847 | 0 | 4,847 | 0 | 0 | 0 | 4,847 | 100.00% | |
| Gastos Indirectos | 0 | 51,502 | 51,502 | 0 | 0 | 51,502 | 0 | 0.00% | |
| transferencia al fondo del café | 242,842 | (4,278) | 238,564 | 36,250 | 198,616 | 0 | 39,948 | 16.75% | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Total de Gastos | 2,923,212 | 0 | 2,923,212 | 262,549 | 2,405,680 | 417,056 | 100,476 | 3.44% | |

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

Resource 5218

| CATEGORY | Budget | Adjustment | Revised Budget | Current | Expended/Received | | | Balance | % |
|--|--------|------------|----------------|---------|-------------------|------------|-------|---------|---|
| | | | | | Year-to-date | Encumbered | | | |
| Revenues | | | | | | | | | |
| All Other Federal | 25,983 | 0 | 25,983 | 0 | 23,129 | 0 | 2,854 | 10.98% | |
| Total Revenues | 25,983 | 0 | 25,983 | 0 | 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 | (4,886) | 1,196 | 0 | 1,052 | 0 | 144 | 12.03% | |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 4,057 | (3,709) | 348 | 0 | 347 | 0 | 1 | 0.32% | |
| <i>Site Supplies</i> | 2,025 | (1,177) | 848 | 0 | 705 | 0 | 143 | 16.84% | |
| Travel & Conference | 10,568 | 3,462 | 14,030 | 0 | 13,798 | 0 | 232 | 1.65% | |
| Contracted Services | 7,175 | 1,424 | 8,599 | 268 | 6,625 | 0 | 1,974 | 22.95% | |
| Indirect Costs | 2,158 | 0 | 2,158 | 24 | 1,946 | 0 | 212 | 9.84% | |
| | | | 0 | | | | | | |
| Total Expenditures | 25,983 | 0 | 25,983 | 292 | 23,422 | 0 | 2,561 | 9.86% | |

**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 | 0 | 23,129 | 0 | 2,854 | 10.98% |
| Total de Ingresos | | 25,983 | 0 | 25,983 | 0 | 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 | (4,886) | 1,196 | 0 | 1,052 | 0 | 144 | 12.03% |
| <i>Artículos para las actividades de los padres y comida para las juntas</i> | | 4,057 | (3,709) | 348 | 0 | 347 | 0 | 1 | 0.32% |
| <i>Artículos de oficina para el centro</i> | | 2,025 | (1,177) | 848 | 0 | 705 | 0 | 143 | 16.84% |
| Viaje y Conferencia | | 10,568 | 3,462 | 14,030 | 0 | 13,798 | 0 | 232 | 1.65% |
| Servicios Contratados | | 7,175 | 1,424 | 8,599 | 268 | 6,625 | 0 | 1,974 | 22.95% |
| Gastos Indirectos | | 2,158 | 0 | 2,158 | 24 | 1,946 | 0 | 212 | 9.84% |
| Total de Gastos | | 25,983 | 0 | 25,983 | 292 | 23,422 | 0 | 2,561 | 9.86% |

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

| MANAGER | VISA |
|------------------------------------|-----------------------|
| Gail Nadal | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 622.50 |
| TOTAL | \$ 622.50 |
| Genet Telahun | |
| Travel/Conference | \$ - |
| Center Supplies | \$ - |
| TOTAL | \$ - |
| Amee Dowkes | |
| Travel/Conference | \$ - |
| Center Supplies | \$ - |
| TOTAL | \$ - |
| Gustavo Melgoza | |
| Travel/Conference | \$ - |
| Center Supplies | \$ (472.75) |
| TOTAL | \$ (472.75) |
| Connie Luna | |
| Travel/Conference | \$ - |
| Center Supplies | \$ - |
| TOTAL | \$ - |
| Nicole Castrejon | |
| Travel/Conference | \$ - |
| Center Supplies | \$ - |
| TOTAL | \$ - |
| VISA Grand Total | \$ 149.75 **** |
| Nugget/Food4Less | \$ - |
| InterState Oil | \$ - |
| Wal Mart | \$ - |
| TOTAL MONTHLY EXPENDITURES: | \$ 149.75 |

**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 | \$ - |
| Artículos para el centro | \$ 622.50 |
| | <u>\$ 622.50</u> |
| Genet Telahun | |
| Viaje/Conferencia | \$ - |
| Artículos para el centro | \$ - |
| Total | <u>\$ -</u> |
| Amee Dowkes | |
| Viaje/Conferencia | \$ - |
| Artículos para el centro | \$ - |
| Total | <u>\$ -</u> |
| Gustavo Melgoza | |
| Viaje/Conferencia | \$ - |
| Artículos para oficina | \$ (472.75) |
| Total | <u>\$ (472.75)</u> |
| Connie Luna | |
| Viaje/conferencia | \$ - |
| Articulos para oficina | \$ - |
| Total | <u>\$ -</u> |
| Nicole Castrejon | |
| Viaje/conferencia | \$ - |
| Articulos para oficina | \$ - |
| Total | <u>\$ -</u> |
| VISA Grand Total | \$ 149.75 |
| NUGGET/FOOD 4 LESS | \$ - |
| INTERSTATE OIL | \$ - |
| Wal Mart | \$ - |
| Total de Gastos Mensuales: | \$ 149.75 *** |

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

**Headstart / Early Head Start
2019/2020 Fiscal Year
Administrative Percentage Calculation
May 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 | \$ 19,477.43 | \$ 256.03 |

Step 2: Calculate maximum administrative expenses allowed for 15%

| | | |
|------------------------------------|----------------------|-------------------|
| Federal Share | \$ 367,443.05 | All Grants |
| Required 20 percent NFS | \$ 91,860.76 | Non Federal Share |
| Total Approved Costs | <u>\$ 459,303.81</u> | |
| 15% Administrative Cost Limitation | <u>\$ 68,895.57</u> | |

Step 3: Identify total administrative expenses

| | | |
|---------------------|---------------------|---------------------------------|
| Dual Facility Costs | \$ 256.03 | Per Above Calculation in step 1 |
| School Admin | \$ 20,905.50 | Staff charged to Administration |
| General Admin | \$ 29,500.82 | Indirect |
| Total | <u>\$ 50,662.35</u> | |

| | |
|------------------------------------|----------------------|
| Grant Expenditures | \$ 316,532.38 |
| Less Capital Outlay | \$ - |
| = Expenditures subject to indirect | <u>\$ 316,532.38</u> |

| | |
|-------------------------------|---------------------|
| Currently Charged Admin Costs | \$ 50,662.35 |
| In-Kind Indirect | \$ - |
| In - Kind Administrative | \$ - |
| Administrative Total | <u>\$ 50,662.35</u> |

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 11%

| 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 | \$ 122,124.18 | \$ | 1,373,233.49 |
| Benefits/Beneficios | \$ 51,410.69 | \$ | 514,199.36 |
| Supplies/Provisiones | \$ 57,284.90 | \$ | 123,046.02 |
| <i>Parent Activities/Actividades de los padres</i> | \$ - | \$ | 346.89 |
| Site Supplies/Articulos de oficina para el centro | \$ 57,284.90 | \$ | 122,699.13 |
| Contracted Services/Servicios Contratados | \$ 31,367.35 | \$ | 229,609.11 |
| Operations/Gastos de Operacion | \$ 17,124.02 | \$ | 246,288.62 |
| Building/Land Improvements | \$ 50,923.29 | \$ | 50,923.29 |
| Indirect Costs/Castos Indirectos | \$ 22,411.46 | \$ | 221,027.32 |
| Cafeteria Fund/transerencia al fondo del café | \$ - | \$ | - |
| Total Expenditures/Total de Gastos | \$ 352,645.89 | \$ | 2,758,327.21 |

| 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 | \$ 48,725.44 | \$ | 587,233.44 |
| Benefits/Beneficios | \$ 18,688.49 | \$ | 219,018.84 |
| Supplies/Provisiones | \$ 14,152.28 | \$ | 34,014.53 |
| <i>Parent Activities/Actividades de los padres</i> | \$ 520.57 | \$ | 2,461.25 |
| Site Supplies/Articulos de oficina para el centro | \$ 13,631.71 | \$ | 31,553.28 |
| Contracted Services/Servicios Contratados | \$ 688.02 | \$ | 38,856.62 |
| Operations/Gastos de Operacion | \$ 5,096.31 | \$ | 78,336.39 |
| Building/Land Improvements | | | |
| Indirect Costs/Castos Indirectos | \$ 7,096.32 | \$ | 85,527.44 |
| Cafeteria Fund/transerencia al fondo del café | \$ 25,469.28 | \$ | 25,469.28 |
| Total Expenditures/Total de Gastos | \$ 119,916.14 | \$ | 1,068,456.54 |

| 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 | \$ 1,877.70 | \$ | 2,919.22 |
| <i>Parent Activities/Actividades de los padres</i> | \$ - | \$ | - |
| Site Supplies/Articulos de oficina para el centro | \$ - | \$ | 2,919.22 |
| Contracted Services/Servicios Contratados | \$ - | \$ | 5,617.15 |
| Operations/Gastos de Operacion | \$ 3,800.00 | \$ | 15,865.60 |
| Indirect Costs/Castos Indirectos | \$ 344.28 | \$ | 2,040.70 |
| Total Expenditures/Total de Gastos | \$ 6,021.98 | \$ | 26,442.67 |

| 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 | \$ - | \$ | 6,625.35 |
| Operations/Gastos de Operacion | \$ - | \$ | 13,798.45 |
| Indirect Costs/Castos Indirectos | \$ - | \$ | 1,945.71 |
| Total Expenditures/Total de Gastos | \$ - | \$ | 23,421.59 |

| | Number of Meals/Snacks Served | Federal Reimbursement Amount | State Reimbursement Amount | Credit Cards | |
|----------------------------|-------------------------------|------------------------------|----------------------------|---------------------------|---------------------|
| | | | | Monthly Expense | |
| Breakfast | 0 | 0.00 | \$ - | Visa | \$ 14,723.76 |
| AM Snacks | | \$ - | \$ - | Wal-Mart | \$ - |
| Lunch | 0 | \$ - | \$ - | Nugget/Food 4 Less | \$ - |
| PM Snacks | 0 | \$ - | \$ - | Interstate Oil | \$ - |
| Total Reimbursement | | \$ - | \$ - | Total Credit Cards | \$ 14,723.76 |

| Calculation of In-Kind Contributions | | | Administrative Percent Calculation | |
|--|-------------------------------|----------------------|------------------------------------|-----|
| | Dollars Expended Year-To-Date | In-Kind Required | | |
| Head Start: | \$ 2,758,327.21 | \$ 689,581.80 | Maximum Percent Allowed | 15% |
| HS T & TA | \$ 26,442.67 | \$ 6,610.67 | Calculated Percent for the Month | 8% |
| Early HS | \$ 1,068,456.54 | \$ 267,114.14 | Annual Percentage | 11% |
| EHS T & TA | \$ 23,421.59 | \$ 5,855.40 | | |
| Total | \$ 3,876,648.01 | \$ 969,162.00 | | |
| | Amount Required: | \$ 969,162.00 | | |
| | Actual In-Kind: | \$ 1,273,957.75 | | |
| | *Surplus/(Deficit): | \$ 304,795.75 | | |
| If deficit: will be returned to Federal Government from unrestricted dollars | | | | |

**Executive Summary
2019/2020 Fiscal Year
June 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 | \$ 352,646 | \$ 2,758,327 | \$ 136,350 | \$ 28,535 | 94.36% | 4.66% | 0.98% |
| Early Head Start | \$ 1,115,238 | \$ 119,916 | \$ 1,068,457 | \$ 24,050 | \$ 22,732 | 95.81% | 2.16% | 2.04% |
| Head Start T&TA | \$ 34,554 | \$ 6,022 | \$ 26,443 | \$ 6,406 | \$ 1,706 | 76.53% | 18.54% | 4.94% |
| Early Head Start T&TA | \$ 25,983 | \$ - | \$ 23,422 | \$ - | \$ 2,561 | 90.14% | 0.00% | 9.86% |
| Total Grant | \$ 4,098,987 | \$ 478,584 | \$ 3,876,648 | \$ 166,806 | \$ 55,533 | 94.58% | 4.07% | 1.35% |

| Credit Cards | Monthly Expense |
|----------------------------------|------------------------|
| Visa | \$ 14,723.76 |
| Wal-Mart | \$ - |
| Nugget/Food 4 Less | \$ - |
| Interstate Oil | \$ - |
| Total Credit Card Expense | \$ 14,723.76 |

| Administrative Percent Calculation | |
|---|-----|
| Maximum allowed Administrative Percent: | 15% |
| Calculated Percentage for the Month: | 8% |
| Annual Percentage | 11% |

| Calculation of In-Kind Contributions | | |
|---|-------------------------|-------------------------|
| | Dollars Expended | |
| | Year-To-Date | In-Kind Required |
| Head Start: | \$ 2,758,327.21 | \$ 689,581.80 |
| Head Start T & TA: | \$ 26,442.67 | \$ 6,610.67 |
| Early Head Start: | \$ 1,068,456.54 | \$ 267,114.14 |
| Early Head Start T & TA: | \$ 23,421.59 | \$ 5,855.40 |
| Total | \$ 3,876,648.01 | \$ 969,162.00 |
| | Amount Required: | \$ 969,162.00 |
| | Actual In-Kind: | \$ 1,273,957.75 |
| | *Surplus/(Deficit): | \$ 304,795.75 |

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
June**

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 | 286,982 | 1,055,008 | 0 | 60,230 | 5.40% |
| Prior Year | 0 | 0 | 0 | 0 | 0 | | 0 | #DIV/0! |
| COLA | 0 | | 0 | | 0 | | 0 | |
| Total Revenues | 1,115,238 | 0 | 1,115,238 | 286,982 | 1,055,008 | 0 | 60,230 | 5.40% |
| Expenditures | | | | | | | | |
| Salaries | 593,088 | (6,322) | 586,766 | 48,725 | 587,233 | 0 | (467) | -0.08% |
| Benefits | 267,938 | (40,501) | 227,437 | 18,688 | 219,019 | 0 | 8,418 | 3.70% |
| Supplies | 33,226 | 23,755 | 56,981 | 14,152 | 34,015 | 23,393 | (426) | -0.75% |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 0 | 0 | 2,850 | 521 | 2,461 | 346 | 43 | 1.50% |
| <i>Site Supplies</i> | 33,226 | 20,905 | 54,131 | 13,632 | 31,553 | 23,047 | (469) | -0.87% |
| Travel & Conference | 9,682 | 2,531 | 12,213 | (1,119) | 10,890 | 0 | 1,323 | 10.83% |
| 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 | 0 | 23 | 46.26% |
| Rentals, Leases, Repairs & Noncapitalized Improvements | 725 | 163 | 888 | 0 | 887 | 0 | 1 | 0.11% |
| Direct Costs for Transfer of Services | 62,852 | (1,178) | 61,674 | 6,136 | 61,650 | | 24 | 0.04% |
| Professional/Contracted Services & Operating Expenditures | 50,151 | (1,923) | 48,228 | 688 | 38,857 | 657 | 8,714 | 18.07% |
| Intergovernmental Fees | 76 | 1,000 | 1,076 | 80 | 958 | 0 | 118 | 10.95% |
| Indirect Costs | 92,647 | (2,116) | 90,531 | 7,096 | 85,527 | | 5,004 | 5.53% |
| Equipment | 0 | 25,469 | 25,469 | 25,469 | 25,469 | 0 | (0) | |
| | | 0 | 0 | | | | | |
| Total Expenditures | 1,115,238 | 0 | 1,115,238 | 119,916 | 1,068,457 | 24,050 | 22,732 | 2.04% |

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

| Recurso 5212 | | | | | Gastado/Recibido | | | | |
|--|-------------|----------|----------------------|---------|-------------------|--------------|---------|---------|---|
| | Presupuesto | Ajustes | Presupuesto Revisado | Actual | Lo que va del año | Sobrecargado | Balance | % | % |
| CATEGORÍA | | | | | | | | | |
| Ingresos: | | | | | | | | | |
| Todos los otros Federales | 1,115,238 | 0 | 1,115,238 | 286,982 | 1,055,008 | 0 | 60,230 | 5.40% | |
| | 0 | | 0 | | | | 0 | #DIV/0! | |
| | 0 | | 0 | | 0 | | 0 | | |
| Total de Ingresos | 1,115,238 | 0 | 1,115,238 | 286,982 | 1,055,008 | 0 | 60,230 | 5.40% | |
| Gastos: | | | | | | | | | |
| Salarios | 593,088 | (6,322) | 586,766 | 48,725 | 587,233 | 0 | (467) | -0.08% | |
| Beneficios | 267,938 | (40,501) | 227,437 | 18,688 | 219,019 | 0 | 8,418 | 3.70% | |
| Provisiones | 33,226 | 23,755 | 56,981 | 14,152 | 34,015 | 23,393 | (426) | -0.75% | |
| <i>Artículos para las actividades de los padres y comida para las juntas</i> | 0 | 2,850 | 2,850 | 521 | 2,461 | 346 | 43 | 1.50% | |
| <i>Artículos de oficina para el centro</i> | 33,226 | 20,905 | 54,131 | 13,632 | 31,553 | 23,047 | (469) | -0.87% | |
| Viaje y Conferencia | 9,682 | 2,531 | 12,213 | (1,119) | 10,890 | 0 | 1,323 | 10.83% | |
| 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% | |
| Operations and Housekeeping | 0 | 50 | 50 | 0 | 27 | 0 | 23 | 46.26% | |
| Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas | 725 | 163 | 888 | 0 | 887 | 0 | 1 | 0.11% | |
| Costos Directos para Transferencias de Servicios | 62,852 | (1,178) | 61,674 | 6,136 | 61,650 | 0 | 24 | 0.04% | |
| Servicios Profesionales/Contratados y Gastos de | 50,151 | (1,923) | 48,228 | 688 | 38,857 | 657 | 8,714 | 18.07% | |
| Cuotas Intergubernamentales | 76 | 1,000 | 1,076 | 80 | 958 | 0 | 118 | 10.95% | |
| Gastos Indirectos | 92,647 | (2,116) | 90,531 | 7,096 | 85,527 | 0 | 5,004 | 5.53% | |
| Equipment | | 25,469 | 25,469 | 25,469 | 25,469 | 0 | (0) | 0.00% | |
| Total de Gastos | 1,115,238 | 0 | 1,115,238 | 119,916 | 1,068,457 | 24,050 | 22,732 | 2.04% | |

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

Resource 5208

| CATEGORY | Budget | Adjustment | Revised Budget | Current | Expended/Received | | | % |
|--|--------|------------|----------------|---------|-------------------|------------|---------|---------|
| | | | | | Year-to-date | Encumbered | Balance | |
| Revenues | | | | | | | | |
| All Other Federal | 34,554 | 0 | 34,554 | 4,242 | 24,565 | 0 | 9,989 | 28.91% |
| COLA | 0 | | 0 | | | | 0 | |
| Total Revenues | 34,554 | 0 | 34,554 | 4,242 | 24,565 | 0 | 9,989 | 28.91% |
| Expenditures | | | | | | | | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Supplies | 6,483 | 2,896 | 9,379 | 1,878 | 2,919 | 6,406 | 54 | 0.58% |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 1,400 | (1,400) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| <i>Site Supplies</i> | 5,083 | 4,296 | 9,379 | 0 | 2,919 | 6,406 | 54 | 0.58% |
| Travel & Conference | 10,181 | 5,691 | 15,872 | 3,800 | 15,866 | 0 | 6 | 0.04% |
| Contracted Services | 15,019 | (8,587) | 6,432 | 0 | 5,617 | 0 | 815 | 12.67% |
| Indirect Costs | 2,871 | 0 | 2,871 | 344 | 2,041 | 0 | 830 | 28.92% |
| Total Expenditures | 34,554 | 0 | 34,554 | 6,022 | 26,443 | 6,406 | 1,706 | 4.94% |

**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 | 24,565 | 0 | 9,989 | 28.91% |
| | COLA | 0 | | 0 | | | | 0 | |
| | Total de Ingresos | 34,554 | 0 | 34,554 | 0 | 24,565 | 0 | 9,989 | 28.91% |
| Gastos: | | | | | | | | | |
| | Salarios | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Beneficios | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Provisiones | 6,483 | 2,896 | 9,379 | 1,878 | 2,919 | 6,406 | 54 | 0.58% |
| | <i>Artículos para las actividades de los padres y comida para las juntas</i> | 1,400 | (1,400) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| | <i>Artículos de oficina para el centro</i> | 5,083 | 4,296 | 9,379 | 0 | 2,919 | 6,406 | 54 | 0.58% |
| | Viaje y Conferencia | 10,181 | 5,691 | 15,872 | 3,800 | 15,866 | 0 | 6 | |
| | Servicios Contratados | 15,019 | (8,587) | 6,432 | 0 | 5,617 | 0 | 815 | 12.67% |
| | Gastos Indirectos | 2,871 | 0 | 2,871 | 344 | 2,041 | 0 | 830 | 0.00% |
| | Total de Gastos | 34,554 | 0 | 34,554 | 6,022 | 26,443 | 6,406 | 1,706 | 4.94% |

**HEAD START
2019/2020 BUDGET
June**

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 | 757,060 | 2,711,546 | | 211,666 | 7.24% |
| Prior Year | 0 | 0 | 0 | 0 | 0 | | 0 | 0.00% |
| COLA | 0 | | 0 | 0 | 0 | | 0 | 0.00% |
| Total Revenues | 2,923,212 | 0 | 2,923,212 | 757,060 | 2,711,546 | 0 | 211,666 | 7.24% |
| Expenditures: | | | | | | | | |
| Salaries | 1,501,917 | (134,560) | 1,367,357 | 122,124 | 1,373,233 | 0 | (5,876) | -0.43% |
| Benefits | 731,045 | (198,547) | 532,498 | 51,411 | 514,199 | 0 | 18,299 | 3.44% |
| Supplies | 50,565 | 203,149 | 253,714 | 57,285 | 123,046 | 132,478 | (1,810) | -0.71% |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 7,696 | (7,348) | 348 | 0 | 347 | 0 | 1 | 0.32% |
| <i>Site Supplies</i> | 42,869 | 210,497 | 253,366 | 57,285 | 122,699 | 132,478 | (1,811) | -0.71% |
| Travel & Conference | 18,091 | 3,309 | 21,400 | (4,073) | 21,763 | 0 | (363) | -1.70% |
| 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 | (208) | 372 | 0 | 326 | 10 | 36 | 9.73% |
| Rentals, Leases, Repairs & Noncapitalized Improvements | 5,997 | (1,163) | 4,834 | 138 | 4,232 | 138 | 464 | 9.61% |
| Direct Costs for Transfer of Services | 210,541 | (2,153) | 208,388 | 21,059 | 208,196 | | 192 | 0.09% |
| Professional/Contracted Services & Operating Expenditures | 141,835 | 91,505 | 233,340 | 31,367 | 229,609 | 3,724 | 7 | 0.00% |
| Intergovernmental Fees | 4,847 | (4,847) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Equipment | 0 | 50,923 | 50,923 | 50,923 | 50,923 | 0 | (0) | 0.00% |
| Indirect Costs | 242,842 | (4,229) | 238,613 | 22,411 | 221,027 | | 17,586 | 7.37% |
| Tsfer to Cafe Fund | 0 | 0 | 0 | 0 | 0 | | 0 | #DIV/0! |
| Total Expenditures | 2,923,212 | 0 | 2,923,212 | 352,646 | 2,758,327 | 136,350 | 28,535 | 0.98% |

**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 | 2,711,546 | | 211,666 | 7.24% |
| | | 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 | 2,711,546 | 0 | 211,666 | |
| Gastos: | | | | | | | | | |
| | Salarios | 1,501,917 | (134,560) | 1,367,357 | 122,124 | 1,373,233 | 0 | (5,876) | -0.43% |
| | Beneficios | 731,045 | (198,547) | 532,498 | 51,411 | 514,199 | 0 | 18,299 | 3.44% |
| | Provisiones | 50,565 | 203,149 | 253,714 | 57,285 | 123,046 | 132,478 | (1,810) | -0.71% |
| | <i>Artículos para las actividades de los padres y comida para las juntas</i> | 7,696 | (7,348) | 348 | 0 | 347 | 0 | 1 | 0.00% |
| | <i>Artículos de oficina para el centro</i> | 42,869 | 210,497 | 253,366 | 57,285 | 122,699 | 132,478 | (1,811) | -0.71% |
| | Viaje y Conferencia | 18,091 | 3,309 | 21,400 | (4,073) | 21,763 | 0 | (363) | -1.70% |
| | 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 | (208) | 372 | 0 | 326 | 10 | 36 | 9.73% |
| | Rentas, Arrendamientos, Reparaciones y Mejoras No Capitalizadas | 5,997 | (1,163) | 4,834 | 0 | 138 | 138 | 464 | 9.61% |
| | Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación | 210,541 | (2,153) | 208,388 | 21,059 | 208,196 | 0 | 192 | 0.09% |
| | Cuotas Intergubernamentales | 141,835 | 91,505 | 233,340 | 31,367 | 229,609 | 3,724 | 7 | 0.00% |
| | Mejoras a los Terrenos | 4,847 | (4,847) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| | Gastos Indirectos | 0 | 50,923 | 50,923 | 50,923 | 50,923 | 0 | (0) | 0.00% |
| | transferencia al fondo del café | 242,842 | (4,229) | 238,613 | 22,411 | 221,027 | 0 | 17,586 | 7.37% |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| | | | 0 | 0 | | | | | |
| | Total de Gastos | 2,923,212 | 0 | 2,923,212 | 352,646 | 2,758,327 | 136,350 | 28,535 | 0.98% |

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

Resource 5218

| CATEGORY | Budget | Adjustment | Revised Budget | Current | Expended/Received | | | Balance | % |
|--|--------|------------|----------------|---------|-------------------|------------|-------|---------|---|
| | | | | | Year-to-date | Encumbered | | | |
| Revenues | | | | | | | | | |
| All Other Federal | 25,983 | 0 | 25,983 | 292 | 23,422 | 0 | 2,561 | 9.86% | |
| Total Revenues | 25,983 | 0 | 25,983 | 292 | 23,422 | 0 | 2,561 | 9.86% | |
| Expenditures | | | | | | | | | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Supplies | 6,082 | (4,886) | 1,196 | 0 | 1,052 | 0 | 144 | 12.03% | |
| <i>Parent Activity Supplies & Food for Parent Meetings</i> | 4,057 | (3,709) | 348 | 0 | 347 | 0 | 1 | 0.32% | |
| <i>Site Supplies</i> | 2,025 | (1,177) | 848 | 0 | 705 | 0 | 143 | 16.84% | |
| Travel & Conference | 10,568 | 3,462 | 14,030 | 0 | 13,798 | 0 | 232 | 1.65% | |
| Contracted Services | 7,175 | 1,424 | 8,599 | 0 | 6,625 | 0 | 1,974 | 22.95% | |
| Indirect Costs | 2,158 | 0 | 2,158 | 0 | 1,946 | 0 | 212 | 9.84% | |
| | | | 0 | | | | | | |
| Total Expenditures | 25,983 | 0 | 25,983 | 0 | 23,422 | 0 | 2,561 | 9.86% | |

**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 | 292 | 23,422 | 0 | 2,561 | 9.86% |
| Total de Ingresos | | 25,983 | 0 | 25,983 | 292 | 23,422 | 0 | 2,561 | |
| Gastos: | | | | | | | | | |
| Salarios | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Beneficios | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Provisiones | | 6,082 | (4,886) | 1,196 | 0 | 1,052 | 0 | 144 | 12.03% |
| <i>Artículos para las actividades de los padres y comida para las juntas</i> | | 4,057 | (3,709) | 348 | 0 | 347 | 0 | 1 | 0.32% |
| <i>Artículos de oficina para el centro</i> | | 2,025 | (1,177) | 848 | 0 | 705 | 0 | 143 | 16.84% |
| Viaje y Conferencia | | 10,568 | 3,462 | 14,030 | 0 | 13,798 | 0 | 232 | 1.65% |
| Servicios Contratados | | 7,175 | 1,424 | 8,599 | 0 | 6,625 | 0 | 1,974 | 22.95% |
| Gastos Indirectos | | 2,158 | 0 | 2,158 | 0 | 1,946 | 0 | 212 | 9.84% |
| Total de Gastos | | 25,983 | 0 | 25,983 | 0 | 23,422 | 0 | 2,561 | 9.86% |

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

| MANAGER | VISA |
|------------------------------------|--------------------------|
| Gail Nadal | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 8,533.97 |
| TOTAL | \$ 8,533.97 |
| Genet Telahun | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 558.36 |
| TOTAL | \$ 558.36 |
| Amee Dowkes | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 2,069.00 |
| TOTAL | \$ 2,069.00 |
| Gustavo Melgoza | |
| Travel/Conference | \$ - |
| Center Supplies | \$ - |
| TOTAL | \$ - |
| Connie Luna | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 1,097.08 |
| TOTAL | \$ 1,097.08 |
| Nicole Castrejon | |
| Travel/Conference | \$ - |
| Center Supplies | \$ 2,465.35 |
| | \$ 2,465.35 |
| VISA Grand Total | \$ 14,723.76 **** |
| Nugget/Food4Less | \$ - |
| InterState Oil | \$ - |
| Wal Mart | \$ - |
| TOTAL MONTHLY EXPENDITURES: | \$ 14,723.76 |

**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 | \$ - |
| Artículos para el centro | \$ 8,533.97 |
| | <u>\$ 8,533.97</u> |
| Genet Telahun | |
| Viaje/Conferencia | \$ - |
| Artículos para el centro | \$ 558.36 |
| Total | <u>\$ 558.36</u> |
| Amee Dowkes | |
| Viaje/Conferencia | \$ - |
| Artículos para el centro | \$ 2,069.00 |
| Total | <u>\$ 2,069.00</u> |
| Gustavo Melgoza | |
| Viaje/Conferencia | \$ - |
| Artículos para oficina | \$ - |
| Total | <u>\$ -</u> |
| Connie Luna | |
| Viaje/conferencia | \$ - |
| Articulos para oficina | \$ 1,097.08 |
| Total | <u>\$ 1,097.08</u> |
| Nicole Castrejon | |
| Viaje/conferencia | \$ - |
| Articulos para oficina | \$ 2,465.35 |
| Total | <u>\$ 2,465.35</u> |
| VISA Grand Total | \$ 14,723.76 |
| NUGGET/FOOD 4 LESS | \$ - |
| INTERSTATE OIL | \$ - |
| Wal Mart | \$ - |

Total de Gastos Mensuales: \$ 14,723.76 ***

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

**Headstart / Early Head Start
2019/2020 Fiscal Year
Administrative Percentage Calculation
June 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 | \$ 26,758.30 | \$ 351.74 |

Step 2: Calculate maximum administrative expenses allowed for 15%

| | | |
|------------------------------------|----------------------|-------------------|
| Federal Share | \$ 478,584.01 | All Grants |
| Required 20 percent NFS | \$ 119,646.00 | Non Federal Share |
| Total Approved Costs | <u>\$ 598,230.01</u> | |
| 15% Administrative Cost Limitation | <u>\$ 89,734.50</u> | |

Step 3: Identify total administrative expenses

| | | |
|---------------------|---------------------|---------------------------------|
| Dual Facility Costs | \$ 351.74 | Per Above Calculation in step 1 |
| School Admin | \$ 18,921.97 | Staff charged to Administration |
| General Admin | \$ 27,582.24 | Indirect |
| Total | <u>\$ 46,855.95</u> | |

| | |
|------------------------------------|----------------------|
| Grant Expenditures | \$ 372,339.38 |
| Less Capital Outlay | \$ 76,392.57 |
| = Expenditures subject to indirect | <u>\$ 295,946.81</u> |

| | |
|-------------------------------|---------------------|
| Currently Charged Admin Costs | \$ 46,855.95 |
| In-Kind Indirect | \$ - |
| In - Kind Administrative | \$ - |
| Administrative Total | <u>\$ 46,855.95</u> |

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 8%

Calculation of Administrative Salaries

| | | |
|----|------------------|--|
| \$ | 10,676.78 | Per Budget Report Object code 1xxx |
| \$ | 6,115.52 | Per Budget Report Object code 2xxx |
| \$ | 6,036.04 | Per Budget Report Object code 3xxx |
| \$ | <u>22,828.34</u> | Total Salary Costs Charged to Admin |
| \$ | 22,828.34 | Per Employer Paid Benefit History Report |
| \$ | <u>-</u> | |
| \$ | <u>22,828.34</u> | |

| | | |
|----|---|--|
| | Salary Costs that should be Program Support | |
| \$ | 23,300.30 | Total 1-6xxx admin costs from Budget Report |
| \$ | 2,333.35 | Less 50% - Vanessa Lopez Program Support |
| \$ | - | Less 50% Kathleen Glassman - Program Support |
| \$ | - | Less 50% Cesar Silva - Program Support |
| \$ | - | Less 50% Lizette Castillo - Program Support |
| \$ | - | Less 50% Sue Lomax - Program Support |
| \$ | 2,044.98 | Less 50% Maria Cardenas - Program Support |
| \$ | - | Less 50% Anjelica Lara - Program Support |
| \$ | - | |
| \$ | 18,921.97 | Total Administrative Costs |

**HEAD START/EARLY HEAD START
2019/2020 FISCAL YEAR
CALCULATION OF IN-KIND CONTRIBUTIONS**

| Month | Year | Location | | | | | | | | | | Grand |
|-----------|------|------------------------|--------------|-------------|-------------|-------------|-------------|--------------------|--------------------|-------------|-------------|------------------------|
| | | Other | Alyce Norman | Itinerant | Esparto | Lemen | Charter | Lincoln/Plainfield | Valley Oak/Winters | Sci - Tech | Total | |
| July | 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 | \$ 401,083.71 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 401,083.71 |
| | | \$ 1,273,957.75 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,273,957.75 |

Total Contribution Due based on actual dollars claimed:

| | Dollars Expended as of June 30, 2020 | In-Kind Required |
|--------------------------|--------------------------------------|-------------------|
| Head Start: | 2,758,327.21 | 689,581.80 |
| Head Start T & TA: | 26,442.67 | 6,610.67 |
| Early Head Start: | 1,068,456.54 | 267,114.14 |
| Early Head Start T & TA: | 23,421.59 | 5,855.40 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total: | 3,876,648.01 | 969,162.00 |

Amount Required: 969,162.00
Actual In-Kind: 1,273,957.75

*Surplus/(Deficit): 304,795.75

Surplus(Deficit): 304,795.75

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

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
June 26, 2020 from 10:00 a.m. to 11:00 a.m.
1280 Santa Anita Court Suite 140 Woodland, CA 95776**

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

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 Approval – June 26, 2020 Agenda

3.2 Approval – May 18, 2020 Minutes

Action

4.0 Public Comment:

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

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

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

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

Possible Action

6.0 Open Session:

6.1 Old Business:

6.2 New Business:

6.2.1 Planning for the New School Year Recruitment – Gail Nadal

7.0 Financial Report- Debra Hinely

8.0 Confirmation Next Meeting Date

Regular Meeting- Friday, July 24, 2020 at 10:00 a.m. – 11:00 a.m.

This will be a virtual meeting via Zoom

Action

9.0 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]**

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
July 31, 2020 from 10:00 a.m. to 11:00 a.m.
1280 Santa Anita Court Suite 140 Woodland, CA 95776**

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

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 Approval – June 26, 2020 Agenda

3.2 Approval – July 31, 2020 Agenda

3.3 Approval – May 18, 2020 Minutes

3.4 Approval – June 26, 2020 Minutes

Action

4.0 Public Comment:

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

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

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

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

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

**Discussion &
Possible Action**

5.0 Adjourn to Closed Session:

5.1 Employment of New Hires – Margie Valenzuela

5.2 Employment of Substitutes – Margie Valenzuela

5.3 Employment of Various Service Providers – Margie Valenzuela

Possible Action

6.0 Open Session:

6.1 Old Business:

6.2 New Business:

6.2.1 New School Plan 2020-2021

6.2.2 Family Engagement

6.2.3 Ensuring Strong Connections

7.0 Financial Report- *Debra Hinely*

8.0 Confirmation Next Meeting Date

Regular Meeting- Friday, August 28, 2020 at 10:00 a.m. – 11:00 a.m.

This will be a virtual meeting via Zoom

Action

9.0 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]**



**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
May 18, 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:

Carla Ortiz
Rizwana Shaik
Annalisa Vasquez
Nancy Mack
Ines Vasquez

YCOE Staff:

Gail Nadal, ECE Director
Maria Cardenas, Administration Secretary
Vanessa Lopez, HS/EHS Secretary
Nicole Castrejon, Family Support Service Manager
Kim Magallanes, Sr. Bus. Svcs. Tech.
Garth Lewis, Superintendent
Margie Valenzuela, Executive Director Human Resources
Carolynne Beno, Ed. D. Associate Superintendent

YCOE Administration:

Debra Hinely, Internal Business Director

Community Members Present:

None

AFSCME Council 57:

None

1. **Call to Order:** 10:04 a.m.

2. **Introductions/Recognition of Visitors**

3. **Consent Agenda:**

| | | |
|--|-----------------------|--------------------------|
| 3.1 Approval of May 18, 2020 Agenda | M1: Nancy Mack | M2: Rizwana Shaik |
| 3.2 Approval of April 24, 2020 Agenda | M1: Nancy Mack | M2: Ines Vasquez |
| 3.3 Approval of March 27, 2020 Minutes | M1: Nancy Mack | M2: Rizwana Shaik |
| 3.4 Approval of April 24, 2020 Minutes | M1: Nancy Mack | M2: Rizwana Shaik |

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

5. **Adjourned to Close Session:**

- 5.1 **Employment of New Hires – Margie Valenzuela**
M1: Nancy Mack M2: Annalisa Vasquez
- 5.2 **Employment of Substitutes – Margie Valenzuela - None**
- 5.3 **Employment of Various Service Providers – Margie Valenzuela - None**

6. **Open Session:**

6.1 **Old Business: NONE**

6.2 New Business:

6.2.1 Approval – Purchase of 3 vehicles – Debra Hinely
M1: Nancy Mack M2: Annalisa Vasquez

6.2.2 Recruitment and Enrollment – Nicole Castrejon

Due to the COVID-19 virus, at this time staff cannot go out and recruit door to door or by doing events. New strategies are being set up. There will be a flyer being posted on social media Facebook page and where it is permitted around the town. We will be using Geo-fencing is a location based service that businesses use to engage their audience by sending relevant messages to smartphone users who enter a pre-defined location. This will help our add pop-up when you are in the area. The way applications are being filled out are by phone, email or/and by person.

6.2.3 COVID-19 – Gail Nadal

Head Start has come up with a Mental Health Plan for children, parents and staff to have information for when children come back to school.

6.2.4 COLA – Gail Nadal

Yolo County Office of Education Head Start/Early Head Start has received an increase of 2% of the current pay scale for the Head Start/Early Head Start employees and includes unfilled vacancies.

6.2.5 Quality Improvement – Gail Nadal

The purpose of the funding will go to hire a Mental Health Services Manager to implement a trauma informed approach to ensure support and related intervention services for children, families and staff.

7.0 Financial Report- Debra Hinely

Debra went over Financial Report for the month of April 2020.

8.0 Confirm Next Meeting Date –

*Regular Meeting will be Friday June 26, 2020 at 10:00 a.m. -12:00 p.m.

This meeting will be 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 at the Santa Anita Offices located at 1280 Santa Anita Court Conference Center Woodland CA 95776

9.0 Motion for Adjournment – The meeting adjourned at 10:43 am

M1: Nancy Mack M2: Rizwana Shaik

Roll Call: Members participating were Carla Ortiz, Ines Vasquez, Annalisa Vasquez, Rizwana Shaik, and Nancy Mack.



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

June 26, 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:

Carla Ortiz
Ines Vasquez
Yolizma Flores - Villegas

YCOE Staff:

Gail Nadal, ECE Director
Maria Cardenas, Administration Secretary
Kim Magallanes, Sr. Bus. Svcs. Tech.

YCOE Administration:

AFSCME Council 57:

None

Community Members Present:

1. **Call to Order:** 10:10 a.m.
2. **Introductions/Recognition of Visitors**
3. **Consent Agenda:** *Agenda and Minutes cannot be approved due to there is no quorum.*
 - 3.1 Approval of June 26, 2020 Agenda
 - 3.2 Approval of May 18, 2020 Minutes
4. **Public Comment:** *None*
5. **Adjourned to Close Session:**
 - 5.1 **Employment of New Hires – Margie Valenzuela - None**
 - 5.2 **Employment of Substitutes – Margie Valenzuela - None**
 - 5.3 **Employment of Various Service Providers – Margie Valenzuela - None**
6. **Open Session:**
 - 6.1 **Old Business: NONE**

6.2 New Business:

6.2.1 Planning for the New School Year Recruitment – Gail Nadal

Nicole and Amelia shared to be excited for recruiting for the program. New boards and magnetic signs were made with Head Start/Early Head Start information contact number. The signs are in English, Spanish, Farsi and Russian. Also new updated flyers and brochures were handed out to open local businesses and they were able to leave applications as well. Locations were Woodland, Davis and West Sacramento. There is a system in place and working for families to submit applications and/or updating application information. We are having families coming to our business and meeting with them outside the building to receive information. Copies of documents are being taken and any information that the family needs will be given as well. Another way as well is to email with families as we are following the guidelines of social distancing.

7.0 Financial Report- Debra Hinely

Kim went over Financial Report for the month of May 2020.

8.0 Confirm Next Meeting Date –

Regular Meeting will be Friday July 31, 2020 at 10:00 a.m. -12:00 p.m.

This meeting will be 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 at the Santa Anita Offices located at 1280 Santa Anita Court Conference Center Woodland CA 95776

9.0 Motion for Adjournment – The meeting adjourned at 10:31 am

Roll Call: Members participating were Carla Ortiz, Ines Vasquez, and Yolizma Flores – Villegas.

5. 5. Base Program Definition Resolution

Description

This purpose of this item is to publicly present the attached Superintendent's resolution which defines the irreducible components of our base educational program. This base program definition will support staff in making determinations for state and federal funding rules as the programs and budgets are crafted that meet the needs of our students.

Recommendation

This item is for information only, no recommendations at this time.

Supporting Documents

 [Base Program Definition 1.7.19.pdf](#)

Contact Person

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



**Yolo County Superintendent of Schools
Resolution #19-20/01: Base Program**

WHEREAS, the Yolo County Office of Education is charged with providing instructional programs for its court and community schools; and

WHEREAS, the Yolo County Superintendent of Schools is granted the authority to define the instructional program of the Yolo County Office of Education’s court and community schools; and

WHEREAS, within the scope of the definition of instructional programming the Yolo County Superintendent of Schools may define the irreducible components of an effective educational program which is defined as “base educational program”; and

WHEREAS, within the scope of the definition of base educational programming lay those components without which the Yolo County Superintendent of Schools cannot fulfill the responsibilities of the office in providing educational programming to Yolo County Office of Education’s court and community Schools; and

WHEREAS, the Yolo County Office of Education recognizes items such as comprehensive interventions, attendance improvement programs, technology, family, academic, behavioral, and social-emotional supports as a non-exhaustive list of potential examples of supplementary services or actions meeting the increased or improved services requirement;

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Superintendent of Schools hereby defines the base educational programming to be inclusive of the components:

- A fully qualified teacher for every classroom at a ratio of no more than eighteen students to every teacher.
- A fully qualified administrator to provide leadership and execute the responsibilities of the site administrator as outlined in the California Education Code.
- One secretarial position to support the administrator in meeting the reporting obligations of the school.
- Sufficient board-adopted curricular materials to meet the requirements of the Williams Settlement.
- Facilities and infrastructure of adequate quality to meet the requirements of the Williams Settlement.
- Special Education services as required by students' Individual Education Plan.
- All appropriate and necessary agreements to meet legislative mandates including centralized services to support operations of the school.

BE IT FURTHER RESOLVED, that the Yolo County Superintendent of Schools hereby directs the staff of the Yolo County Office of Education to take all necessary steps to ensure that sufficient funding is available to provide the base educational program.

BE IT FURTHER RESOLVED, that the Yolo County Superintendent of Schools hereby directs the staff of the Yolo County Office of Education to use this definition of base educational program in the determination of supplemental services for state and federal plans.

PASSED AND ADOPTED by the Yolo County Superintendent of Schools on August 11, 2020.

Garth Lewis
Yolo County Superintendent of Schools

5. 6. 2019-20 Annual Average Daily Attendance (ADA) Report 

Description

Attached is the 2019-20 Annual ADA Report.

Recommendation

For information only.

Supporting Documents

 [2019-2020 Annual Board Info.pdf](#)

Contact Person

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

YOLO COUNTY OFFICE OF EDUCATION
Average Daily Attendance (ADA)
2019 / 2020
June 30, 2020

| 2018/2019 | 2019/2020 | 2019/2020 | 2019/2020 | 2019/2020 | 2019/2020 | 2019/2020 |
|------------|-----------------|---|-----------------|-----------------|------------------|----------------------|
| Funded ADA | Original Budget | 1st Interim Revised October 31 est. funding | Period 1 Actual | Period 2 Actual | Period 2 Actual | Annual Actual Funded |
| | (A) | | (B) | (C) | CORRECTED | (E) |
| | | | | | (D) | |

PROGRAM

| | | | | | | | |
|-----------------------------|-------|-------|-------|-------|-------|--------------|--------------|
| Cesar Chavez - Wldd Campus | 41.68 | 40.00 | 40.00 | 37.76 | 37.92 | 37.88 | 35.64 |
| Cesar Chavez - W Sac Campus | 8.93 | 7.20 | 7.20 | 4.36 | 4.11 | 4.11 | 3.95 |
| Cesar Chavez - YCCP | | | 12.00 | 11.69 | 12.84 | 12.84 | 12.09 |
| | 50.61 | 47.20 | 59.20 | 53.81 | 54.87 | 54.83 | 51.68 |

CHARTER July - August 9, 2019 (closed)

| | | | | | | | | |
|------|----------------------|-------|-------|------|------|------|-------------|-------------|
| YCCP | TRANSFERRERED to CCC | 13.28 | 12.00 | 0.24 | 2.00 | 1.04 | 1.46 | 1.37 |
| YCMP | CLOSED | 10.43 | 21.00 | 0.24 | 1.20 | 0.62 | 0.88 | 0.82 |
| | | 23.71 | 33.00 | 0.48 | 3.20 | 1.66 | 2.34 | 2.19 |

| | | | | | | | | |
|--------------------|--|-------|------|------|-------|-------|-------|--------------|
| Juvenile Hall YOLO | | 10.03 | 0.00 | 3.00 | 7.51 | 8.26 | 8.26 | 9.91 |
| ORR | | 18.23 | 0.00 | 4.50 | 11.10 | 8.22 | 8.22 | 9.86 |
| | | 28.26 | 0.00 | 7.50 | 18.61 | 16.48 | 16.48 | 19.77 |

| | | | | | | | |
|-------------------------|--------|--|--|--------|--------|--|--|
| Special Education | 128.39 | | | 130.52 | 128.79 | | |
| Special Education - ESY | 9.64 | | | 9.43 | 9.43 | | |

Special Education
ADA by District

| | ESY | | P1 | P2 | ANNUAL |
|------------|------|--|--------|--------|---------------|
| Davis | 1.87 | | 22.86 | 23.40 | 23.40 |
| Esparto | 0.17 | | 2.98 | 1.83 | 1.83 |
| Washington | 2.11 | | 33.72 | 34.05 | 34.05 |
| Winters | 0.90 | | 9.01 | 9.50 | 9.50 |
| Woodland | 4.38 | | 61.95 | 60.01 | 60.01 |
| | 9.43 | | 130.52 | 128.79 | 128.79 |

5. 7. Quarterly Report of Investments for Period Ending June 30, 2020

Description

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

The Yolo County Office of Education invests its money in the Yolo County Treasury, as required by law. Attached, is the Yolo County Treasurer's quarterly investment portfolio information for the period ending June 30, 2020.

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

Recommendation

For information only.

Supporting Documents

 [Yolo County Executive Summary_2Q20_Final.pdf](#)

 [Yolo County FOC Presentation_2Q20_FINAL.pdf](#)

Contact Person

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



Executive Summary – Second Quarter 2020

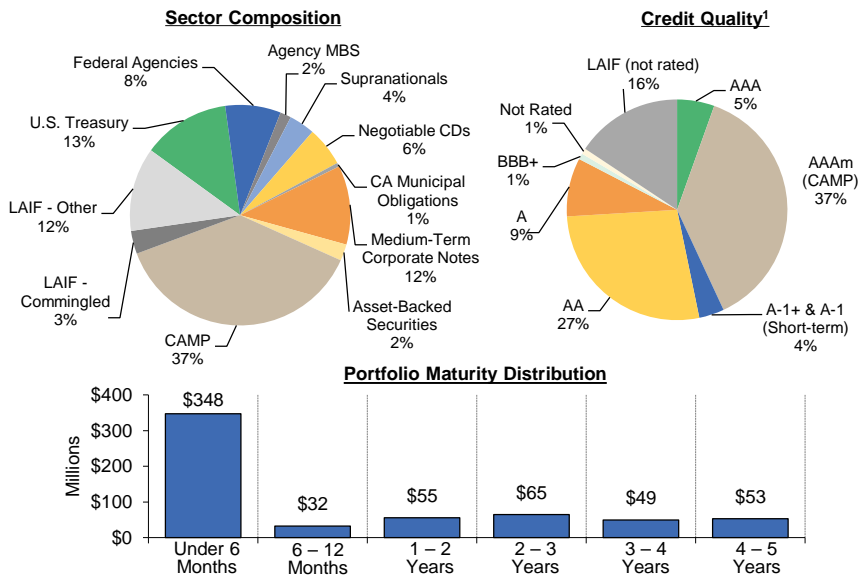
Portfolio Review

- The portfolio is in compliance with the California Government Code and the County's Investment Policy.
- The portfolio is well diversified among U.S. Treasuries, federal agencies, supranationals, municipal bonds, negotiable CDs, corporate notes, commercial paper, asset-backed securities, CAMP, and LAIF.
- The portfolio comprises securities with high credit quality and has sufficient liquidity to meet the County's cash needs.
- Duration was maintained closely in line with the benchmark, an important strategy in sustaining performance as yields draw close to all-time lows.
- In stark contrast to the first quarter, allocations to corporate notes, asset-backed securities (ABS), and mortgage-backed securities (MBS) were all strongly additive to the County's performance in the second quarter.

The Economy

- The pandemic-induced crisis to global health, the economy, and financial markets continued to affect the U.S. in the second quarter. U.S. gross domestic product (GDP) fell at an annualized rate of 5% in the first quarter. The shutdown shocked the labor market, which shed 17 million jobs from February to June, swelling the unemployment rate to 11.1%. While economic data improved markedly in May and early June, the resurgence of coronavirus cases may limit further improvement in the near term.
- The Federal Reserve (Fed) mobilized its emergency lending programs to stabilize fragile markets and shore up market liquidity. The Fed's balance sheet expanded from \$4 trillion to more than \$7 trillion.
- Following the plunge in U.S. Treasury yields during the first quarter, yields were relatively stable over the second quarter, leading to muted returns for Treasury indexes.
- Yield spreads on all other asset classes narrowed significantly from March's wide levels as fiscal and monetary stimulus helped support the economy and financial markets.

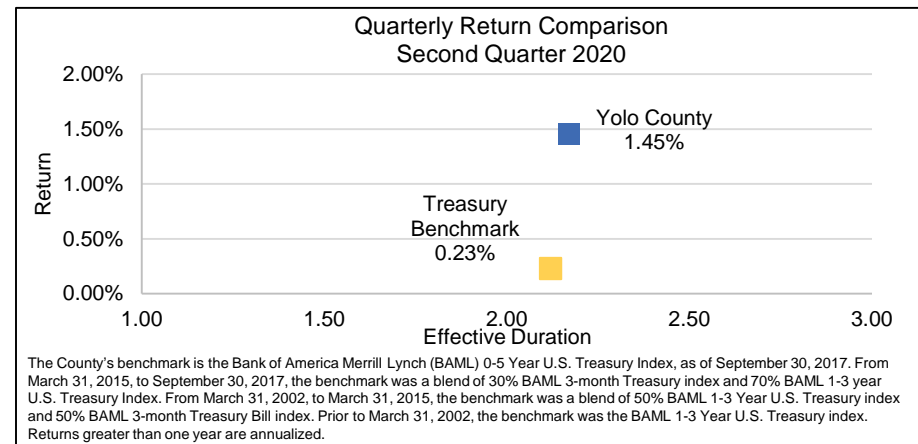
Portfolio Profile as of June 30, 2020



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

| | Quarter | Annualized Return 1 Year | Annualized Return 5 Years |
|--------------------------|---------|--------------------------|---------------------------|
| Yolo County ¹ | 1.45% | 4.82% | 2.35% |
| Treasury Benchmark | 0.23% | 4.59% | 1.98% |
| Net Apportionment Rate | 0.41% | - | - |

Note: ¹PFM managed portfolio only.





Yolo County

Investment Review Second Quarter 2020

Ken Schiebel, CFA, Managing Director
Sarah Meacham, Managing Director

July 15, 2020

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

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

PFM Asset
Management LLC
pfm.com



Economic and Interest Rate Update



COVID-19 Impact Update

Health Pandemic

- Confirmed cases exceed 10 million worldwide
- U.S. is leading the world with roughly 25% of cases and deaths
- Recent surge in new U.S. case numbers threatens economic reopening



Effects on the Economy

- Significant negative impact of lockdowns apparent in first and second quarter economic data
- Early signs of rebound have appeared as some states start to reopen

Limited Capacity

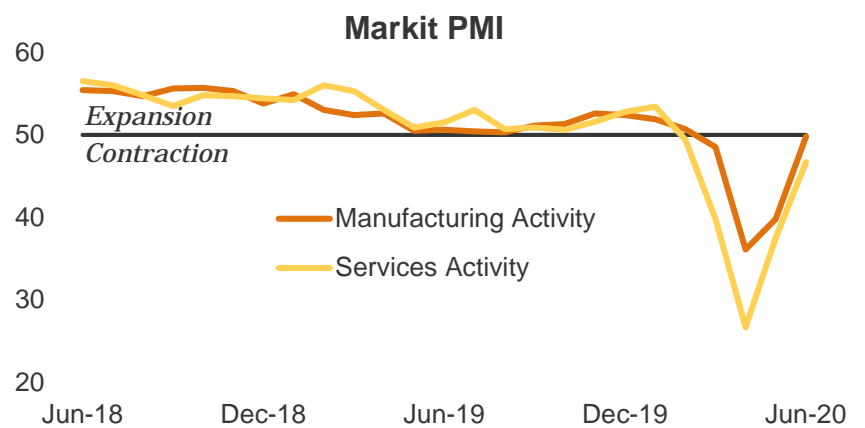
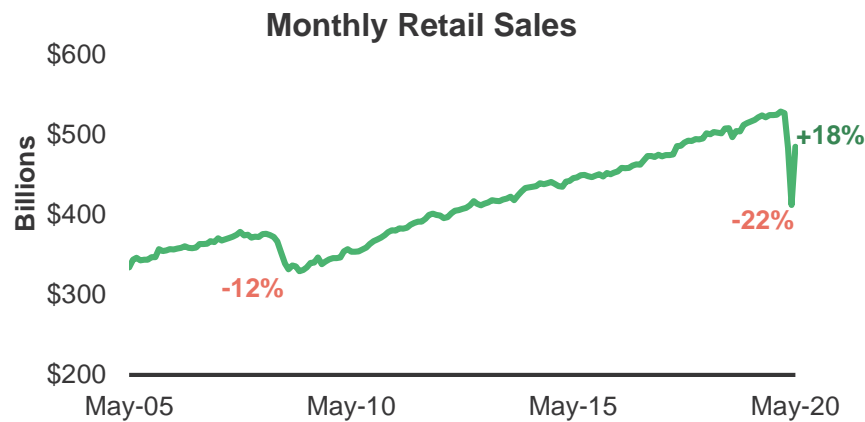
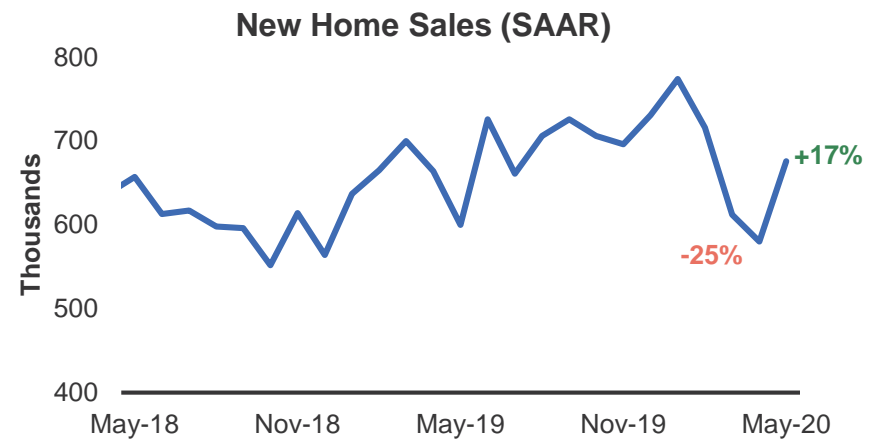
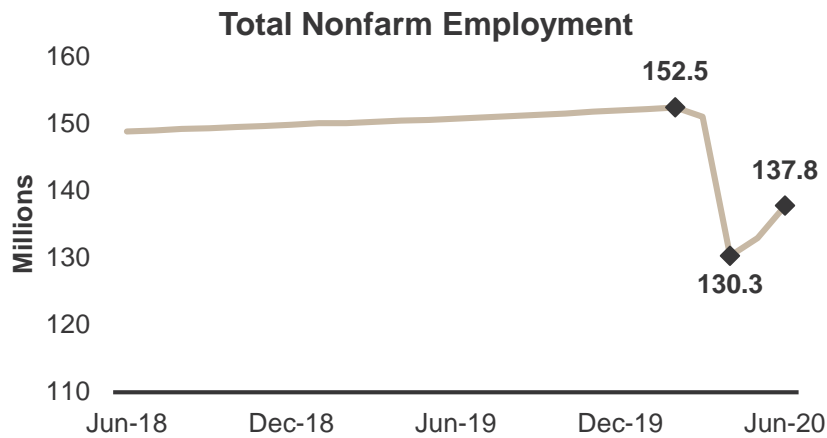
Effects on the Financial Markets

- Yields remain very low and are not expected to move meaningfully over the near term
- Fed support stabilized the bond market and returned liquidity
- Equity markets substantially recovered in second quarter





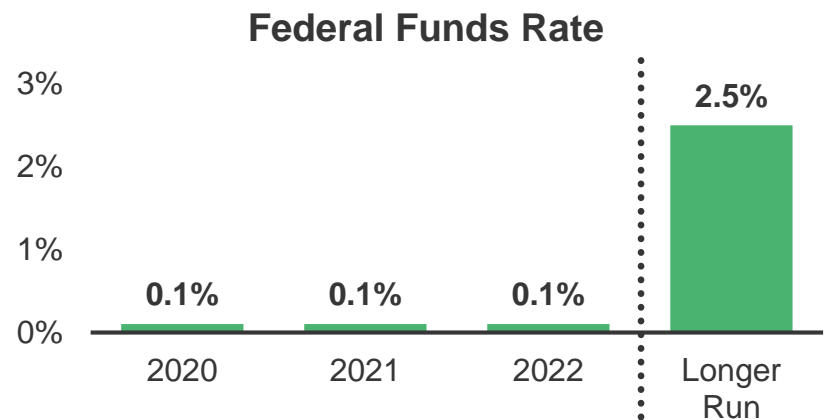
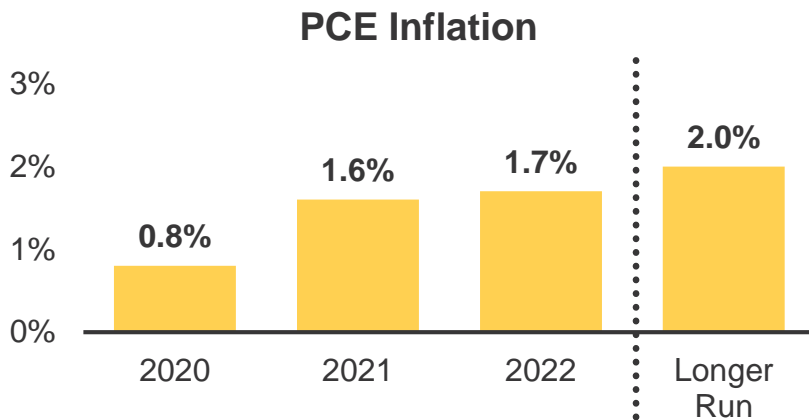
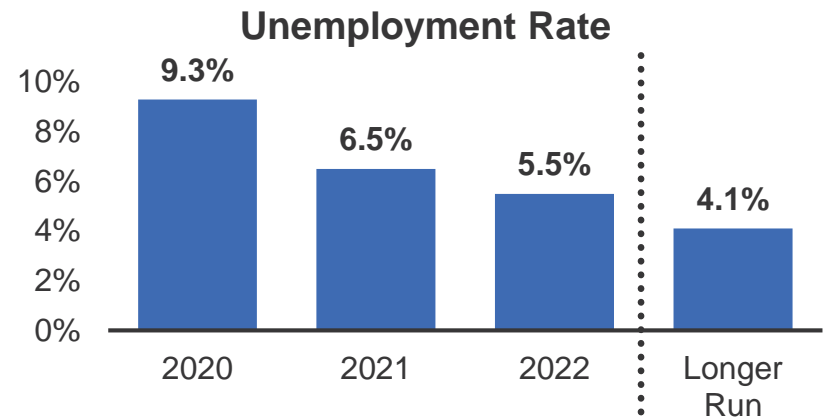
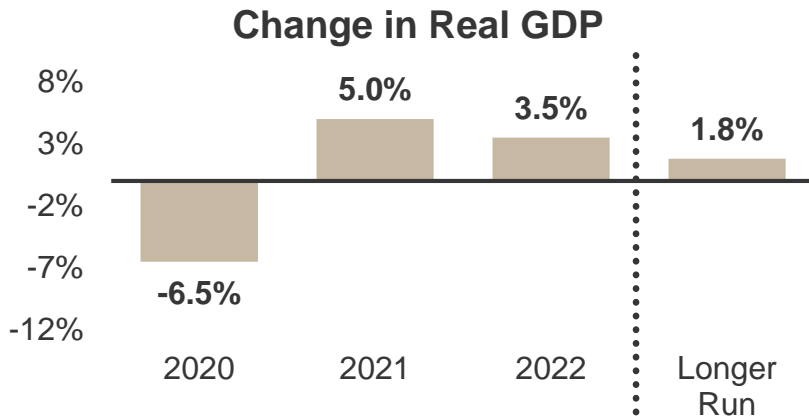
Economic Conditions Are Depressed, but Appear to Have Bottomed



Source: Bloomberg, data available as of 6/30/2020.



Fed's Economic Projections Indicate Long Recovery Ahead



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



Yields Remain in a New, Lower Range

2-Year Treasury Yield



10-Year Treasury Yield

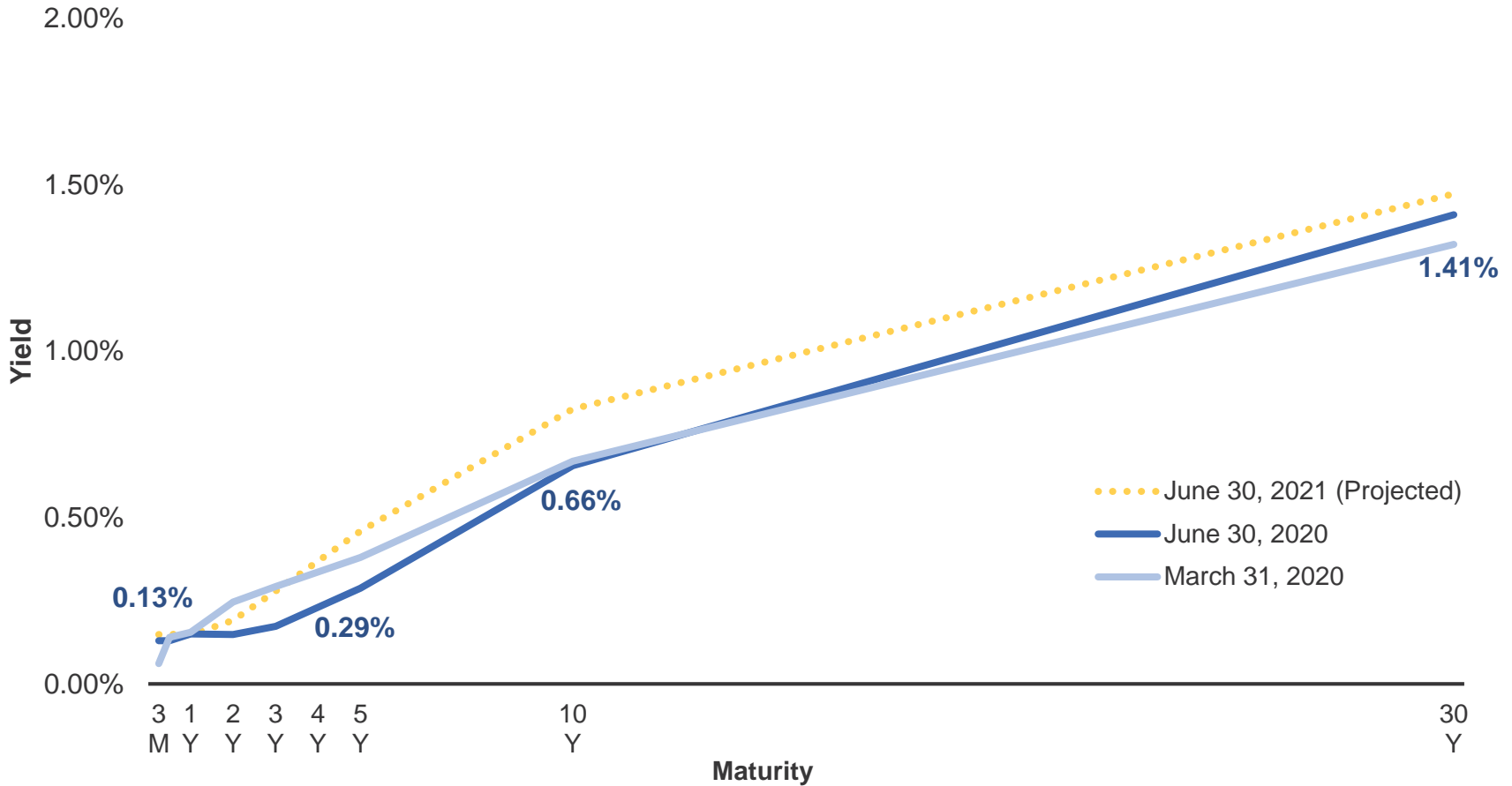


Source: Bloomberg, as of 7/1/2020.



Yield Curve Expected to Remain Low for Some Time

U.S. Treasury Yield Curve



Source: Bloomberg, as of 6/30/2020. June 30, 2021, projections based on Bloomberg forward curve.



Yield Environment as of June 30, 2020

| Maturity | Treasury | Federal Agency | AA Corporate | A Corporate |
|-----------------|-----------------|-----------------------|---------------------|--------------------|
| 3-Month | 0.12% | 0.12% | 0.13% | 0.19% |
| 6-Month | 0.14% | 0.13% | 0.22% | 0.30% |
| 1-Year | 0.15% | 0.19% | 0.32% | 0.44% |
| 2-Year | 0.15% | 0.22% | 0.36% | 0.50% |
| 3-Year | 0.18% | 0.27% | 0.46% | 0.63% |
| 5-Year | 0.29% | 0.46% | 0.76% | 0.95% |

Source: Bloomberg BVAL yield curves for Treasury and Corporate; TradeWeb for Federal Agency yields. 3- and 6-month corporate yields from commercial paper; A-1+ for AA and A-1 for A. Yields are for indicative purposes only; actual yields may vary by issue.



Portfolio Update



Portfolio Composition

| Security Type | Market Value as of 6/30/20 | % of Portfolio | % Change vs. 3/31/20 | Permitted by Policy | In Compliance |
|-----------------------------|----------------------------|----------------|----------------------|--------------------------|---------------|
| U.S. Treasury | \$77,125,387 | 12.8% | -6.0% | 100% | ✓ |
| Federal Agency | \$49,005,132 | 8.2% | +3.2% | 100% | ✓ |
| Federal Agency CMOs | \$9,694,383 | 1.6% | -0.4% | 100% | ✓ |
| CA Municipal Obligations | \$3,338,127 | 0.6% | -0.1% | 30% | ✓ |
| Supranationals | \$22,744,919 | 3.8% | -0.8% | 30% | ✓ |
| Negotiable CDs | \$34,776,695 | 5.8% | -2.0% | 30% | ✓ |
| Corporate Notes | \$69,641,224 | 11.6% | -1.1% | 30% | ✓ |
| Commercial Paper | \$0 | 0.0% | -1.5% | 40% | ✓ |
| Asset-Backed Securities | \$14,497,705 | 2.4% | -0.9% | 20% | ✓ |
| Securities Sub-Total | \$280,823,570 | 46.7% | -9.5% | | |
| Accrued Interest | \$1,620,164 | | | | |
| Securities Total | \$282,443,733 | | | | |
| CAMP | \$226,097,042 | 37.6% | +3.2% | 100% | ✓ |
| LAIF – Total | \$94,209,543 | 15.7% | +6.3% | \$75 million per account | ✓ |
| Total Investments | \$602,750,319 | 100.0% | | | |

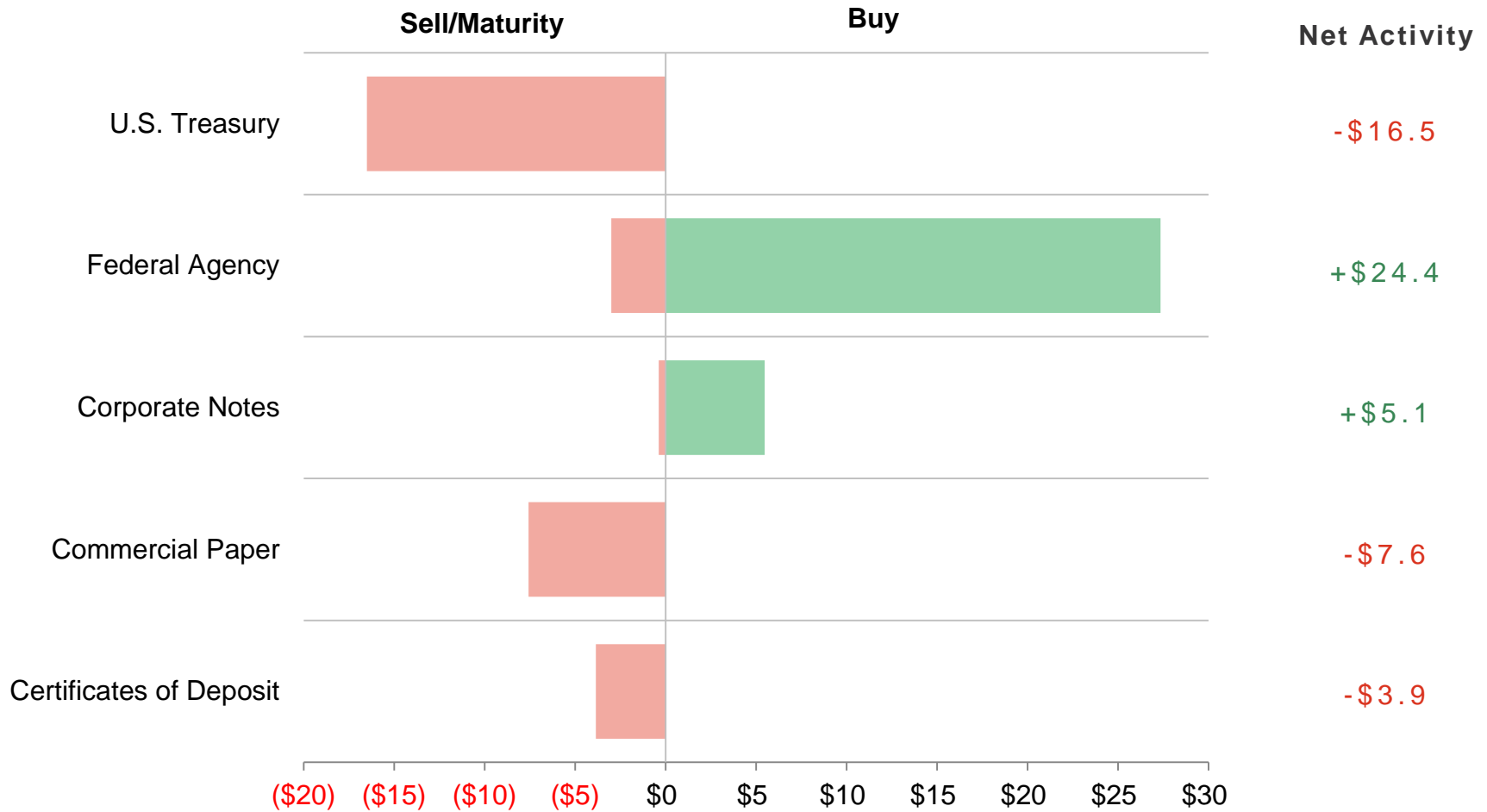


Second Quarter Portfolio Strategy

- PFM remained proactive and hyper-vigilant in response to the market effects and uncertainty created by the pandemic and dynamic markets.
 - We continued our redoubled efforts with regard to credit analysis, reassessing every issuer for the short- and intermediate-term impact of the disrupted economy.
- The portfolio duration was maintained generally in line with the benchmark—a strategy consistent with high levels of market uncertainty as well as expectations that rates remain low for a prolonged period.
- Throughout much of the quarter, yield spreads on federal agencies were wide and attractive.
 - We utilized this opportunity to add notable new allocations back to the federal agency sector.
 - As yields began to narrow back to pre-crisis lows, especially in maturities under 3 years, the portfolio benefitted from incremental performance.
- A key element to portfolio strategy during the quarter was to cautiously maintain overall exposure to the credit sector with an emphasis on issuers with strong balance sheets and limited overseas exposure.
 - This strategy benefited the portfolio significantly as investment grade corporates significantly outperformed Treasuries during the quarter, and mostly offset the negative underperformance experienced in the prior quarter.



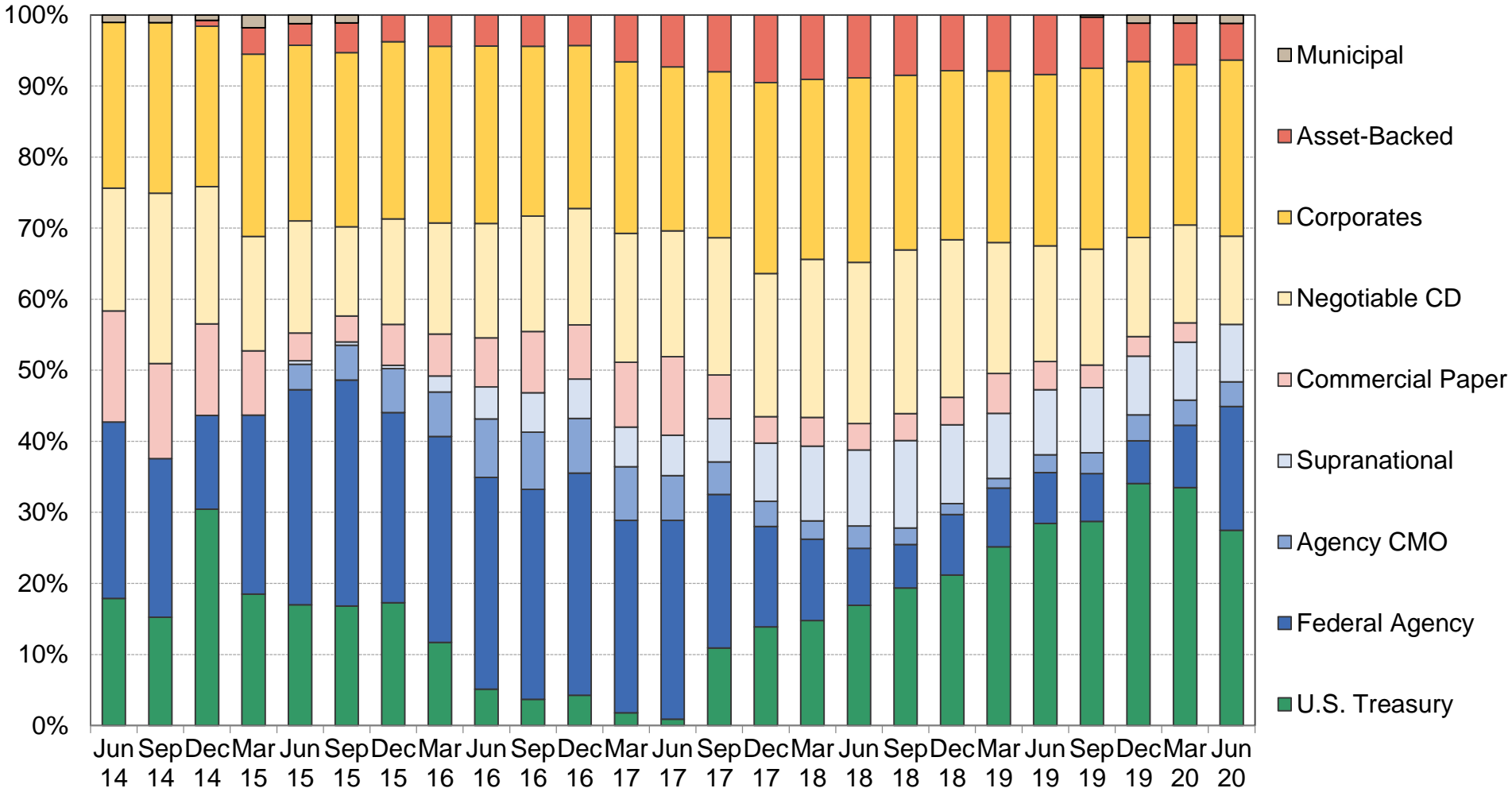
Quarterly Trade Activity (\$ Millions)



Trading activity 3/31/2020 – 6/30/2020.



Historical Sector Allocation—PFM Managed Portfolio

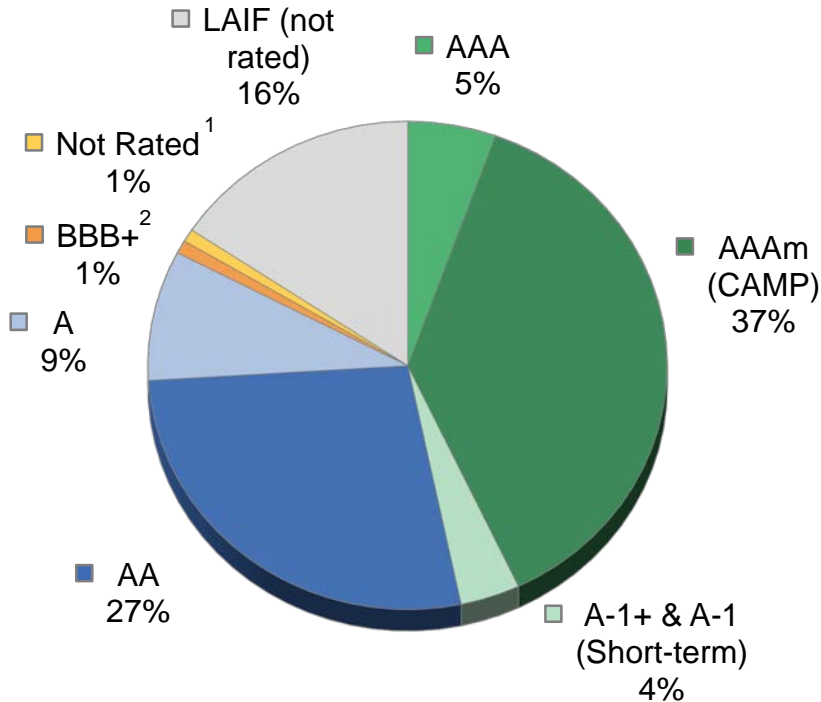




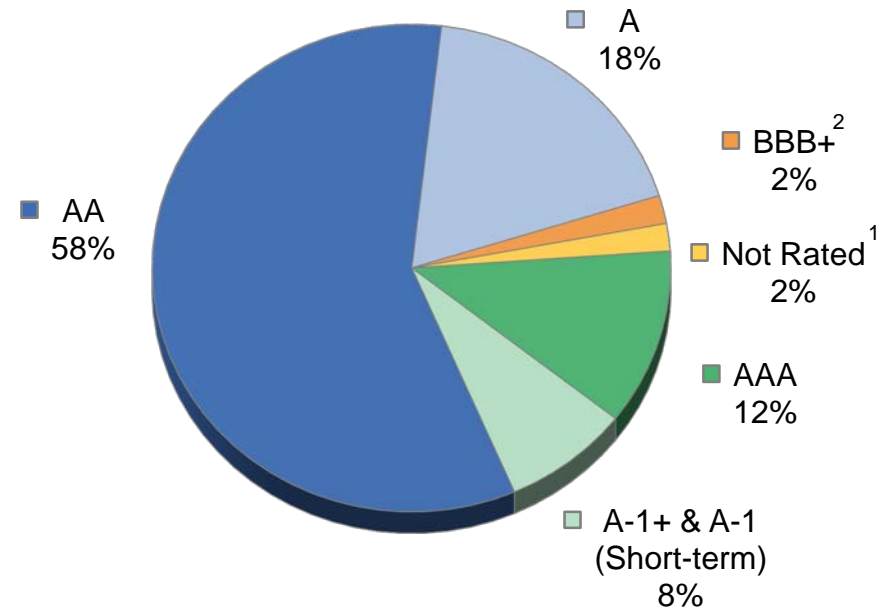
Portfolio Credit Quality

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

Including Liquid Accounts



Excluding Liquid Accounts



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

Ratings are based on Standard & Poor's.

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

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

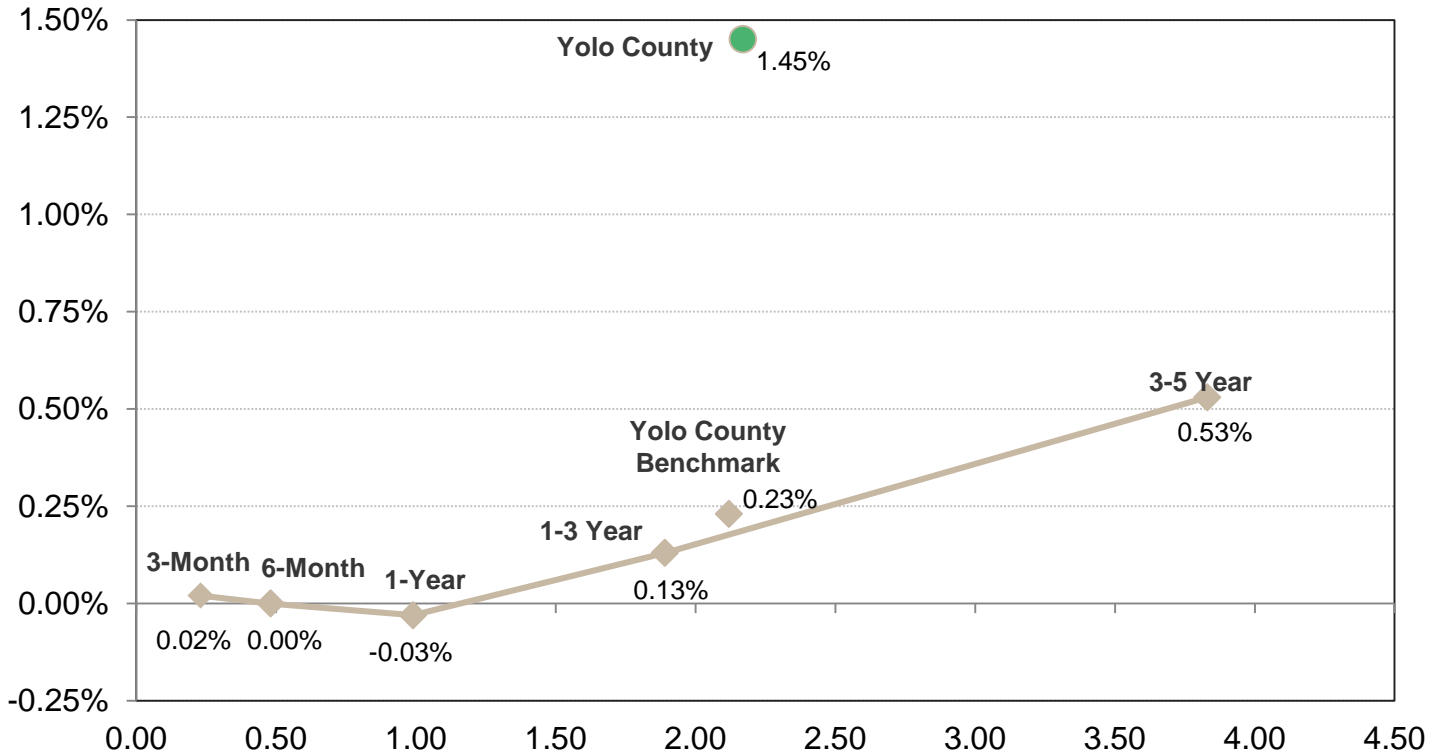


County's Diversified Portfolio Outperformed Benchmark in Second Quarter

Quarterly Total Returns

Yields

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



| Portfolio Yield and LAIF Quarterly Apportionment Rate | |
|---|-------|
| Yolo County | 2.06% |
| LAIF* | 1.43% |

*LAIF quarterly apportionment rate is not yet available on LAIF's website. LAIF rate shown above is the quarter to date rate as of June 24, 2020.

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



Total Return Performance

- The portfolio returned strong absolute performance for the past quarter and past year, recouping all of the first quarter's underperformance.
- Once again, the portfolio's diversification created significant economic benefit, as corporate notes and asset-backed securities added significant incremental return for the quarter.
- The portfolio maintains strong performance relative to the benchmark since inception.

Total Return For periods ended June 30, 2020

| | Duration (years) | Past Quarter | Past 1 Year | Past 5 Years | Past 10 Years | Since Inception |
|--------------------|---------------------|-----------------|----------------|-----------------|------------------|--------------------|
| Yolo County | 2.17 | 1.45% | 4.82% | 2.35% | 1.66% | 3.24% |
| Treasury Benchmark | 2.12 | 0.23% | 4.59% | 1.98% | 1.21% | 2.61% |

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



Investment Strategy Outlook

Duration Strategy

- In an effort to increase long-term performance potential and decrease security overlap, we will reduce portfolio allocation to the 0-1 year maturity range and increase allocation to longer-term, 3-5 year, investments.
 - Extend duration approximately 0.4 years to new target of approximately 2.5 years.
 - Extension will happen gradually over next 6 to 12 months.
 - Upon completion of extension, portfolio will be managed against the 1-5 Year U.S. Treasury Index.

Sector Strategy

- Select federal agencies remain valuable even after the significant spread contraction seen in the quarter. We will likely focus the majority of new federal agency purchases in maturities beyond 3 years, as yield spreads on shorter maturities are now back near pre-pandemic levels.
- The investment grade corporate market should continue to benefit from continued Fed support moving into the third quarter. Yield spreads for shorter corporates are near pre-crisis levels, but the credit curve is relatively steep. As a result, longer-maturity corporates appear attractive, as the “roll down” effect in the credit curve is back in play. We will continue our enhanced due diligence to track the progress of individual issuers as they navigate the recovery phase of the coronavirus pandemic.
- ABS allocations are expected to remain stable. Liquidity has improved and spreads have narrowed due to Fed support, however, we continue to carefully follow consumer trends for signs of material deterioration in collateral performance.
- We will maintain broad diversification by sector, industry and issuer, avoiding those industries most affected by current economic conditions.



Projected vs. Actual Fiscal Year Accrual Basis Earnings (FY 20-21)

| INVESTMENT PORTFOLIO | | | | | | |
|---------------------------------|--------------------------------|-----------------------|-------------------------------|----------------------------|--|---|
| Date | Month-End Amortized Cost Value | Portfolio YTM at Cost | Actual Accrual Basis Earnings | Earnings Rate ¹ | Assumed Reinvestment Rate ² | Projected Accrual Basis Earnings ^{3,4} |
| Jul-20 | - | - | - | 2.06% | 0.15% | \$474,466 |
| Aug-20 | - | - | - | 1.98% | 0.16% | \$455,788 |
| Sep-20 | - | - | - | 1.95% | 0.16% | \$434,986 |
| Oct-20 | - | - | - | 1.92% | 0.16% | \$442,624 |
| Nov-20 | - | - | - | 1.85% | 0.16% | \$411,997 |
| Dec-20 | - | - | - | 1.85% | 0.16% | \$425,730 |
| Jan-21 | - | - | - | 1.81% | 0.17% | \$417,848 |
| Feb-21 | - | - | - | 1.78% | 0.17% | \$369,562 |
| Mar-21 | - | - | - | 1.69% | 0.17% | \$389,385 |
| Apr-21 | - | - | - | 1.61% | 0.17% | \$358,999 |
| May-21 | - | - | - | 1.60% | 0.18% | \$368,614 |
| Jun-21 | - | - | - | 1.60% | 0.18% | \$356,724 |
| Projected FY 20-21 Total | | | | | | \$4,906,724 |

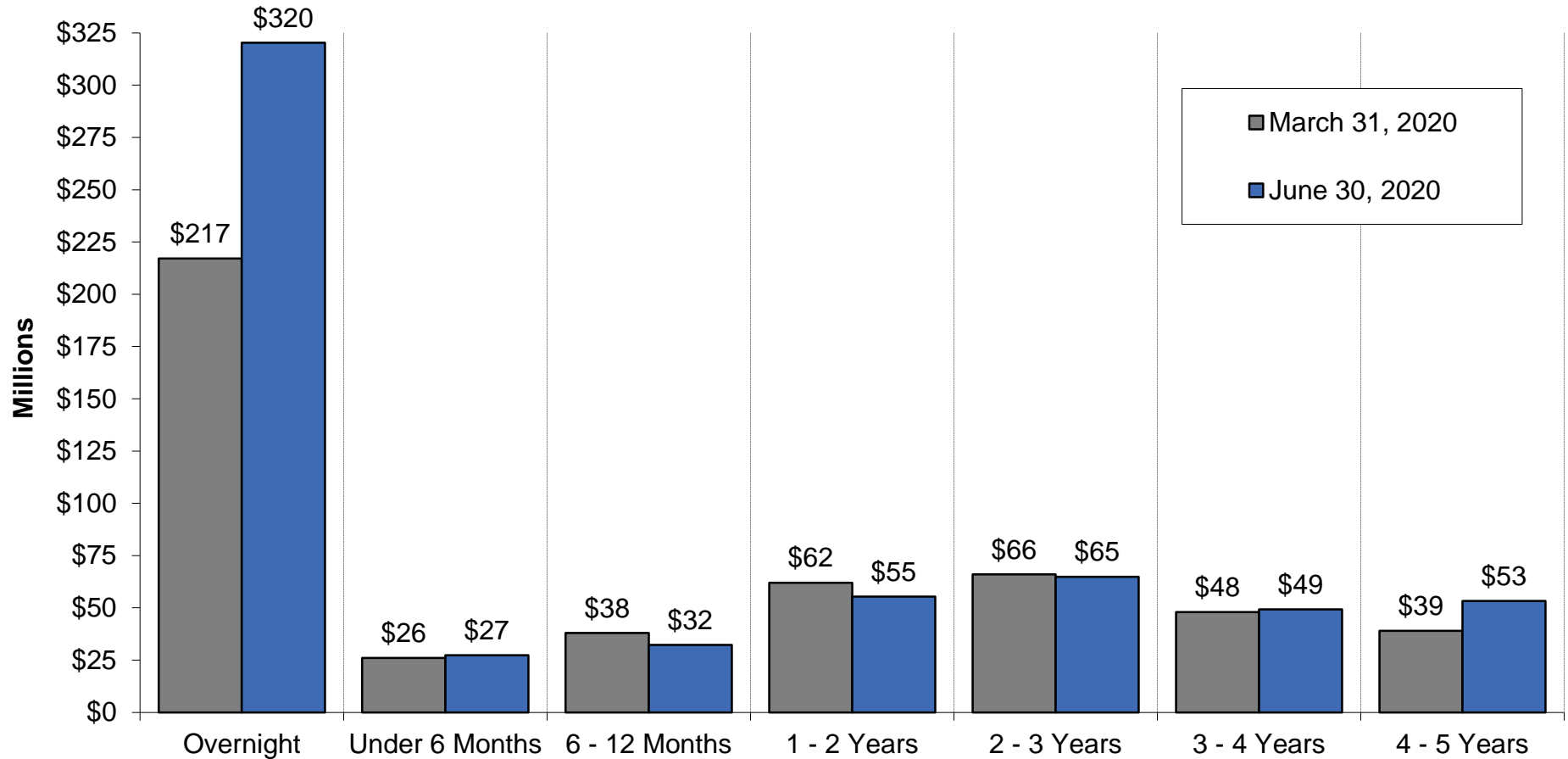
1. Earnings rates calculated based on the yield to maturity at cost through 6/30/2020 and the assumed reinvestment rates of maturities for each period thereafter.
2. Assumed reinvestment rates based on the 2-year Fed Funds Forward Rate Curve as of 6/30/2020.
3. Earnings for the period 6/30/2020 are actual earnings and include realized gains/losses; periods thereafter are projected using portfolio par values as of 6/30/2020.
4. Earnings assume no sales or realized gains/losses for periods after 6/30/2020.



Additional Portfolio Information



Portfolio Maturity Distribution



Purchases made with new funds during quarter ended 6/30/20.

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



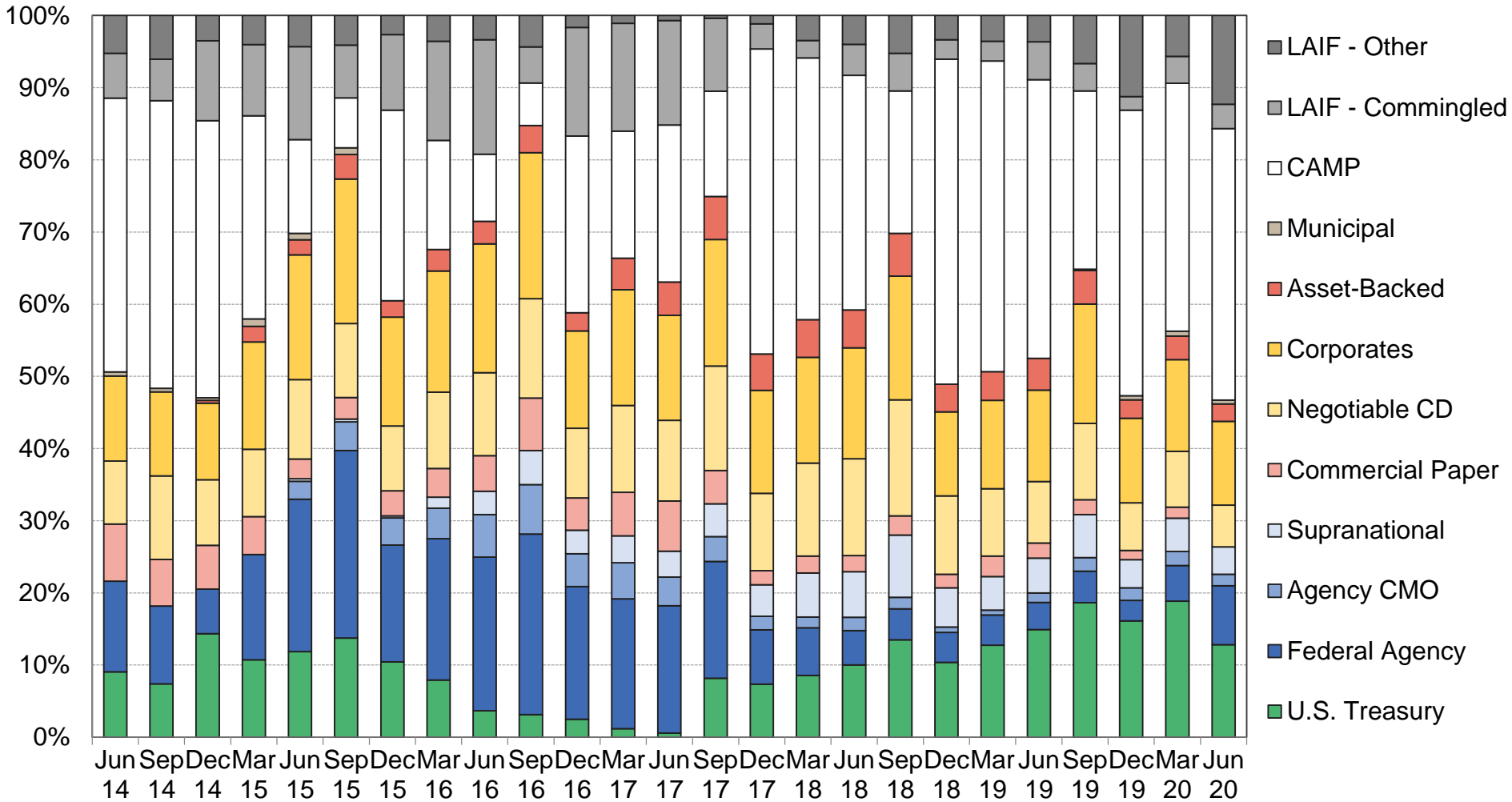
Portfolio Issuer Distribution

| | | | |
|---|-------|--|------|
| U.S. Treasury | 27.5% | IBM Corp | 1.0% |
| Federal National Mortgage Association | 11.5% | Citigroup Inc | 1.0% |
| Freddie Mac | 5.6% | Bank Of America Co | 1.0% |
| Intl Bank Of Reconstruction And Dev | 4.0% | BB&T Corporation | 0.9% |
| Federal Home Loan Bank | 2.7% | Credit Agricole SA | 0.9% |
| Toyota Motor Corp | 2.2% | California St | 0.9% |
| International Finance Corporation | 2.2% | Cisco Systems Inc | 0.9% |
| Swedbank AB | 1.9% | Goldman Sachs Group Inc | 0.9% |
| Inter-American Development Bank | 1.9% | Unitedhealth Group Inc | 0.9% |
| American Honda Finance | 1.9% | Sumitomo Mitsui Financial Group Inc | 0.9% |
| The Bank Of New York Mellon Corporation | 1.8% | 3M Company | 0.9% |
| Wal-Mart Stores Inc | 1.6% | Deere & Company | 0.9% |
| Westpac Banking Corp | 1.6% | Hyundai Auto Receivables | 0.8% |
| Bank Of Montreal | 1.6% | Intel Corporation | 0.8% |
| Exxon Mobil Corp | 1.5% | DNB Bank | 0.7% |
| Nordea Bank Ab | 1.4% | Adobe Inc | 0.7% |
| Skandinaviska Enskilda Banken Ab | 1.4% | Carmax Auto Owner Trust | 0.7% |
| Apple Inc | 1.3% | Chevron Corporation | 0.6% |
| Federal Farm Credit Bank | 1.1% | United Parcel Service Inc | 0.5% |
| Honda Auto Receivables | 1.1% | American Express Co | 0.5% |
| US Bancorp | 1.1% | Mastercard Inc | 0.5% |
| JPMorgan Chase & Co | 1.1% | National Rural Utilities Co Finance Corp | 0.4% |
| Nissan Auto Receivables | 1.1% | San Diego Commiunity College District | 0.3% |
| Visa Inc | 1.0% | Capital One Prime Auto Rec Trust | 0.3% |
| Mitsubishi Ufj Financial Group Inc | 1.0% | Ally Auto Receivables Trust | 0.2% |
| Societe Generale | 1.0% | John Deere Owner Trust | 0.1% |

Percentages exclude the portfolio's CAMP and LAIF holdings.

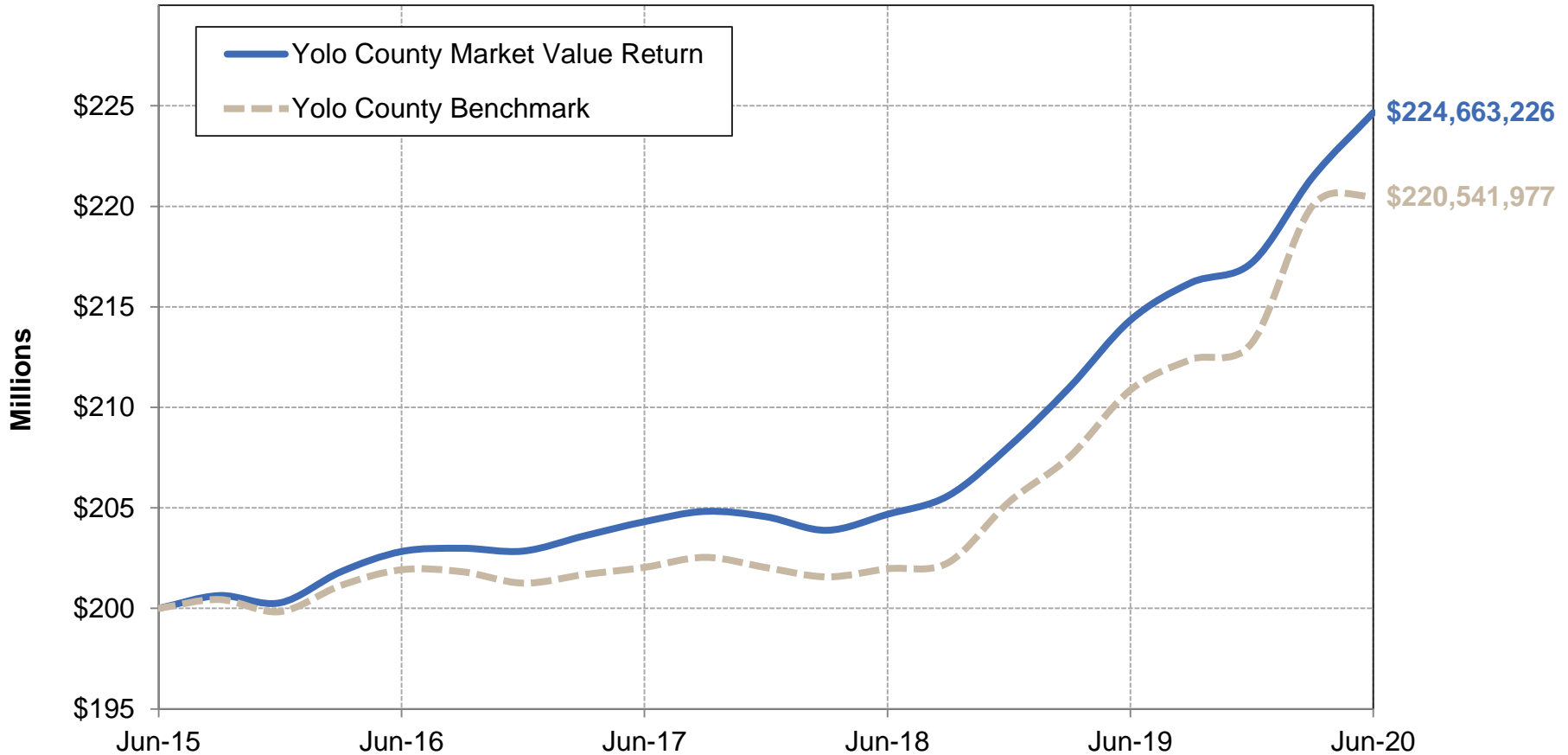


Historical Sector Allocation—All Funds





County's Strategy Continues to Be Effective



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



Actual Fiscal Year Accrual Basis Earnings (FY 19-20)

| INVESTMENT PORTFOLIO | | | | | |
|------------------------------|--------------------------------|-----------------------|-------------------------------|----------------------------|---|
| Date | Month-End Amortized Cost Value | Portfolio YTM at Cost | Actual Accrual Basis Earnings | Earnings Rate ¹ | Total Accrual Basis Earnings ³ |
| Jul-19 | \$243,966,601 | 2.41% | \$490,269 | 2.41% | \$490,269 |
| Aug-19 | \$242,948,135 | 2.37% | \$535,288 | 2.37% | \$535,288 |
| Sep-19 | \$242,971,239 | 2.37% | \$502,150 | 2.37% | \$502,150 |
| Oct-19 | \$254,297,057 | 2.31% | \$483,765 | 2.31% | \$483,765 |
| Nov-19 | \$264,158,460 | 2.29% | \$496,510 | 2.29% | \$496,510 |
| Dec-19 | \$271,045,967 | 2.25% | \$586,134 | 2.25% | \$586,134 |
| Jan-20 | \$271,400,607 | 2.24% | \$520,585 | 2.24% | \$520,585 |
| Feb-20 | \$272,097,522 | 2.21% | \$568,408 | 2.21% | \$568,408 |
| Mar-20 | \$272,665,188 | 2.19% | \$620,277 | 2.19% | \$620,277 |
| Apr-20 | \$271,857,047 | 2.15% | \$659,111 | 2.15% | \$659,111 |
| May-20 | \$271,878,229 | 2.11% | \$562,294 | 2.11% | \$562,294 |
| Jun-20 | \$272,163,246 | 2.06% | \$609,709 | 2.06% | \$609,709 |
| Actual FY 19-20 Total | | | | | \$6,634,500 |

1. Earnings rates calculated based on the yield to maturity at cost through 6/30/2020 and the assumed reinvestment rates of maturities for each period thereafter.

2. Assumed reinvestment rates based on the 2-year Fed Funds Forward Rate Curve as of 6/30/2020.

3. Earnings for the periods 7/31/2019 – 6/30/2020 are actual earnings and include realized gains/losses; periods thereafter are projected.



Disclosures

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

5. 8. 19-20 YCOE Williams Fourth Quarter UCP report 

Description

19-20 Fourth Quarter on Williams Uniform Complaints-YCOE

Supporting Documents

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

 [YCOE UCP report 4th Quarter.pdf](#)

Contact Person

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

Information

For Information.

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

| | |
|--|---|
| SUBJECT: 19-20 Fourth 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: July 16, 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 Fourth 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

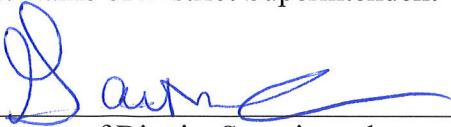
Date for information to be reported publicly at governing board meeting: 08/11/2020

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

7/27/20
 Date

5. 9. Williams Quarterly Report on Yolo County Schools in Decile 1-3 4th Quarter

Description

Williams Quarterly Report on Yolo County Schools in Decile 1-3 Covering the Months of April, May & June 2020

Supporting Documents

 [19-20 -Williams Fourth Quarter Report Transmittal.pdf](#)

 [YCBE 4th Quarter Letter.pdf](#)

Contact Person

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

Information

For Information.

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

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

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

Please refer to the attached letter and accompanying documents.

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

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

RECOMMENDATION/COMMENTS: For information.

***Williams Quarterly Report for Three Required Areas and
Optional Reporting of Uniform Complaints
Quarter of April, May and June 2020***

August 3, 2020

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

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

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide the fourth quarterly report for fiscal year 2019-2020 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of my visits to the Williams schools in the Washington Unified, Winters Joint Unified, and the Woodland Joint Unified school districts for the period of April, May and June 2020.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

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

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding

of the environment in which Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, Westfield Village Elementary, Waggoner Elementary, Dingle Elementary, Freeman Elementary, Gibson Elementary, Ramón S. Tafoya Elementary, and Woodland Prairie Elementary Schools are functioning.

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

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

My findings were as follows:

Instructional Materials:

Washington Unified School District:

Elkhorn Village Elementary School

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Riverbank Elementary School

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Stonegate Elementary School

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Westfield Village Elementary School

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Winters Joint Unified School District:

Waggoner Elementary School:

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Joint Unified School District:

Dingle Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

Freeman Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

Gibson Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

Ramón S. Tafoya Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

Woodland Prairie Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

School Facilities:

Washington Unified School District:

Elkhorn Village Elementary School

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Riverbank Elementary School:

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Stonegate Elementary School:

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Westfield Village Elementary School:

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Winters Joint Unified School District:

School Facilities:

No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.

Woodland Joint Unified School District:

Dingle Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.*

Freeman Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

Gibson Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.*

Ramón S. Tafoya Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter.*

Woodland Prairie Elementary School: *No visits occurred, but quarterly report submissions were reviewed. No complaints were received during this quarter*

School Accountability Report Card:

Washington Unified School District:

Elkhorn Village Elementary School: The 18-19 SARC that is posted on the school and CDE websites were reviewed on May 1. Both versions are the same and include the required information regarding facilities, instructional materials and teacher assignments.

Riverbank Elementary School: The 18-19 SARC that is posted on the school and CDE websites were reviewed on May 1. The SARC that is posted on the CDE website includes the required information regarding facilities, instructional materials and teacher assignments. As of 08/03/2020, the SARC that is posted on the school website is different and still does not include the correct information regarding facilities and instructional materials. The facilities section does not include “action taken or planned” for needed repairs. The instructional materials section is incorrect regarding History Social Science instructional materials for K-5. These are not from the current adoption.

Stonegate Elementary School: The 18-19 SARC that is posted on the school and CDE websites were reviewed on May 1. Both versions are the same and include the required information regarding facilities, instructional materials and teacher assignments.

Westfield Village Elementary School: The 18-19 SARC that is posted on the school and CDE websites were reviewed on May 1. Both versions are the same and include the required information regarding facilities, instructional materials and teacher assignments.

Winters Joint Unified School District:

The 18-19 SARC that is posted on the school website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments. Information on “actions taken or planned” for the needed repairs noted in the report was not available at the time the SARC was published so is not included. It is recommended that this information be included in future SARC as we know the district has addressed those issues.

Woodland Joint Unified School District:

Dingle Elementary School: The 18-19 SARC that is posted on the school and district website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments.

Freeman Elementary School: The 18-19 SARC that is posted on the school and district website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments.

Gibson Elementary School: The 18-19 SARC that is posted on the school and district website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments.

Ramón S. Tafoya Elementary School: The 18-19 SARC that is posted on the school and district website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments.

Woodland Prairie Elementary School: The 18-19 SARC that is posted on the school and district website was reviewed on April 22. It includes the required information regarding facilities, instructional materials and teacher assignments.

Teacher Misassignments and Teacher Vacancies:

Quarterly report submissions were reviewed. No complaints were received during this quarter for targeted schools.

Uniform Complaints:

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

Davis Joint Unified School District – No complaints

Esparto Unified School District – No complaints

Washington Unified School District – No complaints

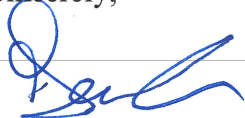
Winters Joint Unified School District – No complaints

Woodland Joint Unified School District – No complaints


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

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

Sincerely,



Garth Lewis
Yolo County Superintendent of Schools

5. 10. Memorandum of Understanding between the Yolo County Office of Education and Empowering Possibilities International Charter (EPIC) 

Description

The Empowering Possibilities International Charter (EPIC) was first authorized and granted a charter by the Yolo County Office of Education (YCOE) in 2015. This charter was renewed by the YCOE Board on January 14, 2020, for a term of five school years commencing on July 1, 2020 and ending on June 30, 2025. The current Memorandum of Understanding (MOU) between EPIC and YCOE expires on June 30, 2020. The attached version (partially executed) is the final version of the revised MOU between EPIC and YCOE.

Recommendation

This item is being presented for information only.

Supporting Documents

 [EPIC 2020-25 MOU Partially Executed.pdf](#)

Contact Person

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

MEMORANDUM OF UNDERSTANDING BETWEEN THE YOLO COUNTY OFFICE OF EDUCATION AND
EMPOWERING POSSIBILITIES INTERNATIONAL CHARTER (EPIC)

This **MEMORANDUM OF UNDERSTANDING** (hereinafter "MOU") is made and entered into as of this 1st day of July, 2020, by and between the Yolo County Office of Education (hereinafter "YCOE"), a county office of education organized and existing under the laws of the State of California, and Gateway Community Charters, Inc. ("Corporation"), a California nonprofit public benefit corporation, which operates Empowering Possibilities International Charter ("EPIC"), a public charter school organized and existing under the laws of the State of California (hereinafter Corporation and EPIC collectively referred to as the "Charter School").

WHEREAS, EPIC was first authorized and granted a charter ("Charter") in 2015, and renewed on January 14, 2020, for a term of five (5) school years commencing on July 1, 2020 and ending on June 30, 2025, pursuant to Resolution No. 2019-20/21 adopted by the YCOE, attached hereto as "Exhibit A"; and

WHEREAS, the YCOE and the Charter School desire to enter into this MOU to document the agreement and agreement between the parties regarding the Charter School's funding and programs, and the YCOE's statutorily prescribed supervisory oversight of the Charter School.

WHEREAS, guidelines regarding the Charter School's program, operation, structure, and obligations in operating the school, are set forth in the Charter, attached hereto as "Exhibit B", and incorporated herein by reference; and

NOW THEREFORE, in consideration of the promises, covenants and agreements herein set forth, the YCOE and Charter School hereby agrees as follows:

1. **Term.** This MOU shall commence on July 1, 2020, and end on June 30, 2025. This MOU is subject to termination for cause, as specified in Paragraph 38, below, including revocation of the Charter as specified in Paragraph 37 below.
2. **Renewal.** This MOU shall be automatically renewed for an additional fiscal year commencing on July 1, 2021, and on July 1 thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to May 1 in that year, preceding. In no event shall any renewal term extend beyond the maximum term of the Charter granted to the Charter School as determined by action of the YCOE's Governing Board pursuant to Education Code 47607.
3. **Designation of the Charter School.** The Charter School shall be responsible for all functions that relate to the educational services, management, and operation of the Charter School, subject to the terms and conditions set forth in this MOU, the Charter, the Charter Schools Act of 1992, and any other applicable federal and/or State laws. The Charter Schools agrees that all publications of every kind by or for the Charter School shall prominently identify the name of the Charter School as follows: "Empowering Possibilities International Charter" and/or "EPIC."
4. **Charter School Authority.** The Charter School, in performing its duties and obligations under this MOU and Charter, shall have the power and authority, consistent with federal and State law and subject to other terms and conditions of this MOU to: (1) contract for goods

and services with the YCOE and/or any qualified third party; (2) prepare a budget; (3) perform personnel services not otherwise provided by the YCOE pursuant to this MOU; (4) procure insurance; (5) lease or otherwise contract with any qualified third party for the use of facilities for school purposes and the operation and maintenance thereof; (6) purchase, lease or rent furniture equipment and supplies; (7) accept gifts, donations or grants of any kind in accordance with such conditions prescribed; (8) perform the business administration of the school; (9) establish and conduct educational program and curriculum for the Charter School as provided in the Charter; (10) conduct extra and co-curricular activities and programs; (11) conduct professional development for all personnel; (12) select and acquire instructional materials, equipment and supplies; (13) exercise such powers as are provided elsewhere in this MOU to the extent consistent with this MOU; and (14) generally, take such other actions as may be necessary and desirable to operate this Charter School.

5. Charter School Governance. The Charter School will be governed by the Corporation's Board of Directors pursuant to its bylaws. In accordance with EC§ 47604(c) the YCOE's Governing Board of Directors may appoint a representative, to be determined by the YCOE, to serve as a member of the Board of Directors
6. Board of Director Meetings. The Charter Board, and all other "legislative bodies" of the Charter School, as that term is defined in the Brown Act, shall hold all meetings in accordance with the requirements of the Ralph M. Brown Act, Education Code Section 47604.1, the Charter School Board's Bylaws, and any new legislation that goes into effect during the term of this MOU. Each legislative body shall post its agendas and copies of the meeting minutes on the Charter School's website. The posted agendas shall include links to the backup materials for each agenda item for which there are electronic versions of backup materials that are not excluded from public disclosure. At the later of (1) the posting of the agenda or (2) the time that the staff provides a final copy of agenda item backup materials to all or a majority of all of the members of the legislative body, it shall post a link(s) in the pertinent agenda item to those materials that are not excluded from public disclosure. The homepage of the Charter School's website shall include a prominent, direct link to the current agenda for each legislative body, which link shall not be hidden within a contextual menu (e.g., a dropdown menu), in accordance with Government Code Section 54954.2. All approved meeting minutes and any recordings of meetings shall be promptly posted on the Charter School's website. If Board approved meeting minutes are ever not publically available on the Corporation's website, the Charter School shall provide YCOE with a copy of the Board approved meeting minutes upon request.
7. Facility. The Charter School has leased facilities from Ethan Conrad, for facilities located at 2945 Ramco Street, West Sacramento, California, 95691 ("site") for the term July, 1, 2020 through June 30, 2025 school years and shall provide a copy of that fully executed lease to the YCOE no later than July 31, 2020. The Charter School will promptly notify YCOE of any future changes in facility location and deliver a copy of any amended or new facility leases. The Charter School shall ensure that Site complies with all other requirements set forth in the Charter and the Charter Schools Act.
8. Equipment and Materials. All equipment and materials purchased by the Charter School with Average Daily Attendance ("ADA") funding generated by students enrolled in the Charter School shall remain property of the Charter School while the Charter School is

operational and until closure of the Charter School. If the Charter School is required to liquidate such equipment or materials to repay or return State funds upon closure of the Charter School, or to repay creditors, all remaining net assets of the Charter School (after payment of all creditors), including equipment and materials purchased with ADA funding generated by student enrolled in the Charter School, shall be re-distributed by the Corporation to its other charter school(s) or another charter school operating within the County, or shall revert to the County per the dissolution procedures outlined in the Charter under "School Closure Procedures". The Charter School shall be solely responsible for maintaining such equipment and/or materials in in good working order and may not use such equipment and/or materials for any personal or private use. The Charter School shall mark and identify, and maintain a written inventory of all such equipment and materials identified as assets in the Corporation's adopted Board Policy #05-16 "Controls, Budget and Fiscal Management". Charter School to supply YCOE with a copy of said policy. The written inventory shall be updated annually and provided to the YCOE annually. The Charter School shall account for all assets obtained in its financial reports.

9. Independent Study. The Charter School warrants that its educational program is primarily classroom-based instruction. In the event the Charter School provides independent study for students, the Charter School shall comply with all "written agreements" and legal requirements for independent programs.
10. Transportation. The Charter School shall be solely responsible for the direct cost of all transportation services, including field trips, provided by the Charter School for its pupils. The Charter School shall ensure that the Charter School field trip consent and medical insurance forms are consistent with the Charter School's insurance provider guidelines and with the requirements set forth in YCOE forms. The Charter School will communicate with the YCOE to ensure these guidelines are adequate. The Charter School shall ensure that all such field trips are covered by their insurer as stated below in this Agreement. The YCOE shall not be responsible for providing or paying any costs in connection with transporting any Charter School students.
11. Food Services. The Charter School shall be solely responsible for the direct cost of all food services provided by the Charter School for its pupils. The YCOE shall not be responsible for providing or paying any costs in connection with food service to the Charter School students. Any additional costs not covered by federal and State nutritional grants shall be borne by the Charter School.
12. Administrative Services. Continuing in fiscal year 2020-21, the Charter School will utilize Sacramento County Office of Education (SCOE) ("Vendor"), for administrative services including but not limited to payroll, accounting and fiscal services, accounts payable, and as set forth in Charter. In the event the Charter School enters into a contract with an alternate Vendor or elects to provide Administrative Services through in-house personnel, the Charter School shall provide written notice to YCOE. The Charter School will also provide any contracts for these services with an alternate vendor. YCOE shall provide access to the QSS Financial system via a virtual computer to access historical data. The Charter School shall be solely responsible for the direct cost of any other administrative services provided by the YCOE to the Charter School, including but not limited to the following: STRS and/or PERS county-wide reporting as set forth in paragraph 27 (D) below; Staff Development; Fiscal Services (beyond oversight); and YCOE Annual fees. If YCOE is to perform any additional

Administrative Services YCOE shall provide the Charter School written notice and justification of actual costs at least 5 business days prior to performing Administrative Services.

13. Pupil Records. The Charter School shall at all times maintain Charter School pupil records, including but not limited to cumulative files, student work portfolios, immunization records, special education files, and/or attendance verification at the school site located within Yolo County. Notwithstanding Education Code section 47610, the Charter School shall comply with Education Code sections 49060 through 49079. Charter School public records maintained by the Charter School shall be made available for inspection by the YCOE at any time upon reasonable advance notice for purposes of verifying that the Charter School is in compliance with all State and federal laws, its Charter, and this MOU.
14. Notice to Parents/Guardians. Upon request, the Charter School shall provide to YCOE a copy of the annual notice sent to all parents/guardians regarding their rights under the Family Educational Rights Act ("FERPA").
15. Family Educational Rights and Privacy Act ("FERPA"). Employees of the Charter School who have legitimate education interest are entitled to access students' education records under 20 U.S.C.A. § 1232g, the Family Educational Rights and Privacy Act ("FERPA") and EC § 49076(b)(6). The Charter School, its officers, and employees shall comply with FERPA at all times. In addition, it is agreed that YCOE has an educational interest in the educational records of the Charter School such that YCOE shall have access to those records for reasons that include, but are not limited to, record requests, complaints and school closure. Records, at a minimum, shall include emergency contact information, health and immunization date, attendance summaries, and academic performance data from the statewide student assessments required pursuant to EC §§60605 and 60851.
16. Fingerprint and Criminal Record Summary Services. The Charter School, at its sole cost and expense, shall obtain fingerprint, criminal record summaries and subsequent arrest information for all Charter School employees and volunteers in positions requiring contact with minor children in accordance with the requirements of Education Code section 44237. The Charter School shall require all its subcontractors and vendors whose duties require contact with Charter School students to submit fingerprints in accordance with Education Code section 45125.1. The Charter School shall require all parent volunteers, who will supervise children outside of the presence of a credentialed employee, to undergo fingerprinting/background checks pursuant to Education Code sections 35021 *et seq.* The Charter School shall not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by the law, pursuant to Education Code Sections 44830.1 and 45122.1. By signing this MOU, the Charter School affirms its compliance with this paragraph. The Charter School shall make Charter School employee fingerprint verification information available to the YCOE upon request.
17. Indemnity. Except for claims arising from the YCOE's sole or separate negligence, reckless or willful misconduct, the Charter School shall defend and indemnify the YCOE and its respective directors, officers, employees, agents, and volunteers, from and against any and all actions, suits, claims, demands, losses, costs or liabilities that actually or allegedly arise in any manner from the Charter School's operations, or use and occupancy of the Site. YCOE, in turn, will defend and indemnify the Charter School and its respective directors, officers,

employees, agents, and volunteers, from and against any and all actions, suits, claims, demands, losses, costs or liabilities that actually or allegedly arise from the YCOE contractual or legal obligations under this MOU or its sole and separate negligence. The indemnity provisions of this MOU shall survive the expiration or termination of this MOU.

18. Insurance Coverage. The Charter School shall take out and maintain continuous coverage, during the term of the Charter, such public liability and property damage insurance as shall protect the YCOE, its officers, agents, servants, representatives, and employees from all claims for personal injury, including accidental death, to any person, as well as from all claims for property damage arising from operations under this Charter including field trips and other transportation related operations, in minimum amounts as follows: General and excess liability, including automobile liability: \$25,000,000 per occurrence. The Charter School shall deliver all required insurance certificates and endorsements to the YCOE by July 31, 2020. The Charter School agrees that the policy shall not be canceled or reduced in required limits of liability or amounts of insurance until it provides a written notice stating the date of cancellation or reduction to the Yolo County Office of Education. Date of cancellation or reduction may not be less than thirty (30) calendar days after date of mailing notice; The insurance policy shall include (1) language stating in particular who is insured, extent of insurance, locations and operations to which insurance applies, expiration date, to whom cancellation or reduction will be sent; and (2) an additional insured endorsement stating that the YCOE and its officers, employees, agents, and board of education are named as additional insured by way of endorsement to the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the YCOE. The Charter School shall upon written request of YCOE or its liability coverage provider shall provide a copy of the policy and all endorsement in effect at the time of the request, or at the time of a loss as specified by the request. The copy of the policy and endorsements shall be provided within 15 days of the written request. Each insurance company shall be an insurer admitted to do business in California with a "VIII" or better rating according to the current edition of Best's Insurance Reports.

The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Charter School, and any approval of said insurance by the YCOE, or its insurance consultant(s), are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Charter School pursuant to this MOU, including but not limited to, the provisions concerning indemnification.

The Charter School shall be solely responsible for maintaining, during the term of the Charter, a workers' compensation policy written in accordance with the laws of the State of California and providing coverage for any and all employees of the Charter School. This policy shall provide coverage for workers' compensation as required under California law and within statutory limits.

The Charter School shall take out and maintain, during the term of the Charter, all insurance policies provided for in the Charter, including directors and officers insurance, and employment practices insurance, and shall name the YCOE as additional insured.

19. Special Education Services and Section 504

- A. The Charter School shall be deemed a local education agency (“LEA”) for the purpose of receiving special education funding from the El Dorado County Special Education Local Plan Area (“SELPA”). In the event the Charter School seeks out membership from a different SELPA, YCOE will be notified concurrently along with the required notification to the El Dorado Charter SELPA. The Charter School will apply for membership in the alternate SELPA and thereafter shall keep YCOE apprised of the status of its application and provide YCOE with written proof of acceptance to another State Board of Education approved SELPA that is consistent with subdivision (a), (b), or (c) of Education Code Section 56195.1 at least one month prior to the proposed effective date of the change. The Charter School will be solely responsible for the Charter School’s compliance with the Individuals with Disabilities and Education Improvement (20 U.S.C. sections 1400, et seq.) (hereinafter “IDEIA”), including but not limited to any and all costs to provide special education and related services to the Charter School’s students including transportation and contracting with qualified service providers. As such, the parties understand and agree that the Charter School shall at times be solely responsible for compliance with IDEIA in all aspects and providing students with exceptional needs who attend the Charter School a free and appropriate public education in compliance with IDEIA. The charter school shall comply with all policies and procedures adopted by the El Dorado County SELPA. The Charter School shall defend and indemnify YCOE and its respective directors, officers, employees, agents, and volunteers, from and against any and all actions, suits, claims, demands and losses, and shall pay all costs, including YCOE’s attorneys’ fees, associated with any due process hearing or legal action arising out of the Charter School’s provision of special education and/or related services to former students of the Charter School, students attending the Charter School, or seeking to enroll in the Charter School.
- B. The Charter School shall be solely responsible for complying with all requirements of Section 504 of the Rehabilitation Act, including but not limited to, holding Student Study Team meetings, developing and implementing Section 504 Accommodation Plans, and responding to complaints filed with the Office of Civil Rights as a function of the general education program.
- C. The Charter School’s special education funding and payment shall be based on the El Dorado County SELPA’s funding allocation plan and the Charter School will be solely responsible for all special education expenses.
20. Supervisory Oversight Fee. In consideration for the actual costs of supervisory oversight by the YCOE, the Charter School shall pay an amount not to exceed one percent (1%) of the revenue of the Charter School (hereinafter, the “Oversight Fee”) pursuant to Education Code section 47613. “Supervisory oversight” for the purposes of this section shall be limited to those duties listed in Education Code §47604.32(a)(1) through (5) only. “Revenue” for this purpose of this calculation shall include the amount received in the current fiscal year for the location funding formula calculated pursuant to Education Code § 42238.02 as implemented by Education Code §42238.03. “Revenue” for purposes of this calculation shall not include Charter School fund-raising activities, private donations, other public grants, or any other source of income developed by the Charter School.
21. Direct Funding, Use of Funds and Reserves. The Charter School elects to receive the state aid portion of the charter school total local control funding formula allocation. These funds shall

be forwarded to an account established for Gateway Community Charters on behalf of "Empowering Possibilities International Charter" with Sacramento County Office of Education to be deposited in the Sacramento County Treasury. The parties specifically agree that it is not the responsibility of YCOE to provide funding in lieu of property taxes to the Charter School, in accordance with the Education Code section 47635. The School recognizes that the YCOE shall have no responsibilities for funding the Charter School beyond the actual funding received for the School.

The Charter School agrees that all funding received for the Charter School, from any and all sources, including but not limited to all funding sources set forth in the Charter or this MOU, or other agreement with the YCOE, shall be used exclusively to operate the Charter, and shall not be used, either directly or indirectly, or by loan or gift, to fund, assist, pay for the debts of, or towards the operation of, any other school or established managed, controlled, or operated by the Corporation or Charter School, or operated by its members, officers, agents, servants and employers, or for any other purpose whatsoever. The Charter School funds may be used to pay EPIC's pro-rated share of central administration costs for administrative services provided by the Corporation. The Charter School shall account for all pro-rated administrative costs in its financial reports to the YCOE required herein and the Charter.

To safeguard the Charter School's financial stability, the Charter School shall maintain annual reserves of no less than three percent (3%) of the total unrestricted expenditures and uses of the Charter School's adopted budget for the fiscal year. An explanation of any projected drop in reserves below the three percent level must be included in Assumptions.

22. Payment Schedule. The Charter School shall pay any YCOE supervisory oversight fees (20), and all other fees, semi-annually, for each school year. The YCOE shall invoice the Charter School for fees due as of, December 31, and June 30, with invoices to be prepared and submitted by the YCOE to the Charter School within (30) calendar days during the year and by September 15 (when books are closed) at the end of the year. The September invoice shall account for the Charter School's prior year actuals and shall reflect a true-up of fees based on the Charter School's total unrestricted revenues for the prior fiscal year. The Charter School shall pay all invoices within fifteen (15) business days of their issuance by the YCOE. In the event that payment is not received within five (5) business days following the payment due date, and/or if such payment is returned or unpaid due to insufficient funds, the Charter School authorizes the YCOE to deduct any such fees or payments from future apportionments, provided YCOE has sent a detailed statement within 7-10 days of such deduction. Any disputes regarding this section shall be referred to the dispute resolution procedure as stated in the Charter.
23. Mandated Costs. The Charter School shall obtain its claiming number from the State Controller's office if desired, and shall complete and file its own mandated cost reimbursement claims. Monies received from mandated costs reimbursements shall not be included in the definition of "revenue" for purposes of calculating any fee in this MOU.
24. Additional Funding Sources. The Charter School may also receive funding from new or "one-time" funding sources made available to schools or school districts by the State of California to the extent that the Charter School and/or its pupils establish entitlement to any such funds. In the event that such additional funds are misdirected by the YCOE, the YCOE agrees

to pass through all such funds to the Charter School within (30) thirty days of receipt, provided that the Charter School has complied with all initial requirements, restrictions, and/or conditions attached to those funds by the funding source or agency, if any, and Charter School agrees to comply with any and all conditions of funding attached to the funding source. Prior to securing any grant and/or additional funding of \$5,000 or more, the Charter School shall notify the YCOE thereof and provide a hold harmless, indemnification statement, including YCOE from any repayment of any grants and/or additional funding.

25. Grants. The Charter School and the YCOE may cooperate to identify and jointly apply for grants that meet the mutual goals of the YCOE and the Charter School for development of the Charter School. The provision shall not be construed to limit or otherwise prohibit the exercise of discretion by the YCOE.
26. Charter School Finances, Budget, Reports and Audits. The Charter School shall prepare and submit to the YCOE the following financial information reports using the state software (SACS) or the Charter School Alternative Reporting Form, and other required reports according the following schedule:
 - A. On or before July 1 of each year, a preliminary budget.
 - B. On or before July 1 of each year, an annual update (Local Control Accountability Plan or LCAP) pursuant to Education Code § 47606.5. The annual update shall be developed using the template adopted pursuant to Education Code § 52064 and shall include the following:
 1. A review progress toward the goals included in the charter pursuant to subparagraph (A) a of paragraph (5) of subdivision (b) of Section 47605 or subparagraph (A) of paragraph (5) of subdivision (b) of Section 47605.6; an assessment of effectiveness of the specific actions described in the charter toward achieving the goals; and description of changes to the specific actions the charter school will make as a result of the review and assessment.
 2. A listing and description of expenditures for the fiscal year as a result of the reviews and assessment required by paragraph (1).
 3. In developing the annual update, the Charter School shall consult with teachers, principals, administrators, other school personnel, parents and pupils per Education Code § 47606.5
 - C. On or before December 15, an interim financial report that reflects changes through October 31. Additionally, on December 15, a copy of the Charter School's annual, independent financial audit report for the preceding fiscal year shall be delivered to the State Controller, State Department of Education, and County Superintendent of Schools.
 - D. On or before March 15, a second interim financial report that reflects changes through January 31.
 - E. On or before September 15, a final unaudited actuals report for the full prior year. The report submitted to the Charter School shall include an annual statement of all the Charter School's receipts and expenditures for the preceding fiscal year.
 - F. Monthly general ledger financial reports showing totals through the end of the prior month and displaying the financial status of the Charter School shall be submitted to

the YCOE with the Interim and final unaudited reports above. For convenience, the Charter will be provided with interim and unaudited actual checklists of required items. Such reports shall display budgeted revenues and expenditures as compared with actual figures to date and projected year-end figures, by major category of revenue and expenditure. The reports shall also include disclosure of any and all new debts assumed by the Charter School subsequent to submission of the previous month's financial report. Additionally reconciled monthly bank statements will accompany interim and unaudited actuals reporting, as well as a copy of the reconciliation for accounts payable receivables.

- G. The Charter School must notify YCOE 30 days in advance, if it determines to secure loans or other short term funding apart from normal state subventions for charter schools. The potential lender(s) must be notified, in writing, with a copy to YCOE, that YCOE is not a party to the proposed loan, and that YCOE bears no responsibility for the repayment of the loan. Further, the Charter School agrees to communicate with YCOE, prior to the finalization of the loan agreement. The Charter School will provide information regarding the details of the loan, including the repayment schedule, the impact on the current operating budget and the multiyear financial plan. If YCOE determines at any time in the loan application/repayment schedule, that the Charter School is in danger of default, the YCOE may initiate notification to the Charter School regarding the possibility of revocation.
- H. The Charter School shall be solely responsible for all costs associated with auditing and accounting services in addition to those services not provided by the YCOE to the Charter School as set forth in this MOU. The Charter School shall utilize the services of an accounting/auditing firm experienced with school and educational accounting requirements and practices, and shall be approved by the State Controller on its published list as an educational audit provider. The Charter School shall contract for an annual audit of their financials each year by April 1 and shall notify YCOE of the contracted auditing firm each year.
- I. For the reports listed under Section 26, A, C and D above, the Charter School shall also provide with each financial report supporting and/or back up information included but not limited to: MYP for current and two subsequent years; Assumptions used for two subsequent years; Explanation for major variances by category between reporting periods; Enrollment projection; ADA P2 projection by grade level; COLA and any applicable deficit percentage; Copy of the "FCMAT LCFF Calculator" showing the calculation used for determining the local control funding formula revenue; List of statutory benefit rates; List of H&W rates and number of participants; and Number of FTE's for certificated and classified employees for each year.

The Charter School shall promptly respond to all reasonable inquiries including, but not limited to, inquiries regarding its financial records, cash flow and budget, and ADA P2 projections from YCOE, in accordance with Education Code section 47604.3. The Charter School agrees to and submits to the right of YCOE to monitor the Charter School's ADA projections and cash flow shortages in order to carry out the YCOE's statutorily required oversight.

27. Personnel and STRS/PERS Reporting Requirements.

- A. All employees of Charter School will enter into an employment agreement with the Charter School. The Charter School is independent from the YCOE and any YCOE employees who chose to work at the Charter School shall resign their status as employees of the YCOE and all their rights and benefits thereof. All persons employed by the Charter School shall not be deemed to be employees of YCOE for any purpose whatsoever. The Charter School's employees shall have no employment rights of any kind with the YCOE.
- B. The Charter School will develop and maintain an Employee Handbook detailing the rights and responsibilities of all Charter School employees and shall comply with all anti-discrimination and sexual harassment employment laws applicable to public agencies. On or before the first day of operation in the 2020-21 school year, and by August 1 of each subsequent year, the Charter School shall provide the YCOE with access to the Employee Handbook. The Charter School shall annually update and revise the Employee Handbook to reflect the changes in the law and/or policies. The Charter School shall be solely responsible for hiring and compensation of Charter School employees, including but not limited to, salary, health benefits, sick leave, vacation and retirement benefits. The YCOE shall have no obligation to provide beginning teacher support or assessment to any Charter School teacher or employee. The Charter School shall notify all applicants for non-certificated positions with the Charter School that accepting employment at the Charter School may exclude the applicant from further coverage in the applicant's current retirement system depending on the retirement options offered by the Charter School.
- C. All Charter School teachers must hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment, and there is no "flexibility" granted to non-core, non-college preparatory teachers. Additionally, by July 1, 2020, all Charter School teachers must obtain a certificate of clearance and must satisfy the requirements for professional fitness specified in Education Code Sections 44339, 44340, and 44341. The Charter School shall ensure timely compliance with these requirements, and on or before June 30, 2020, Charter School shall provide to YCOE a copy of the certificate of clearance and credential or other document qualifying the person for the assignment for each teacher who will work at the Charter School as of July 1, 2020.
- D. The Charter School shall enter into a contract with STRS and PERS and provide YCOE written notification and a copy of such agreements upon request. The Charter School shall submit semi-monthly STRS and PERS school-level reports, and YCOE will create any final county-wide reports by STRS and PERS and submit final reports to the retirement system on behalf of the Charter School. For reporting to retirement systems on behalf of the Charter School, the Charter School shall reimburse YCOE for the actual costs incurred for these reporting services, as set forth in 12 above, pursuant to Education Code section 47113.3. Actual costs to be determined semi-annually and a detailed invoice to be provided to the Charter School. The Charter School shall be solely responsible for the content and accuracy of the information

provided to YCOE. The Charter School accepts and assumes sole financial responsibility for any and all STRS and/or PERS reporting fines and/or penalties resulting from incomplete, inaccurate, or late reports and/or inadequate or late deposits from any cause whatsoever, except if such fines and/or penalties result from the sole negligence of YCOE. The Charter School shall provide funds for YCOE to maintain a mutually agreed upon reserve for the purpose of paying any outstanding STRS and PERS contribution in the event the Charter School closes.

28. Suspensions and Expulsions. In addition to the procedures set forth in the Charter, the Charter School shall ensure that pupils suspended from the Charter School are provided with an appropriate alternative educational program (class work and homework assignments, etc.) during the period of the pupil's suspension from school. Whenever a pupil is expelled from the Charter School, the Charter School shall notify the pupil and the pupil's parents or guardians in writing of the pupil's duty to attend the public school district in which the residency of either the parent or legal guardian is located. The Charter School shall also notify the public school district in which the residency of either the parent or legal guardian is located whenever a pupil is expelled from the Charter School.
29. YCOE Reports. The YCOE will file all reports as required by law to be filed with the California Department of Education or any other State of federal agency by a local educational agency on behalf of the YCOE and/or Charter School. The Charter School shall promptly provide the YCOE with any information, data, or documentation necessary for the YCOE to timely file such reports in accordance with the law. The Charter School shall be solely responsible for the accuracy of all data submitted to the YCOE. The Charter School shall be responsible for filing all other reports as may be required by law.
30. Annual Reports to YCOE Board. By Yolo County Board of Education's regular Boardmeeting in July each year, the Charter School shall provide the YCOE with the following:
 - A. Descriptions of outreach and recruitment activities that have been conducted to reach target populations as described in the Charter.
 - B. Progress towards achieving racial/ethnic balance with accompanying year-to-year comparisons of the enrollment breakdown by race and ethnicity.
 - C. Procedures for application, enrollment, and admission wait listing and lotteries for placement (enrollment preferences) as described in the Charter.
 - D. Evidence of enrollment preferences consistent with the Charter and with YCOE conditions of operation. For example, information regarding student demographics; information regarding random drawing of results and copies of wait lists, if applicable.
 - E. Copy of sample enrollment forms and information provided to prospective families.
 - F. Documentation, while pertinent, that start-up enrollment is consistent with enrollment numbers described in the Charter.
 - G. Evidence that each student is a resident of California in accordance with EC § 47612. This may include for example, description of the process used, documents considered and how determination was reached.
 - H. Charter School's annual attendance calendar. The Charter School shall maintain no less than the minimum number of instructional days and minutes required by the Education Code for each grade level.

Subject to YCOE approval, which shall not be unreasonably withheld, the Charter School shall establish and maintain an attendance reporting system to record and account for the Charter School's ADA, as defined in Title V California Code of Regulations section 11960. The Charter School shall submit enrollment and attendance data one week prior to the CDE's principal apportionment reporting deadlines to the YCOE as necessary to enable the school to receive the funding specified in this MOU. The Charter School shall complete and submit enrollment and other necessary demographic information to YCOE, to the California Longitudinal Pupil Achievement Data System (CALPADS), and to the California Basic Education Data System (CBEDS) consistent with State timelines and requirements. The Charter School shall submit to YCOE at the P1, P2, and Annual reporting periods those reports with supplemental schedules and concurrently submit information concerning the Charter School's in-County and out-of-County pupils, enrollment, and average daily attendance, as required for the computations pursuant to Education Code Section 42238-42251.

The Charter School shall provide all data and reports required by the YCOE in hard copy and electronic data files. Electronic data files shall be in the CDE required Principal Apportionment software currently Principal Apportionment Data Collection (PADC) and signed certifications will accompany hard copies of documents by due dates.

In addition to submission of the electronic data files, the Charter School shall submit to YCOE hard copies of all back up attendance documents (e.g., monthly summary reports that support the reported ADA). YCOE staff will review and certify the attendance data submitted by the Charter School only when all documentation has been submitted and appears to be in order. Attendance data submitted without requisite detail will not be processed and may result in a delay of funding to the Charter School. The Charter School is responsible to assure that all reports are accurate and timely, to receive timely apportionment payments. The Charter School shall also maintain weekly attendance sheets signed and dated by teachers., and documentation evidencing contacts made by the Charter School to parents/guardians when students are absent from school (e.g., parent contact log, absence log, etc.)

Upon request, the Charter School shall provide YCOE with documentation of the teacher/student ratio for the Charter School.

31. Educational Program. At times that it is operational, the Charter School shall have available the information listed below. The information shall be submitted to YCOE whenever updated, and at least on an annual basis:

Information regarding the educational program for students to be served including, but not limited to:

- I. A description of the curriculum and identification of the basic instructional materials to be used.
- II. By February each year, the Charter School shall submit a written "Annual Report/School Accountability Report Card" ("SARC") and make it an oral presentation at the County

Board of Education for the prior year that examines, analyzes and reviews state and federal student assessment data and reports, including the following:

- i. State approved test results (currently CAASPP results) as listed above
- ii. Discuss adopted LCAP
- iii. Evidence that the Charter School is systematically examining student data and using it to inform decisions regarding curriculum and instruction
- iv. Names of any additional internal assessments used by the Charter School not identified in the Charter, if applicable
- v. Matriculation rates
- vi. Number of courses completed by students by grade level
- vii. Bench mark data for math and English language arts aligned with CAASPP
- viii. Plans for professional development, including agendas, topics to be covered, and speakers
- ix. Changes in key management personnel during the previous year, and anticipated for the upcoming year
- x. Attendance, suspension and expulsion data
- xi. Progress on WASC action plans
- xii. ELL test results, support services, and intervention plan
- xiii. Summary data from annual student/parent satisfaction surveys
- xiv. Evidence that the Charter School is financially sound
- xv. CALPADS data regarding special education services provided under El Dorado County SELPA agreement
- xvi. Results of interim assessments used to evaluate specific student progress during the school year in addition to the results of the State approved assessment system, (currently California Assessment of Student Performance and Progress or CAASPP System) in evaluation of student progress
- xvii. Daily bell schedule for site-based programs that includes any passing time, breaks or recess, lunch breaks, before or after school activities
- xviii. Sample student contracts, description of frequency of contact with teachers, pupil/teacher ratios, and description of how student work will be evaluated for time value for non-classroom-based programs (if applicable)
- xix. Initial and mid-term Western Association of Schools and Colleges ("WASC") accreditation self-study and visiting committee reports

32. Assessments and State Approved Testing (currently CAASPP Testing). The Charter School shall establish guidelines and expectations for all student achievement at each grade level and implement assessments that promote successful transition to a traditional school program, or to continue in the Charter School's program. The Charter School shall develop a system of assessment procedures and measurement tools that provide objective, comparable written assessments in order to determine student comprehension of State and YCOE curricular competencies required by law.

The Charter School shall annually notify the YCOE in writing at least thirty (30) calendar days in advance of the date and location of State approved testing (currently CAASPP testing), and the total number of State approved tests (currently CAASPP tests) to be administered to Charter School pupils. The Charter School shall provide YCOE with school-wide State

approved test results (currently CAASPP test results) by subgroups. The Charter School shall institute measures to ensure security of all testing materials.

33. Site Visits. YCOE is informing the Charter School that it shall conduct at least two site visits during each school year. (Education Code requires a visit at least annually). The primary focus of the visit shall be on teaching and learning. The site visit may also include a review of the facility, review of records maintained by the Charter School, interviews with administrators, staff, students, and parents, and observation in the classroom. Any deficiencies shall be reviewed with the Charter School Administration.
34. Financial Reports. Upon request, the Charter School shall provide the YCOE with documentation of any financial records pursuant to Education Code section 47604.3.
35. Compliance with Other External Source Funding Requirements. The YCOE and Charter School shall comply with all terms and conditions of any other external source funding requirements applicable to funding received by the YCOE on behalf of the Charter School, if any. Upon reasonable advance written request by the YCOE, the Charter School shall provide evidence to the YCOE, with all reports, data, and information reasonably necessary for the YCOE to meet any reporting, certification, or other requirements for such funding.
36. Dispute Resolution Procedure. In the event of any dispute between the Charter School and the YCOE, excluding revocation of the Charter but including audit expectations and deficiencies, the complaining party shall prepare a written statement of the dispute which shall be simultaneously submitted to the YCOE Superintendent or designee, shall meet and confer within five (5) business days from the date of the receipt of the written statement and attempt to resolve the dispute. In the event the matter is not resolved, the parties shall identify two members of their respective governing boards who shall meet with the YCOE Superintendent or designee and the Charter School's Superintendent/CEO within ten (10) business days and attempt to resolve the dispute. If this meeting fails to resolve the dispute, either party shall, within five (5) business days following the meeting, submit the matter to a mutually agreeable mediator, for resolution in accordance with any procedure determined to be prescribed by the mediator and agreed to by the parties. Review by the mediator to be held no later than forty-five (45) business days of receipt of the initial dispute statement. If mediation does not resolve the dispute, either party may pursue any other remedy available under the law.

The Charter School shall timely notify the YCOE of any and all complaints filed against the Charter School by its employees, students, parents, and vendors involving violations of the Charter, this MOU, State and federal law, or alleged financial mismanagement.

At least annually, parents, students, Board members, volunteers and staff at the Charter School will be provided with a copy of the Charter School's policies and internal disputes process. Disputes arising from within the Charter School, including disputes among and between students, staff, parents/guardians, volunteers, advisors, partner organizations, and Charter School Board members, shall be resolved pursuant to established policies and procedures of the Charter School. The Charter School shall adopt and maintain a Uniform Complaint Procedure that complies with all requirements of California Code of Regulations, Title 5, Section 4600 *et seq.*

In the event that the Charter School's adopted policies and processes fail to resolve the dispute, YCOE agrees not to intervene in the dispute without the consent of the Charter

School's Board unless the matter relates to a possible violation of the Charter the MOU or law or to the operation of the Charter School or the YCOE's oversight obligations.

37. Revocation and Closure Protocol. The YCOE and the Charter School agree that the dispute resolution procedure set forth in paragraph 36, above, shall not apply to any matter that could lead to revocation of the Charter. Prior to revocation of the Charter, the YCOE shall provide the Charter School with written notice of its belief and an opportunity to meet with and respond to the YCOE within a reasonable time, which shall be not less than five (5) business days, prior to issuing a written notice to "cure and correct," unless the YCOE determines in writing that the violation constitutes a severe and imminent threat to the health and safety of the pupils in accordance with Education Code section 47607(d). Thereafter, if the YCOE determines that revocation is warranted, it shall follow the procedures set forth in Education Code section 47607.

In the event of revocation or school closure, the Charter School shall ensure that the person(s) responsible for implementing the Charter's closure protocol shall be experienced in dissolution and closure of public educational programs and such person(s) shall comply with all legal requirements regarding the confidentiality of student records. The Charter School's Superintendent/CEO shall serve as the official contact for purposes of implementing the closure protocol set forth in the following:

- A. Identification of a responsible person who will oversee and conduct the closure process; this provision shall include a process to ensure that it is updated no less than annually or with any change is made
- B. Notification of students and families of the Charter School closure
- C. Security of student and business records
- D. Identification of all assets and liabilities and plan for transfer as detailed in the charter
- E. Final close-out audit to be paid for by the Charter School
- F. Identification of a source of funding to be used for closeout expenses including final audit
- G. Dissolution of the Charter School and/or nonprofit corporation

The Charter School's procedures should also satisfy the definition of "closure procedures" in Title 5, California Code of Regulations § 11962, to the extent that Section imposes, or is amended to impose, additional requirements.

Closure procedures will not begin until appeal rights (if applicable) have been exhausted. If the Charter School is to close permanently for any reason (i.e., voluntary surrender, non-renewal, or revocation), YCOE shall serve written notice on the Charter School that the closure procedures have been invoked. The Charter School shall immediately identify the specific individual who is responsible for coordinating the Charter School's close out activities and shall notify YCOE. YCOE shall identify a staff person who shall work with the Charter School to accomplish all close out activities

The Charter School expressly acknowledges the right of YCOE, on behalf of the County Superintendent of Schools (pursuant to EC § 47604.3), to take immediate and direct control of all Charter School's student and business records at any time after. The YCOE

Board of Education revokes the Charter School's petition under EC § 47607(f)(3) and/or (4).

38. Termination for Cause. The YCOE may terminate any services provided pursuant to this MOU upon failure of the Charter School to pay any amount due under this MOU within sixty (60) days after receipt by Charter School of a YCOE demand for payment and notice of intent to terminate services. Any failure by the Charter School to pay an amount due under this MOU, or other material violation of the terms of this MOU by the Charter School, may constitute grounds for revocation of the Charter in accordance with the provisions of the Charter and the Charter Schools Act, and any such termination or revocation shall be consistent with such provisions, including with respect to notice and an opportunity to cure. In the event of revocation of the Charter, this MOU shall be deemed null and void. Charter School may suspend performance under or terminate this MOU for cause upon sixty (60) days advance written notice to the YCOE of a material violation by the YCOE of the terms of this MOU.
39. Annual Review and Miscellaneous. The Charter School shall participate in an annual review conducted by the YCOE, if any, of all programs offered at the Charter School, including their effectiveness and student achievement. The review may, at the YCOE's discretion, require changes to the Charter School's programs to ensure compliance with the educational curriculum outlined in the Charter.

The Charter School shall provide YCOE no less than thirty (30) days prior written notice of any actions taken by the Charter School that may and/or will affect and/or change the status of the Charter School, and which falls within YCOE's oversight responsibilities.

The Charter School shall provide all services not expressly indicated herein to be provided by the YCOE. Nothing herein shall preclude the parties from negotiating or amending this MOU to include additional services not contemplated by this MOU.

40. Independent Contractor Status. The parties to this MOU intend that the relationship between them created by this MOU is that of an independent contractor, and not an employer/employee. The YCOE shall deem no agent, employee, or servant of the Charter School to be an employee, agent or servant of the YCOE, except expressly acknowledged in writing. No agent, employee, or servant of the YCOE shall be deemed to be an employee, agent or servant of the Charter School, except as expressly acknowledged in writing by the Charter School.
41. Construction and Enforcement. This MOU shall be construed and enforced in accordance with the laws of the State of California.
42. Entire MOU. This MOU and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations and understandings regarding the Charter and Charter School are merged herein and are suspended by this MOU.
43. Amendments. This MOU may be altered, amended, changed, or modified only by agreement in writing executed by the Charter School and the YCOE's duly authorized representative with a specific reference to the Charter, and to this MOU which it alters, amends or modifies.

44. Material Revision to Charter. Changes to the Charter deemed to be material revisions may not be made without prior approval by the County Board of Education, per Education Code section 47607 and 47605. Revisions to the Charter considered to be material changes include, but are not limited to the following:
- A. Substantial changes to the educational program (including the addition or deletion of an educational program), mission, or vision
 - B. Adding a non-classroom based program
 - C. Addition or deletion of grades or grade levels to be served
 - D. Changes to location of facilities or lease agreements for the Charter School sites, resource centers, meeting space, or other satellite facility including the opening of a new facility; temporary locations rented for annual student testing purposes shall be exempted from this provision.
 - E. Admission requirements and procedures
 - F. Governance structure, including but not limited to: changes in number of board members, method by which new board members are selected, and/or changes in majority/quorum or other provisions relating to resolution approval.
 - G. Entering into or revising a contract with an education management organization or charter management organization (EMO/CMO)
-
45. Invalidity of Provisions of this MOU. If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of this other provisions hereof shall not be affected thereby.
46. Nondiscrimination. The Charter School covenants and agrees that they shall not discriminate against any person or group thereof upon the basis of the characteristics, whether actual or perceived, as listed in Education Code section 220 including but not limited to race, color, religion, gender, ancestry, physical and/or mental disability, marital status or national origin, nationality or ethnicity, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, or association with individuals with one or more of the above characteristics in the operation of the Charter School.
47. Assignment. Neither this MOU nor the establishment of operation of the Charter School shall be assigned by the Charter School to any other person or entity without the prior written notice to consent of the YCOE.
48. No Waiver. No waiver of any provision of this MOU shall be deemed or shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly stated.
49. Survival. All representations, warranties and indemnities made herein shall survive termination of this MOU.
50. Notices. All notices, consents, demands, or other communications for one party or the other required or permitted in this MOU shall be in writing and shall be either personally delivered or sent by national recognized overnight courier, telecopier, or by registered or certified U.S. mail, postage prepaid, addressed as set forth below (except that a party may, from time to time give notice changing the address for this purpose). A notice shall be effective on the date personally delivered, on the date delivered by a national recognized overnight courier,

on the date set forth on the receipt of a telecopier or a facsimile, or upon the earlier dates set forth on the receipt of registered or certified mail, or on the fifth (5th) day after mailing.

To the Charter School: Superintendent/CEO
Gateway Community Charters, Inc.
5726 Dudley Blvd
McClellan, CA 95652
Facsimile: (916) 993-4110

To the YCOE: Superintendent
Yolo County Office of Education
1280 Santa Anita Court, Suite 100
Woodland, CA 95776
Facsimile: (530) 668-3849

IN WITNESS THEREOF, the parties hereto have executed this MOU as of the date and year first above written.


CHARTER SCHOOL

BY:

Dr. Cindy Petersen
Superintendent/CEO
Gateway Community Charters/EPIC

YOLO COUNTY OFFICE OF EDUCATION

BY:


Garth Lewis, Jr.
Yolo County Superintendent of Schools
Secretary, Yolo County Board of Education

5. 11. Distance Learning Update 

Description

Attached is an update on YCOE's fall reopening plans.

Recommendation

This item is being presented for information only.

Supporting Documents

 [YCOE Distance Learning Update 8.11.20.pdf](#)

Contact Person

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

YCOE Update on Distance Learning – August 11, 2020

Planning to Reopen Schools In-Person

Last spring, schools shuttered across the country and students, staff and families made the unprecedented shift to distance learning because of the COVID-19 pandemic. Our YCOE departments worked hard to shift as quickly as possible to support students and families who finished the balance of the spring semester and extended school year in a distance learning format.

This summer, the Yolo County Office of Education, in coordination with the Yolo Department of Public Health, and the Yolo County Health and Human Service Agency organized a task force to review the state’s guidance and develop recommendations specific to Yolo County schools for the 2020-2021 school year and beyond. YCOE departments then began using the Yolo County Task Force Guidance to finalize our own program reopening plans for fall of 2020. Our YCOE mantra became *“It is possible to prepare for the future without knowing what it will be”* (Margaret Wheatley), and YCOE departments used the following values to guide our planning:

- Keeping students and staff safe and healthy
- Support for social emotional and mental health needs of students, families and staff
- Access to learning and instruction
- Family support needs (food security, childcare, etc.)

YCOE’s reopening planning was also influenced by decisions being made by our host districts (e.g., moving start dates, transportation, food service, building closures, programmatic alignment, etc.).

Pivoting to Plan for Distance Learning

YCOE’s planning was curtailed by Governor Newsom’s order preventing schools located in counties that are on the state’s coronavirus watch list from physically opening for instruction until they have cleared several public health benchmarks for 14 consecutive days. With this news, YCOE’s departments began planning for a virtual distance learning opening. Under Senate Bill 98, distance learning must include the following minimum components:

- (1) provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work;
- (2) content aligned to grade level standards that is provided at a level of quality and intellectual challenge equivalent to in-person instruction;
- 3) academic and other supports designed to address the needs of pupils who are performing below grade level, or need support in other areas;

(4) special education, related services, and any other services required by a pupil's individualized education program;

(5) designated and integrated instruction in English language development; and

(6) daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness.

In accordance with Senate Bill 98, YCOE departments are planning to provide daily live instruction and meet the instructional minute requirements for each of our different programs. Through negotiations we are exploring whether we can offer some specialized services (e.g., 1:1 tutoring, related special education services, special education assessments, etc.) in person.

5. 12. Interdistrict Transfer Appeals

Description

Review Interdistrict Transfer Appeals policy and procedures.

Recommendation

For Information.

Supporting Documents



[Handbook E 5117.pdf](#)



[BP 5117 Interdistrict Attendance Appeal Process.pdf](#)

Contact Person

Superintendent Garth Lewis will present this item.



INTERDISTRICT ATTENDANCE APPEAL PROCESS HANDBOOK

Adopted: 08-25-15
by the Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

INTERDISTRICT ATTENDANCE APPEAL HANDBOOK

INTRODUCTION

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

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

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

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

INTERDISTRICT ATTENDANCE APPEALS

County Board Authority

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

Limitations On County Board Authority

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

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

County Board Authority in Appeals Involving Two Counties

If the interdistrict attendance involves school districts located in different counties, the appeal will be heard by the County Board of Education for the district denying an agreement or refusing or failing to enter into an agreement. If districts in different counties deny an agreement, or refuse or fail to enter into an agreement, the County Board for the district of residence shall hear the appeal. If the appeal is granted, the County Board for the other district will be asked to agree. If the two County Boards do not then agree, the pupil's appeal shall be denied.

What Actions the County Board of Education May Take

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

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

REQUESTING AN INTERDISTRICT ATTENDANCE APPEAL HEARING

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

District Denies Request:

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

District Fails To Act On Request For Next School Year:

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

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

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

3. If you have asked for an interdistrict attendance agreement for the current school year and the school district(s) fail to respond to your request, you must wait thirty (30) calendar days from the date of your request to see if you get a response from the school district(s). If you do not get a response during that time, you have thirty (30) more days to file an appeal with the County Board of Education.

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

Before you file your appeal, you must check the policies of the local school districts to see if there is any type of internal appeal procedure (e.g., decision by Superintendent may be appealed to School Board). If there is an internal appeal procedure, you must use that procedure before you file an appeal with the County Board of Education.

LATE APPEALS

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

FILING AN APPEAL AND REQUESTING A HEARING

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

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

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

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

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

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

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

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

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

PROCESSING THE REQUEST FOR AN APPEAL

County Superintendent or Designee Will Verify Information

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

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

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

Setting A Hearing Date

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

Notification of Hearing Date

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

Other Issues

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

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

PREPARING FOR THE HEARING

Filing A Written Argument Is Important:

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

District Written Response:

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

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

Attach Documentation to Your Written Argument:

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

Some examples of documentary evidence include:

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

Waiver of Privacy of Documents Provided:

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

Multiple Appeals:

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

Legal Advocate at The Hearing:

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

A Brief Verbal Presentation:

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

FACTS THE COUNTY BOARD WILL CONSIDER

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

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

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

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

A. Factors Which Support Granting An Appeal:

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

- (5) **A substantial danger to the pupil's health or safety exists by remaining in the district of residence.** A danger to the pupil's health or safety must be supported by the written statement of a qualified health expert, by police reports, by school records, or by other documentation. Substantial danger based upon transportation issues may be included under this criteria.
- (6) **A specialized and specific district academic program or service in grades 7-12 is unavailable in the district of residence, and is essential to the pupil's career or academic objectives.** Such a district program or service must be directly related to and be essential to achieve the pupil's career objectives or academic advancement and not be based solely on the pupil's interests or desires, or on extracurricular activities or athletics. An academic program is defined as a series of classes in a single subject or in related subjects extending over more than one (1) year in grades 7-12, which has a specific occupational or educational objective.
- (7) **The pupil previously has been granted an interdistrict attendance agreement specifically based on that pupil's child care needs, and the pupil must be allowed to continuously enroll in the school district pursuant to Education Code § 46601.5.** The parent or guardian must provide evidence of the previous interdistrict attendance agreement, the current and prior child care location(s), and any documentation from the school districts regarding the prior agreement and current request. *You must demonstrate that the school district's denial was based on an arbitrary, discriminatory or otherwise inappropriate reason under Education Code § 48204(f).*

(Please note: In this situation, a school district has general authority to deny an interdistrict attendance request for the reasons listed under Education Code § 48204(f). Under that law, the school district's reason cannot be based upon race, ethnicity, sex, parental income, scholastic achievement or any other arbitrary consideration. However, the school district may deny the request: (1) if the transfer would negatively impact the district's court-ordered or voluntary desegregation plan; (2) if the additional cost of educating the pupil would exceed the amount of additional state aid received from the transfer; (3) if the transfer results in a net transfer of pupils out of a district that exceed the statutory amounts in Education Code §§ 48204(f)(6)(A)-(C); or (4) for any non-arbitrary or non-discriminatory reason. You should be prepared to address these reasons when asserting this criteria in the appeal.

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

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

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

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

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

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

THE HEARING

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

YOLO COUNTY OFFICE OF EDUCATION
1280 Santa Anita Court, Suite #100
Woodland, CA 95776-6127

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

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

The hearing is conducted as follows:

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

9. The hearing will be closed by a motion approved by three (3) members of the County Board.
10. Following the closing of the hearing, the County Board will publicly deliberate the matter.
11. When the County Board President determines that deliberations are complete, he/she will then call for a vote regarding the following question: “Shall (name of pupil) be permitted to attend the (school district) for the _____ school year?”
12. A majority of the County Board members present must vote “yes” for the appeal to be granted. If a majority of the members present do not vote to grant the appeal, it will be denied.

AFTER THE HEARING

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

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

MEMBERS OF THE COUNTY BOARD OF EDUCATION

| | <u>Trustee Area</u> | <u>Board Member</u> | <u>Term Expires</u> |
|----|-------------------------------------|----------------------------|----------------------------|
| #1 | West Sacramento | Matt Taylor | 2022 |
| #2 | Davis | Melissa Moreno | 2022 |
| #3 | Woodland | Cirenio Rodriguez | 2020 |
| #4 | Davis | Shelton Yip | 2020 |
| #5 | Winters/Esparto Woodland | Carol Souza Cole | 2022 |

Adopted: August 25, 2015

Revised:

INTERDISTRICT ATTENDANCE APPEAL PROCESS

The Yolo County Board of Education shall consider an appeal against any school district within the county for its failure or refusal to issue an interdistrict attendance permit to a student, or for its failure or refusal to enter into an interdistrict attendance agreement with another school district for the student's attendance. (Education Code 46601)

If the request for interdistrict attendance involves a school district located within the county and a school district located in a different county, the County Board shall have jurisdiction if the denial of the permit, or the refusal or failure to enter into an agreement, is by the school district within the county. If both school districts deny the permit or refuse or fail to enter into an agreement, the County Board shall have jurisdiction only if the school district within the county is the student's district of residence. (Education Code 46601)

The appeal shall be filed in writing, by a person having legal custody of the student, within 30 calendar days of the district failure or refusal to issue a permit, or to enter into an agreement allowing the interdistrict attendance. Failure to appeal within the required time is good cause for denial of an appeal. (Education Code 46601)

The appeal shall be accepted only upon verification by the County Superintendent of Schools or designee that appeals within the district have been exhausted. (Education Code 46601)

YCOE Appeals Process

1. Pursuant to Education Code 46601 *et seq*, the Yolo County Board of Education ("County Board") shall hear and resolve interdistrict attendance appeals that involve school districts within Yolo County or certain appeals that involve a district in Yolo County and a district in another county.
2. The County Board is given authority by law to adopt rules and regulations establishing procedures for interdistrict attendance appeals. In an effort to make such legal procedures understandable to parents, guardians, students and school districts, the County Board has reviewed and adopted the contents of the "Interdistrict Attendance Appeal Process Handbook" dated 08-25-15. The Handbook is established as an administrative regulation to govern interdistrict attendance appeals filed with the County Board.
3. The County Board has established limits on the types of appeals it will consider regarding interdistrict attendance agreements. These limitations are set forth in detail in E5118.00: Interdistrict Attendance Appeal Process Handbook.

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

4. Although the law allows total discretion by the County Board to determine whether to grant or deny an interdistrict attendance agreement on appeal, the County Board has adopted certain criteria to guide its decision. The County Board believes that it is the responsibility of the person filing the appeal to provide facts which meet one or more of the criteria. Even if the parent/guardian submits such facts, the County Board will also consider any adverse impacts to the school district(s) in question and balance the competing factors. The criteria to be considered by the County Board is set forth in the Handbook.

Hearing

No later than 10 days prior to the hearing, the secretary to the County Board shall serve upon all parties involved, a notice by certified mail, return receipt requested. The notice shall include details of the date, time and place of the hearing, and of the opportunity to submit written statements and documentation, and to be heard on the matter.

The County Board shall conduct a hearing within 30 calendar days after the appeal is filed, to determine whether the student should be permitted to attend school in the district of his/her choice. If it is impractical for the County Board to comply with the time requirement for the hearing, the County Board may extend the time period for up to an additional five school days. (Education Code 46601)

Final Order of the County BoardHearing Officer or Administrative Panel without Authority to Render Final Decision

The County Board shall render a decision within 10 days of receiving the hearing officer/administrative panel's recommended decision. (Education Code 46601)

The County Board shall either grant or deny an appeal on its merits. However, if new evidence or grounds for the request are introduced, the County Board may remand the matter for further consideration by the district or districts.

If the County Board determines that the student should be permitted to attend school in the district of choice, the County Board shall fix the length of time for the student's attendance in that district, and the student shall be admitted to a school in that district without delay. (Education Code 44601, 46602)

All parties shall be notified in writing of the decision of the County Board. (Education Code 46602)

Legal Reference: (see next page)

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48209-48209.17 Student attendance alternatives

48660-48666 Community day schools

48900-48926 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

GOVERNMENT CODE

11455.20 Contempt

54950-54962 Ralph M. Brown Act (re closed sessions)

Adopted: August 25, 2015

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

INTERDISTRICT ATTENDANCE APPEAL PROCESS**INTERDISTRICT ATTENDANCE APPEAL HANDBOOK**

Adopted: August 25, 2015 by the
Yolo County Board of Education

County Board Authority

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

Limitations on County Board Authority

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

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)**County Board Authority in Appeals Involving Two Counties**

If the interdistrict attendance involves school districts located in different counties, the appeal will be heard by the County Board of Education for the district denying an agreement or refusing or failing to enter into an agreement. If districts in different counties deny an agreement, or refuse or fail to enter into an agreement, the County Board for the district of residence shall hear the appeal. If the appeal is granted, the County Board for the other district will be asked to agree. If the two County Boards do not then agree, the student's appeal shall be denied.

What Actions the County Board Of Education May Take

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

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

Requesting an Interdistrict Attendance Appeal Hearing

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

District Denies Request:

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

District Fails To Act On Request For Next School Year:

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

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

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

3. If you have asked for an interdistrict attendance agreement for the current school year and the school district(s) fail to respond to your request, you must wait 30 calendar days from the date of your request to see if you get a response from the school district(s). If you do not get a response during that time, you have 30 more days to file an appeal with the County Board of Education.

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

Before you file your appeal, you must check the policies of the local school districts to see if there is any type of internal appeal procedure (e.g., decision by Superintendent may be appealed to School Board). If there is an internal appeal procedure, you must use that procedure before you file an appeal with the County Board of Education.

Late Appeals

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

Filing an Appeal and Requesting a Hearing

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

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

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

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

Your completed appeal form should be accompanied by:

1. A copy of your original request for an interdistrict attendance agreement;
2. The district’s denial if there was one; and
3. Any other supporting documentation you want the County Board to consider.

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

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

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

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)**Processing the Request for an Appeal****County Superintendent or Designee Will Verify Information**

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

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

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

Setting a Hearing Date

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

Notification of Hearing Date

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

Other Issues

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

1. To explain your rights and the procedures for your case.

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

2. To request that you make certain documents available to assist the County Board of Education in making its determination.

Preparing For the Hearing**Filing A Written Argument Is Important:**

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

District Written Response:

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

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

Attach Documentation To Your Written Argument:

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

Some examples of documentary evidence include:

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)**Waiver of Privacy of Documents Provided:**

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

Multiple Appeals:

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

Legal Advocate at the Hearing:

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

A Brief Verbal Presentation:

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

Facts the County Board Will Consider

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

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

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

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

1. Factors Which Support Granting an Appeal:

- a. **The student's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her or parent's change of residence.** The student's desire may be based on his or her anticipated graduation from the school of current attendance at the end of the semester or school year, or on a need for educational continuity for the remainder of the semester or school year.
- b. **The student's plan to move in the near future and desire to begin the semester or school year in his or her new school district.** The student and his or her parent or guardian must offer written proof of their plan to move into the district of proposed attendance. Such written proof may be a rental agreement, a contract to purchase new property, or a similar document.
- c. **The acceptance of a sibling of the student for attendance for the current school year by the district of requested attendance when requiring the students to attend different districts would cause a hardship on the family.** The student and/or parent must submit written documentation of the sibling's enrollment and demonstrate a hardship based upon child care needs, transportation issues, employment location, or other significant factors.
- d. **The student's psychological or physical well-being will be seriously adversely impacted by remaining in the district of residence.** Problems with a student's psychological or physical well-being must be supported by the written statement of a qualified medical or behavioral professional having a professional relationship with the student.
- e. **A substantial danger to the student's health or safety exists by remaining in the district of residence.** A danger to the student's health or safety must be supported by the written statement of a qualified health expert, by police reports, by school records, or by other documentation. Substantial danger based upon transportation issues may be included under this criteria.

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

- f. **A specialized and specific district academic program or service in grades 7-12 is unavailable in the district of residence, and is essential to the student's career or academic objectives.** Such a district program or service must be directly related to and be essential to achieve the student's career objectives or academic advancement and not be based solely on the student's interests or desires, or on extracurricular activities or athletics. An academic program is defined as a series of classes in a single subject or in related subjects extending over more than one year in grades 7-12, which has a specific occupational or educational objective.
- g. **The student previously has been granted an interdistrict attendance agreement specifically based on that student's child care needs, and the student must be allowed to continuously enroll in the school district pursuant to Education Code 46601.5.** The parent or guardian must provide evidence of the previous interdistrict attendance agreement, the current and prior child care location(s), and any documentation from the school districts regarding the prior agreement and current request. You must demonstrate that the school district's denial was based on an arbitrary, discriminatory or otherwise inappropriate reason under Education Code 48204(f).

(Please note: In this situation, a school district has general authority to deny an interdistrict attendance request for the reasons listed under Education Code 48204(f). Under that law, the school district's reason cannot be based upon race, ethnicity, sex, parental income, scholastic achievement or any other arbitrary consideration. However, the school district may deny the request: (1) if the transfer would negatively impact the district's court-ordered or voluntary desegregation plan; (2) if the additional cost of educating the student would exceed the amount of additional state aid received from the transfer; (3) if the transfer results in a net transfer of students out of a district that exceed the statutory amounts in Education Code 48204(f)(6)(A)-(C); or (4) for any non-arbitrary or non-discriminatory reason. You should be prepared to address these reasons when asserting this criteria in the appeal.

- h. **A need to change the student's social environment, as recommended by juvenile authorities, such as School Attendance Review Board, county child welfare, and/or social service agency staff.** You must provide written documentation from a social services agency/staff or a law enforcement agency/staff that, due to documented cases of serious home or community problems, it is inadvisable for the student to remain in the school district of residence.

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

- i. **By reason of transfer of territory between districts, the residence of the student is no longer in the district which maintains the school where the student has previously attended.** You must show location of residence and the negative impact, if any, due to the transfer of territory.
 - j. **The student's residence is located such that entrance and exit on streets or sidewalks in all directions require travel through the district of requested attendance, and by virtue of topography, street pattern, and location of homes in the neighborhood, the area is land-locked.** You must provide written documentation of the land-locked situation and how such a situation makes a change in school districts advisable.
 - k. **Other exceptional or extraordinary circumstances which would weigh heavily in favor of the student.** You must specify and describe the type of exceptional or extraordinary circumstance and its effect on the student.
2. **Adverse Impacts upon District.** The County Board, in its discretion, may determine that evidence provided by the affected district(s) to justify one of the adverse impacts listed below outweighs facts supporting one or more of the above criteria justifying granting the appeal.
- a. **The negative financial impact of educating the student (district of desired attendance) or of losing the student (district of residence).** In either case, the impacted district(s) must demonstrate in writing that the student's transfer would place an undue hardship on the district's operations and/or resident students in terms of costs, reduced services or other unacceptable outcomes.
 - b. **The student's demonstrated failure to meet reasonable standards relating to behavior, attendance, or diligence to studies.** The demonstration of such failure by the district of proposed attendance must be based on a written explanation of the district's previous experience with the student under an interdistrict attendance agreement or on other documented evidence of behavior or attendance in the prior district of attendance.
 - c. **Lack of space for the student in the receiving district.** The district of proposed attendance must demonstrate in writing that the student's transfer would result in an undue hardship on the district's resident students in terms of overcrowding or priority for enrollment in a specific program and/or would be a violation of law, district policy or a collective bargaining agreement regarding class sizes or facilities use.

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

- d. **The negative impact of the student's transfer on a court ordered or voluntary desegregation plan of either district.** The district must provide details about the court ordered or desegregation plan and provide written evidence of the anticipated negative impact of the student's transfer.
 - e. **The transfer of the student would violate the Education Code, a state department regulation, or some other law governing school districts.** The district(s) must provide written documentation of the specific law which would be violated and how it would be violated.
 - f. **The student previously has been granted an interdistrict attendance agreement specifically based on the student's child care needs, but the school district has rejected the current request because of one (1) or more of the reasons under Education Code 48204(f).** The school district must identify its specific reason(s) for the denial and demonstrate whether that reason is appropriate under 48204(f)(1)-(6).
 - g. **Other exceptional or extraordinary circumstances which would weigh heavily in favor of the affected school district.** The school district must specify and describe the type of exceptional or extraordinary circumstance.
3. **Mitigation of Adverse Impacts.** You may, but are not required to, provide evidence of the following in order to mitigate adverse impacts of the transfer upon the district.

Your willingness to pay an amount equivalent to extra taxes, fees, and assessments that the district of requested attendance imposes upon residents of that district. You must specify and commit willingness in writing, including your understanding of the cost of extra taxes.

The Hearing

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

Yolo County Office of Education
1280 Santa Anita Court, Suite #100
Woodland, CA 95776-6127

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

During your appeal hearing, you, the student (optional), and the representatives of the districts, will take seats at a table in front of the County Board.

The hearing is conducted as follows:

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

INTERDISTRICT ATTENDANCE APPEAL PROCESS (continued)

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

After the Hearing

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

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

5. 13. Date for Special meeting in September to approve the Learning Continuity Plan

Description

Discuss a date for a special meeting in September to approve the Learning Continuity Plan.

Recommendation

Dates for a possible special meeting:

September 15, 2020

September 22, 2020

September 29, 2020

Contact Person

Superintendent Garth Lewis will present this item.

5. 14. Suggested Future Agenda Item(s)

Description

Trustee Souza Cole requested what the process would be on the formation of a CTE advisory Committee and who would need to participate.

Trustee Moreno recommended a future agenda item to recognize Trustee Yip's service.

Trustee Moreno requested a presentation with data showing feedback from parents and teachers on current distance learning/COVID 19 situation. Superintendent Lewis recommended waiting until September meeting to present this information from the Yolo County Office of Education.

6. ADJOURNMENT
