



YOLO COUNTY BOARD OF EDUCATION REGULAR MEETING

04/11/2023 03:30 PM

Yolo County Office of Education | 1280 Santa Anita Court, Suite 120, Woodland, CA
95776

Davis Conference Room
Open Session - 3:30 PM

AGENDA

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



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BOARD MEMBERS

Tico Zendejas, President
Shelton Yip, Vice President
Elizabeth Esquivel
Melissa Moreno
Armando Salud-Ambriz

Effective January 10, 2023, all meetings of the Yolo County Board of Education will be held in person at the Yolo County Office of Education, 1280 Santa Anita Court, Suite 120, Woodland, CA. The meeting will be available for live stream viewing via Zoom:

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 - The Board President will invite each speaker to the podium to make verbal comments that may not exceed three (3) minutes.

1. OPENING PROCEDURES	7
1. Call to Order and Roll Call	8
2. Indigenous Land Acknowledgement Statement	9
3. Pledge of Allegiance	10
4. Approval of Agenda Motion to approve Agenda.	11
2. RECOGNITION OF GUESTS AND PRESENTATIONS	12
1. YCOE Employee of the Month (April 2023) 	13
3. Public Comment	16

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4. REPORTS 17

- 1. Board Member(s)/Superintendent/Superintendent's Advisory Team (SAT)/Committee(s) 18
 - a. Board Reports
 - b. Superintendent
 - i. Calendar of Events
 - c. Superintendent's Advisory Team (SAT)
 - i. Educational Services Report
 - d. Committees
- 2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and Public) 28

5. CONSENT AGENDA 29











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Approval of Minutes:

- a. March 14, 2023 Regular Board Meeting
- b. March 2023 Temporary County Certificates (TCC's)

6. ACTION ITEMS 41

- 1. RESOLUTION #22-23/45 National Asian Pacific American Heritage Month - May 2023 42
 - Staff recommends approval of RESOLUTION # 22-23/45 22-23/45 National Asian Pacific American Heritage Month - May 2023
- 2. RESOLUTION #22-23/46 Classified School Employee Week (May 21-27, 2023) 44
 - Staff recommends approval of RESOLUTION #22-23/46 Classified School Employee Week (May 21-27, 2023)

3. RESOLUTION #22-23/47 California Day of the Teacher (May 10, 2023) 	46
Staff recommends approval of RESOLUTION #22-23/47 California Day of the Teacher (May 10, 2023)	
4. RESOLUTION #22-23/48 Teen Pregnancy Prevention Month - May 2023 	48
Staff recommends approval of RESOLUTION #22-23/48 Teen Pregnancy Prevention Month - May 2023	
5. RESOLUTION #22-23/49 Mental Health Awareness Month - May 2023 	50
Staff recommends approval of RESOLUTION #22-23/49 Mental Health Awareness Month - May 2023	
6. RESOLUTION #22-23/50 National Foster Care Month - May 2023 	52
Staff recommends approval of RESOLUTION #22-23/50 National Foster Care Month - May 2023	
7. INFORMATION ITEMS	55
1. Head Start/ Early Head Start Reports 	56
For Information.	
2. Attendance Board Report 	155
This is an information item.	
3. First Reading of Independent Study Policies - BP and AR 6158 	163
First reading of the Independent Study Policies - BP and AR 6158.	
4. Cesar Chavez 2023-24 Calendar 	206
For Information.	
5. Quarterly Report – Wms. Uniform Complaints YCOE Schools 	208
For Information	
6. Monthly Board Financial Report 	210
For information only.	
8. SUGGESTED FUTURE AGENDA ITEM(S)	212
9. ADJOURNMENT	213

AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

- Four calendar days prior to the meeting, a full Board packet is available for review at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100,

Woodland (8:00 a.m. - 5 p.m., Monday through Friday - excluding County Office of Education holidays).

- Agenda documents distributed to the Board less than 72 hours before the meeting will be made available at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. - 5:00 p.m., Monday through Friday - excluding County Office of Education holidays). [Government Code section 54957.5]
- Board Agendas are posted outside the YCOE Administrative Office building at 1280 Santa Anita Court, Suite #100 and #120, in weather-protected glass cases.
- 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
- The Yolo County Office of Education does not discriminate against persons with disabilities and is an accessible facility. Persons with disabilities who wish to attend this meeting and require assistance in order to participate should contact the Executive Assistant to the Superintendent at (530) 668-3702 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility. Language translation services and American Sign Language (ASL) interpreters will be provided with a minimum notice of three (3) business days prior to the meeting.



1. OPENING PROCEDURES

1. 1. Call to Order and Roll Call

1. 2. Indigenous Land Acknowledgement Statement

Description

Indigenous Land Acknowledgement

We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil Dehe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Band of Wintun Indians, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

Approved by Yocha Dehe Tribal Council (July 23, 2019)


1. 3. Pledge of Allegiance

1. 4. Approval of Agenda

Recommendation

Motion to approve Agenda.

2. RECOGNITION OF GUESTS AND PRESENTATIONS

2. 1. YCOE Employee of the Month (April 2023) 

Description

****EMPLOYEE OF THE MONTH FOR APRIL 2023****

Catherine "Cat" Vibert
Administrative Assistant
Educational Services Division

Supporting Documents



EMPLOYEE OF THE MONTH

Contact Person

Margie Valenzuela, Executive Director, Human Resources will present this information.

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

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

Catherine “Cat” Vibert Administrative Assistant Educational Services Division

as the Employee of the Month for April.

Cat is multitalented: she serves as one of the Administrative Assistants
for the Educational Services Division is a professional photographer,
watercolor artist,
and is currently learning French. Cat is a great colleague, contributes
tremendously to our
organization, models team approach, and is extremely deserving of this
honor.

She is the primary Administrative Assistant on the steering committee
for
the Roadmap to the Future and is responsible for arranging meetings,
maintaining the
budget, drafting agendas and taking notes, and following up with the
steering committee on
any essential tasks to ensure the smooth flow of the project. Her
organizational
skills are key to keeping the team on track.

She provides exceptional client service and is one of the kindest and most talented people you will ever have the pleasure to meet. She always greets her coworkers with a smile and freely expresses how much she enjoys coming to work every day. Despite the overwhelming amount of work she is responsible for, Cat consistently finds ways to assist her coworkers. During a time when there were two administrative desks with long-term substitutes, Cat managed and assisted with the work at both desks, including her own. Her willingness to assist others and her dedication to YCOE is unparalleled.

As a result of Cat's request to develop a project management system using ASANA and TEAMS, our organization has benefited from streamline systems, which enabled us to remain organized and saves valuable time. Her actions have benefited multiple departments and have also served as an example for her coworkers and motivated others to take initiative.

It is with great pleasure that I respectfully submit this nomination for Cat to be recognized as the Employee of the Month.

Congratulations Cat!

3. Public Comment

Quick Summary / Abstract

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4. REPORTS

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

Quick Summary / Abstract

- a. Board Reports
- b. Superintendent
 - i. Calendar of Events
- c. Superintendent's Advisory Team (SAT)
 - i. Educational Services Report
- d. Committees

Supporting Documents



Board Calendar - April 2023



Educational Services April 23 Board Update Final

Yolo County

OFFICE OF EDUCATION

Board Calendar (Meetings, Events and Special Dates)

April

Friday, April 21, (time TBD), Greengate School Spring Fling, location: Greengate School

Sunday, April 23, 11:00 am-1:00 pm, NAMI Yolo Celebrate Hope & Resilience, location: Davis Central Park ([register](#))

Saturday, April 29, 8:30 am-1:30 pm, Kifalme Youth Gathering, location: River City High School ([register](#))

Saturday, April 29, 11:30 am-4:00 pm, Winters Youth Day

May

May 1-4 and May 10, All In! for Children and Youth Sessions (Round 2), 5 events across Yolo County, locations and times TBA ([more info](#))

Thursday, May 4, 6:30-7:30 pm, Cesar Chavez Community School Open House and Art Show

Thursday, May 4, **Big Day of Giving**

Saturday, May 6, 8:00 am-3:00 pm, Cesar Chavez Youth Leadership Conference, location: UC Davis University Credit Union Center ([register](#))

Monday, May 8, 7:00-8:30 pm, SELPA Community Advisory Committee (CAC) Awards, location: YCOE Conference Center

Tuesday, May 9, 3:30 pm, **Board Meeting**

Thursday, May 11, 8:30 am-4:00 pm, Whole Child Equity Summit, location: YCOE Conference Center ([register](#))

Thursday, May 18, 3:00-6:00 pm, YCOE Staff Appreciation Event, location: Nelsons Grove

Friday, May 19, 9:00 am-5:00 pm, SAYS Summit College Day, location: UC Davis Conference Center

Tuesday, May 23, 3:30-7:30 pm, YCOE Job Fair, location: YCOE Conference Center ([register](#))

Wednesday, May 24, 4:00-6:00 pm, YED-Talk (co-hosted by YCOE and Yolo Youth Commission) – by invite only

Tuesday, May 30, 4:00-9:00 pm, 12th annual UC Davis Equity Summit, location: UC Davis Conference Center ([register](#))

June

Thursday, June 1, 4:00-6:00 pm, YCOE Retiree Ceremony, location: YCOE Conference Center

Sunday, June 4, 10:00 am-5:00 pm, Yolo County Juneteenth Celebration, location: UC Davis Conference Center

Tuesday, June 6, 8:30 am-3:00 pm, Adult Living Skills (ALS) and Horizon Graduation, location: YCOE Conference Center

Wednesday, June 7, 10:00 am-12:00 pm, Greengate School Graduation

Wednesday, June 7, 6:00-7:30 pm, Cesar Chavez Community School Graduation

Tuesday, June 13, 3:30 pm, **Board Special Meeting** (Budget Study Session)

Wednesday, June 14, 8:30 am-noon, Early Learning Summit, location: YCOE Conference Center
([register](#))

Tuesday, June 27, 3:30 pm, **Board Meeting** (Budget & LCAP Adoption)

August

Saturday, August 5, 8:00 am-noon, Backpack & School Supply Giveaway (hosted by Yolo County Children's Alliance), location: Alyce Norman Education Center

Tuesday, August 8, 3:30 pm, **Board Meeting**

Thursday, August 10, YCOE Orientation, location: YCOE Conference Center

August 16-20, Yolo County Fair

September

Saturday, September 9, 9:00 am-3:00 pm, Adulting 101: Life Skills for Teens, location: Woodland Community and Senior Center

Sunday, September 17, 5:30-9:30 pm, Woodland's Dinner on Main, location: Heritage Plaza

Monday, September 25, 5:00-7:30 pm, Excellence in Education Awards, location: YCOE Conference Center

September 28-October 1, California Latino School Boards Association Conference, location: Long Beach

Friday, September 29, 9:00 am-2:30 pm, Youth Empowerment Summit, location: UC Davis ARC Ballroom, yolosaysyes.com

**EDUCATIONAL SERVICES DIVISION
APRIL 2023
BOARD REPORT**

Cesar Chavez Community School

Heather Schlaman, Principal

- On March 9th, sixteen students from both the core program and YCCP traveled to San Francisco to visit the California Academy of Sciences and walk the Golden Gate Bridge. The students explored the various exhibits, experienced the Osher Rainforest dome, and viewed a show in the Morrison Planetarium. The group ate dinner at Mel's Diner before heading home. Thanks to Alejandra Lopez and Karen Swan for planning and facilitating this amazing experience for our students.
- On March 17th, Chavez students participated in a workshop at the Woodland Community Center



with Brandon Allen, a poet and spoken word artist who focuses on mental health. Brandon told his own story, shared his poetry, and led the students through a series of activities that challenged them to reflect on what drives them, what they care most about, and how they respond to events in their lives. We are grateful to our CommuniCare partners for sponsoring this workshop and hosting our students.

- To honor Cesar Chavez Day, on March 31st, we brought our students together at lunch and served burritos from Las Brasas and showed clips from a [documentary](#) on Chavez's life and work. The video aligned nicely with Monica Aceves Robles' recent English and history lessons, which have focused on farmworkers' struggle in California and Chavez' role in improving conditions for these workers.



- Students in the core program visited Taller Arte Del Nuevo Almanecer (TANA) each day from March 13-16 to paint the mural that culminated their integrated history/ELA unit on narrative writing and the role of murals in social justice movements. The artists at TANA guided students through the design and creation of their mural, which is just awaiting some final touches! The theme of the unit was “Empowerment Through Joy.”
- We invite you to join us on May 4th from 6:30-7:30 at Cesar Chavez for our Open House and Student Art Show!



Early Childhood Education

Shannon McClarin, Director

- Head Start Management team completed Year 5 updates to the Head Start grant goals and application, completed a new 5 year grant application with new goals and budget and received approval from the parent policy council on March 23. Grant was submitted to the Office of Head Start to meet the deadline of April 1.
- Head Start teachers participating in the Sobrato Early Academic Language (SEAL) cohort attended Module II training on March 6.
- Program staff presented to two ECE classes at Woodland Community College to recruit student interns.
- Head Start held a teacher in-service training day on March 17.
- Universal PreKindergarten (UPK) Mixed Delivery Grant request for data received and progress to write the grant has begun.

Equity & Support Services

Stan Mojsich, Assistant Superintendent

- Over the course of the month of March Equity and Support Assistant Superintendent along with Director of external Business Services Veronica Moreno have met with cabinet and key members of each individual district’s team in order to establish timelines for completion of upcoming Local Accountability Plans (LCAP) and share resources regarding technical assistance to be provided by YCOE to the districts.
- Together with the Associate Superintendent of Ed Services, Assistant Superintendent Stan Mojsich attended the Curriculum and Instruction Steering Committee on March 16 to gain insight on upcoming legislation and updates on topics that will impact the districts within Yolo County such as: Universal Pre K, Ethnic Studies, Proposition 128, Williams Act, and Grants.

- Over the course of the month of March and early April Assistant Superintendent Stan Mojsich has had individual orientation meetings with the Educational Services Leads of the districts in Yolo County in order to strengthen YCOE support to district for Differentiated Assistance (DA) and advance positive Support to advance Priorities, and to collaborate further on partner input through process (root cause, strategies, implementation). Part of the support has involved creating a needs assessment for YCOE Ed Services team members as well as district Ed Services team members in order to evaluate capacity in order to develop a menu of resources to support district through the DA process. Moving forward YCOE will continue to work with districts to review the upcoming LCAP with a DA Lens and use the data from DA toward LCAP metrics to drive potential actions and needs.

Yolo County Youth Commission

Drucella Miranda, Youth Commission Coordinator

- Saturday, March 11th, Youth Commissioners met for their third business meeting at the YCOE Conference Center.
- Commissioners received a presentation from Yolo County Chief Financial Officer, Chand Rinde, explaining county services and an overview of the county’s budget and fiscal year.
- Community organizer, Nia Mooreweathers, from Youth Forward offered training on best practices for community planning and engagement.
- The group began brainstorming their community engagement plan and divided into three ad hoc groups to meet in March, April and the beginning of May to coordinate efforts on executing two youth community engagement sessions in tandem with Valley Vision for the Roadmap to the Future and the commissioners’ grants for Youth Development and Leadership.
 - Consulting Ad Hoc: Coordinate and co-design engagement sessions with Valley Vision
 - Outreach Ad Hoc: Create content to promote the sessions and work with schools, local businesses, etc. to also find ways to encourage youth to attend and participate with incentives.
 - Engagement Ad Hoc: Attend all youth sessions and play a role in leading and supporting them.
- Youth Community Engagement Sessions are anticipated to be in early-mid May.
- On Tuesday, March 21st, Program Specialist – Drucella Miranda, gave public comment at the Board of Supervisor’s meeting regarding the consent agenda item to approve the Youth Commission’s Bylaws. The bylaws were passed unanimously.
- The next business meeting for the Youth Commission is Saturday, May 20th from 12-4 pm at the YCOE Conference Center.



Prevention and Wellness

Sonia Rambo, Ed.D, Director

- A team of six attended the Foster Youth Education Summit in Southern California. It was the first statewide conference for each of us. Attached is a photo of the team. We had representatives from YCOE, Esparto, West Sacramento, and Davis.
- We were notified in early March that we were approved for the School Behavioral Health Incentive Program (SBHIP) grant. We have now received the first half of the funding. This will enable us to start wellness centers/ programs at seven sites across the five districts and YCOE. This funding will also be used to develop a closed-loop referral system.
- We received an Intent to Award for the next three-year cycle of the Tobacco Use Prevention Education (TUPE) Tier 2 Grant. This grant is set up as a consortium with YCOE as the grant holder and Esparto, Winters, and Woodland joining the consortium.
- A team of seven will be traveling to San Diego at the end of April for the Education for Homeless Children and Youth statewide conference.



Special Projects: Student Services

Gayelynn Gerhart, Director

- Stimulus Federal Reporting for Elementary and Secondary School Emergency Relief Fund (ESSER) and Governor's Emergency Relief Fund (GEER) funds has been submitted.
- Training of staff to administer state testing for Alternative Education and Special Education (English Language Proficiency Assessments (ELPAC), California Assessment of Student Performance and Progress (CAASPP) and California Alternate Assessments (CAAs)).
- Messaging and supporting The Roadmap to the Future. Most recently have met with the five school district superintendents along with SAT.
- Supporting our districts with the community school planning and/or implementation.
- Planning continues for the Whole Child Equity Summit on May 11, 2023

Special Projects

Gail Nadal, Director

- We invited the California Department of Education (CDE) to join the Transitional Kindergarten (TK) Expansion leadership meeting to give an update on new requirements coming soon on the Revised Universal Prekindergarten Planning and Implementation Grant Program – Planning Template that have key changes and gives direction for what to expect when the UPK reporting survey is released. LEAs and charters will be required to provide information to the CDE, via survey, in the summer of 2023.
- State Superintendent of Public Instruction announced the availability of Universal Prekindergarten (UPK) Communications materials. These materials are designed for districts and community organizations who operate State Preschool, Head Starts and Transitional Kindergarten programs to use with families to help them understand what UPK is, the preschool choices that are available.
- A Family Survey will be distributed through our five school districts and community agencies to find the “Parent Voice” on how school services identify Yolo County a place where every child thrives. This is in preparation for the Early Learning Summit which will be June 14, 2023, from 8:30 – 12:00 at YCOE. The focus age span for this Summit will be 0 – 8 years and planning for a Systems alignment of the Early Learning and Care for Pre – 3rd grade will be discussed. School Administrators, Pre-3rd teacher leaders, community agencies and interested community participants are welcome to attend.

Special Education

Marty Remmers, Director

- Our second “in-house” Crisis Prevention Institute (CPI) training is scheduled for April 3-4, 2023. We are utilizing the different spring breaks to backfill positions with internal staff who are out on spring break to serve as substitute teachers and paraprofessionals. We have twelve staff signed up to attend so far.
- The Spring Fling at Greengate is scheduled for April 21, 2023. All stakeholders are welcome to attend.
- We continue to interview candidates across all disciplines to fill our vacancies. We are gradually chipping away at these vacancies. I’m optimistic that moving forward we will continue to fill these vacancies with qualified candidates.
- Graduation for our Greengate program is scheduled for June 7, 2023. All stakeholders are invited. Specific details to come later in the Spring.
- Graduation for our ALS and Horizon program are scheduled for June 6, 2023. All stakeholders are invited. Specific details to come later in the Spring.
- On 3/7/23 Lisa Young, Marty Remmers, and Dr. Linda James completed a second round of walk-throughs in the Greengate and Plainfield programs. Mr. Remmers, and Dr. James are scheduled with Jessica Bohatch to conduct a second round of walk-throughs in her programs on 4/25/23 and 4/27/23.
- On 3/21/23 the YCOE Sped admin team met with the Davis Joint Unified Sped admin team to review our Consideration of Transfer process. It was a productive meeting that served to enhance and increase communication between LEA’s.
- In our efforts to educate our students as a whole, our Horizon program at YEC is in the process of building garden beds for their program.
- In alignment with our engagement survey action plan to recognize quality work, our Sped admin team is doing a great job in conducting evaluations of both our classified and certificated staff.
- Statewide testing is beginning next week in a few select YCOE programs. Thanks to Rosalva Vargas, Gayelynn Gerhart, Lisa Young, Jessica Bohatch, Jonelle Castiglia, Heather Schlaman, our teachers, and support staff for their efforts in making this testing season go as smooth as possible.

- On 3/24/23, members of our Sped admin team attended the FFF legal training in Sacramento. It was a great training filled with many legal updates and specific examples that we will use to strengthen our scope of practice.
- A huge thank you to Kimberly Kimes, Sr. Computer Systems Specialist here at YCOE, for leading the charge in getting about \$100,000 in food benefits for families and our county. She collaborated with our Sped Department here at YCOE to provide data to CDE so that we could get Yolo County families qualified/registered for the California Pandemic Electronic Benefit Transfer (P-EBT).

Greengate:

- Looking forward to the Spring Fling on April 21st. We will have the usual bounce house, popcorn, sensory activities entertainment, and there will be booths with community partners including fire and police. Multiple parents have expressed concerns about their young people interacting with police. Both with students not identifying them as a resource if they need help or if there is a behavioral excess and there is a police presence, that it would escalate the situation.
- We were happy to welcome Stan Mojsich and Sonia Rambo to tour Greengate and get to know students and staff.
- Greengate staff are in the planning process of a Prom in May.
- A pilot program has been established for the remainder of the school year with the Autism class for adults at Greengate to allow them to practice electronic purchases while in the community utilizing program funding.

DHH

- The Deaf and Hard of Hearing (DHH) program has established a mission: Our mission is to empower the language, social emotional, and academic development of our Deaf and Hard of Hearing students to ensure they can engage in learning and academic opportunities at the highest level and foster the development of students’ identities and self-advocacy skills.
 - The team continues to work on their Core Values and Vision Statement.
- In the last few months, we have been able to onboard 2 educational interpreters to work for YCOE directly, rather through agencies.

Infant

- The infant team is looking forward to the weather improving to getting back to park visits to deliver services to families. They have several play groups that Santa Anita has hosted but are looking forward to getting back into natural environments like parks, homes, day cares, and Head Starts.
- They also completed the Strengths Finder facilitated by Deb Bruns and will be using those insights to further develop the team and utilize the many strengths of our team.



Inclusive Early Education Expansion Program (IEEEP)

Sara Portugal, Program Specialist II

- Quarter three progress reports are due to CDE by April 20th. The county has met all inclusion goals as lead LEA.
- This month grant coaching supported a family in Davis with reaching out to the local district for potential services.
- Upcoming PD: Ages and Stages Questionnaire April 1st from 9-11am. Reading and Understanding Individualized Education Plans (IEPs) in ECE for all California State Preschool Programs (CSPPs) March 30th from 5-6pm.

Teaching & Learning

Deb Bruns, Director

- Regional educators gathered at YCOE for the 2nd Annual **California Global Education Forum** on March 11 to engage in-person in global education activities, discussions and resource sharing and to connect virtually from the YCOE conference center to synchronous gatherings in Humboldt, Santa Barbara, Orange County and San Diego. Visit the [California Global Education Network](#) website to learn more. (Photo)
- **English Learner Directors** from Yolo County districts met at YCOE to look at countywide data, identify common challenges and plan for working together to ensure our provide multilingual students with equitable educational opportunities and teaching that builds on their strengths and meets their needs. (Photo)
- District and site administrators from Esparto and Winters participated in **Rural Math Collaborative** information session, a three-year initiative to build staff capacity to implement high quality math instruction using coaching and lesson study. YCOE's Cathie Irwin will be attending a summer institute with leaders from participating districts and facilitating lesson study at school sites in the fall.
- From the College & Career Readiness Team:
 - YCOE tabled at **Davis Inspire and Winters Career Fairs** sharing resources including the Yolo County Career Pathway Guide. (Photo)
 - Staff, students (Middle School, Community Health Worker Program), and community partners participated in a **Know Your Labor Rights workshop** from the Labor Commissioner's Office. Yolo County is one of the first partners in the new Youth Advocate Program. The LCO hopes to expand on this pilot and continue to offer more training/learning opportunities in Yolo County.
 - YCOE College & Career Readiness Program Specialist and K12 Pathway Coordinator, Edwin Ortega-Beltran, will be honored at the Woodland Community College Fund's Eagles of Excellence Celebration on April 28th. Congratulations



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

5. CONSENT AGENDA

Quick Summary / Abstract

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

Approval of Minutes:

- a. March 14, 2023 Regular Board Meeting
- b. March 2023 Temporary County Certificates (TCC's)

Supporting Documents



3-14-23 Minutes



TCC's March 2023

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: March 14, 2023
MINUTES

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on March 14, 2023, at 3:30 p.m. at a Regular Board meeting session in person and via Zoom. Board Members present were Elizabeth Esquivel, Melissa Moreno, Armando Salud-Ambriz, Shelton Yip, Tico Zendejas. President Zendejas presided. Superintendent Garth Lewis was present. (Roll Call held).
- 1.2 Indigenous Land Acknowledgement Statement. The land acknowledgement statement was conducted.
- 1.3 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.4 Approval of Agenda.
Motion to Approve agenda.

MOTION: Salud-Ambriz **SECOND:** Moreno **AYES:** Salud-Ambriz, Moreno, Esquivel, Yip, Zendejas **NOES:** None
ABSENT: None

2.0 RECOGNITION OF GUESTS AND PRESENTATIONS

- 2.1 Cesar Chavez Community School Extension Program
Maria Arvizu-Espinoza, Associate Superintendent, Educational Services, commented on the program. Heather Schlaman, Principal reviewed the PowerPoint and discussed the:
- Chavez Core Program
 - YCCP
 - Upcoming Schoolwide Spring Events
 - Creating a pathway to college
 - What is CEP (Chavez Extension Program)
 - Target Audience is 18–21-year olds
 - Features of CEP
 - CEP successes 2022-23
 - A word from Instructional Staff – Ms. Jatinder Sandhu, Teacher She thanked the Board. leadership and community for the recognition of the CEP program.
 - CEP has unique needs and is on the cusp of productive adulthood and actualizing goals for the future.
 - Isiah, a student in the Cesar Chavez Community School Extension Program gave a student testimonial to the Board. He stated that CEP has boosted his self-esteem and he is now on a faster track for his future and work ethic is better.

- Recognition of the Chavez Extensions Program’s first graduate
 - Z. Pollack and family thanked everyone for the recognition. The program is more flexible and appreciate teacher’s availability in program.

2.2 YCOE Employee of the Month (March 2023)

Margie Valenzuela, Executive Director, Human Resources presented the Employee of the month certificate for March 2023 to Reggie Washington (in person), Kristen Storz (in person), Victoria Curry, Joel Garcia and Davina Huerta who are paraeducators for Alternative Education. Principal Schlaman and staff thanked them for their hard work and stated that they are fully invested in their positions and always figure things out. She appreciates that they are available to students 24/7.

Vice President Yip complimented their work and stated that we can’t do this work without the paraprofessionals. Ms. Storz and Mr. Washington commented on how grateful they are to be on a team and give back to the students and community.

Meeting break at 4:06 pm
Returned at 4:13 pm

3.0 Public Comment.

None

4.0 REPORTS

4.1 Board Reports

Trustee Salud

- Happy Women’s History Month. Thank you to all women.... including his mother and sister.
- Congratulations to the Employee of the month.
- Attended Esparto Roadmap to the Future – All In Event.
 - Amazing in every district.
 - Town Hall feel.
 - Supporting future needs.
- Discussed recent delegation trip from Mexico to City of Woodland.
 - Delegation visited Woodland and were able to visit districts. Delegates are very active and have shared values.
- Attended California Legislator Luncheon.
 - Discussed shared priorities with youth and education.
- Attended California County Board of Education (CCBE) workshop.
 - Items discussed included the role of trustee.
 - Extremely useful.
 - Thank you to Vice President Yip for referring him to the workshop.
- Attended Little League crab feed in Woodland.

Trustee Esquivel

- Attended Roadmap to the Future – All In Event in West Sacramento.
 - Successful session.
 - Very pleased that community members and parents were able to participate because childcare and dinner was provided.
- Attended CCBE workshop.
 - Great speakers and luncheon.
 - Was able to meet with other CCBE members.
- Attended Women’s league event in Sacramento.
 - Celebrated historic women voted to state legislature.
- Will attend the California Association of Latino Superintendents and Administrators (CALSA) leadership summit.
 - Excited to represent.
- Will attend the California School Boards Association (CSBA) Legislative Action committee event for the first time tomorrow alongside Trustee Salud-Ambriz and Vice President Yip.

Trustee Moreno

- Excited to have attended and be part of the Empower Her conference.
 - One hundred and fifty (150) 6th to 8th grade girls in Yolo County participated.
- Aware of The Roadmap to the Future All In event in Davis.
 - Heard positive comments about the event from community.
- CLSBA endorsed legislation regarding the ethnic studies teacher credential.
- Attended the RISE farmworker event in Esparto.
 - Seventy-five (75) plus parents and students also participated.
 - Lively event.
 - Great to learn about the efforts in UC Davis on the history project that the tribal college hosts on the ethnic studies event.
- Recognized and acknowledged Lesbian, Gay, bisexual, transgender/transsexual, queer/questioning, intersex, and asexual (LGBTQIA) in school settings.
 - Awareness, heart and mind with constituency.

Vice President Yip

- Attended Roadmap to the Future in Davis – All In event.
 - Participated as a table monitor.
 - City council members, partner and student input was great.
 - Discussed flier for YES conference with student.
- Will participate in meetings with legislators to discuss bill support:
 - Three (3) bills targeting cybersecurity support.
 - SB 645 - Small School Districts Association (SSDA) teacher vs. student ratio.
 - AB 906 – At-promise juvenile hall and community school

districts.

- Thanked Matt Juchniewicz, Director, SOS for having a second intern in the department.

President Zendejas

- Attended the Winters, Esparto and Woodland Roadmap to the Future All In events.
 - Exciting event.
- Thanked Trustee Moreno for attending RISE farmworker event.
 - Great information and food.
 - Reducing stigma of mental health services.
- Invited Elected Officials to March 20th event hosted at YCOE.
- Thanked colleagues including Trustee Esquivel for writing articles and advocating for Yolo County and our work.

Superintendent

- Maria Arvizu-Espinoza, Associate Superintendent, Educational Services introduced Stan Mojsich, Assistant Superintendent, Equity and Support Services. Mr. Mojsich introduced himself and thanked admin and staff for the opportunity. Discussed the Roadmap to the Future and how important it is to support students from a whole child approach. Mr. Mojsich thanked Superintendent Lewis and Ms. Arvizu-Espinoza. Superintendent Lewis stated that YCOE is fortunate to have Mr. Mojsich.
- Attended Distinguished School Awards supporting Davis JUSD.
- Congratulated Dr. Moreno for the Empower Her conference held at UC Davis.
- Celebrated teamwork and community engagement sessions – 370 people attended in Yolo County.
 - Excited to see what will come from the data. A report from Concordia will be available at the end of the month with analysis and findings. The second round of community engagement session will be May 1-4, 2023. These sessions will have a needs assessment component focus.
- Will need to leave the board meeting today at 5:15 PM to attend the CAAASA conference.
 - Will be moderating a panel on eliminating preschool expulsions.

SAT

Administrative Services

Crissy Huey, Associate Superintendent, Administrative Services reviewed her Board report.

Educational Services

Maria Arvizu-Espinoza, Associate Superintendent, Educational Services reviewed

her Board report.

Updates on:

Dan Jacobs closure was discussed at the March 7 Board of Supervisors meeting, and they are working on a process which will be finalized at a future date.

Calendar of events.

Committees

None

2.2

Associations

None.

5.0 CONSENT AGENDA

Motion to Approve Consent Agenda.

MOTION: Yip **SECOND:** Salud-Ambriz **AYES:** Yip, Salud-Ambriz, Moreno, Esquivel, Zendejas **NOES:** None **ABSENT:** None

6.0 ACTION ITEMS

- 6.1 RESOLUTION #22-23/42 National Child Abuse Prevention Month – April 2023
Trustee Esquivel presented this resolution to Jeneba Lahai, Executive Director, Yolo County Children’s Alliance and Sonia Rambo, Director, Prevention and Wellness. Ms. Rambo and Ms. Lahai thanked the Board and discussed the LISA project exhibit that will be in Yolo County. The exhibit focuses on child abuse from a child’s perspective. The soft opening is on April 18, 2023, in West Sacramento and then goes public on April 19, 2023.

Motion to approve RESOLUTION #22-23/42 National Child Abuse Prevention Month – April 2023.

MOTION: Moreno **SECOND:** Yip **AYES:** Moreno, Yip, Esquivel, Salud-Ambriz, Zendejas **NOES:** None **ABSENT:** None

- 6.2 RESOLUTION #22-23/43 In Support of Students Served by County Operated Juvenile Court and Community Schools

Trustee Elizabeth Esquivel presented this resolution. Stated that it is a priority for CSBA and California County Superintendent (CCS). There have been many conversations on pay equity and policy changes. Trustee Yip gave input on language for bill and working with author. This item will also go to the Association of California School Administrators (ACSA) for support.

Motion to approve RESOLUTION #22-23/43 In Support of Students Served by County Operated Juvenile Court and Community Schools

MOTION: Yip **SECOND:** Salud-Ambriz **AYES:** Yip, Salud-Ambriz, Esquivel, Moreno, Zendejas **NOES:** None **ABSENT:** None

6.3 RESOLUTION #22-23/44 In Support of High School Voter Weeks (last two weeks in April)

Trustee Salud-Ambriz presented this resolution to Maria Coronel, Outreach Specialist, Yolo County Assessor, Clerk-Recorder, Elections Office. Ms. Coronel thanked the Board and commented on early voters ages 18-25 and how this will expand the need to get these individuals to register and vote. Ms. Coronel thanked the Board for this resolution and discussed presenting to the Youth commission on this subject to help youth stay engaged. The League of Women Voters will also help with voter outreach to high schools. She invited all high school teachers in Yolo County to support this resolution and to help get everyone registered to vote. Vice President Yip appreciated meeting the needs of whole community and thanked Ms. Coronel for her outreach. Trustee Esquivel stated the importance of getting out to vote and the impact that it has on youth and her son. President Zendejas thanked Ms. Coronel for her work on this issue.

Motion to approve RESOLUTION #22-23/44 In Support of High School Voter Weeks (last two weeks in April).

MOTION: Salud-Ambriz **SECOND:** Yip **AYES:** Salud-Ambriz, Yip, Esquivel, Moreno, Zendejas **NOES:** None **ABSENT:** None

6.4 Adoption of Dan Jacobs 2023-24 Calendar.

Superintendent Lewis presented this item for approval.

Motion to approve the Dan Jacobs 2023-24 Calendar.

MOTION: Moreno **SECOND:** Salud-Ambriz **AYES:** Moreno, Salud-Ambriz, Esquivel, Yip Zendejas **NOES:** None **ABSENT:** None

6.5 2022-23 Yolo County Office of Education Budget Revision and Second Interim Report.

Crissy Huey, Associate Superintendent, Administrative Services presented this item and responded to questions from the Board.

Ms. Huey thanked Debra Hinely, Director, Internal Fiscal Services, and Internal Fiscal Services department for putting together this report.

Vice President Yip – Thank you for pointing out what page things are in document. He is concerned about STRS and PERS impact on LEAs. California Association of School Business Officials (CASBO) is currently receiving comments from districts on this issue.

Trustee Moreno – Do the monies need to be spent by June 30? Staff stated yes and

Ms. Moreno also asked what the top three (3) items are that were encumbered? Ms. Huey stated that she will need to get back to her on that question. Superintendent Lewis stated that he thought those items were childcare funds, Greengate facilities funds and Roadmap to the Future. Monies spent to invest for long term.

Trustee Esquivel has concerns about the increases to CalPERS. She would like to have a conversation with the budget committee on this issue. Projection is twenty-nine (29) percent increase. What would the increase in costs be like?

Other items discussed included:

- Page 165 removed covid funds term dates.
 - Already using assumptions for removing covid funds. Anything June 30 removed from out years and will not be expended by June 30.
- Carryover items.
- CPI increases.
- COLA and ADA expenditures of covid dollars.

President Zendejas appreciates context of snapshot of what was spent previously.

Motion to approve the 2022-23 Yolo County Office of Education Budget Revision and Second Interim Report.

MOTION: Esquivel **SECOND** Salud-Ambriz **AYES:** Esquivel, Salud-Ambriz, Moreno, Yip, Zendejas **NOES:** None **ABSENT:** None

7.0 INFORMATION/POSSIBLE ACTION ITEM

7.1 Supervisors of Attendance Certification

Gayelynn Gerhart, Director, Special Projects for Student Services, presented this item and responded to questions from the Board.

Motion to approve the Supervisors of Attendance Certification.

MOTION: Yip **SECOND** Esquivel **AYES:** Yip, Esquivel, Moreno, Salud-Ambriz, Zendejas **NOES:** None **ABSENT:** None

8.0 INFORMATION ITEMS

8.1 2023 Countywide High School Youth Voter Registration Drive

Judy Higginson, League of Women Voters and Maria Coronel, Outreach Specialist presented this item by PowerPoint and responded to questions from the Board.

Items discussed included:

- To promote 2023 County wide High School Youth Voter Registration Drive. Need student participation and asking for support from trustees on this issue.
- Voter registration day on campus.
- Eligibility criteria.
- Youth empowerment summit.
- How can trustees help?
 - Folders will be handed out to trustees to help promote the event.
 - Trustee Yip stated that they can reach out to teachers in special education classrooms to encourage them to encourage students to vote and discuss the voting process.
 - Ms. Coronel stated it is important to engage foster youth and the entire youth population on this issue.
 - Trustee Moreno stated that this is invaluable work.
 - She asked if Superintendent Lewis could forward this information to the district superintendents and request their support.
 - Ms. Coronel stated that she needs support from all superintendents, trustees, and staff on the issue.

8.2 Head Start/Early Head Start Reports

Maria Arvizu-Espinoza, Associate Superintendent, Educational Services reviewed the Board report. Trustee Yip had a question regarding parenting workshop an how did first session go? Ms. Arvizu-Espinoza will ask Shannon McClarin, Director, that question.

8.3 Attendance Reports – March 2023

Heather Schlaman, Principal, Cesar Chavez Community School presented this PowerPoint.

Items discussed included:

Program enrollment for Dan Jacobs, Cesar Chavez, and YCCP extension program. Trustee Salud-Ambriz stated that today’s presentation on the extension program was very powerful. He thanked the staff for serving students.

8.4 Comprehensive Safety Plans

Marty Remmers, Director, Special Education summarized the revisions made in the plan. Vice President Yip appreciates that staff took their comments and added them to the plan. A big part of the changes was Greengate school and asking students what they can do (adult centered piece) and including the medication needs for long term use for students.

8.5 Quarterly Report of Investments for Period Ending December 31, 2022

Crissy Huey, Associate Superintendent, Administrative Services presented this item and answered questions from the Board.

8.6 Monthly Board Financial Report

Crissy Huey, Associate Superintendent, Administrative Services presented this report and answered questions from the Board.

9.0 **INFORMATION/DISCUSSION ITEMS**

9.1 **Request for Board Support for AB 1255 (Teacher Credentialing: Ethnic Studies task force)**

Trustee Moreno presented this item and briefly described AB 1255. This bill is coming out of conversations from social studies and history credentialed teachers who need to prepare for ethnic studies teaching. Jose Medina, California Department of Education (CDE) states that currently teachers are not prepared to teach ethnic studies and there is not a pipeline in education to go into teaching this subject.

Vice President Yip asked Trustee Moreno if a resolution is going to be submitted for approval on this issue. Trustee Moreno stated that for this meeting she is just providing background and CLSBA recently had a discussion on this issue and took a vote to accept this issue and support AB 1255. Vice President Yip asked if a resolution could come back to the Board for discussion and approval at the next meeting. What is the time frame? Would a resolution be drafted in time for the next meeting? Trustee Moreno stated that CLSBA has a draft, and she will have the resolution done for the next meeting ready for discussion and approval.

President Zendejas asked if this item could come back as an action item at next meeting. Vice President Yip requested the resolution come to executive committee to be place on agenda for next meeting. The executive committee will work with Superintendent Lewis to create a draft to be placed on the next Board agenda as information/action. Trustee Moreno stated that the legislative process goes through August so the sooner the better to approve the resolution. Trustee Esquivel asked if the Board has a process/protocol for taking bills forward to legislature. This request will be discussed at the Board retreat per President Zendejas.

9.2 **Discuss YCBE Retreat Goals for April 3, 2023 meeting**

Items were added to the agenda for the Board retreat meeting on April 3, 2023. Trustee Moreno shared an example of Fresno COE and their special scholarships they offer as a collaboration of superintendent and board members and would like to have a discussion at retreat on how to be of support on this issue here at YCOE.

Updated organizational charts will be handed out at retreat along with a list of traditional resolutions per Trustee Moreno.

8.0 **Suggested future agenda items.**

- Turnover and emergency credential conditions in YCOE – Future meeting.
- Facilities update – Future meeting.
- EL RISE – Future meeting.
- Organ donation resolution month for April meeting.

9.0 ADJOURNMENT. The meeting was adjourned at 6:01 PM.

MOTION: Salud-Ambriz **SECOND:** Moreno **AYES:** Salud-Ambriz, Moreno, Esquivel, Yip, Zendejas **NOES:** None
ABSENT: None

Garth Lewis, Superintendent

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

March 2023

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Annie Scholl	30-Day Substitute Permit
Whitney Bowman	Single Subjects Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Michael Beus	Multiple Subjects Credential

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Shana Durr	School Nurse Credential
Ana Gonzalez	Single Subject Credential

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate

Total TCC's for the Month of March 2023: 5

6. ACTION ITEMS

6. 1. RESOLUTION #22-23/45 National Asian Pacific American Heritage Month - May 2023 

Description

Approve RESOLUTION # 22-23/45 National Asian Pacific American Heritage Month - May 2023

Recommendation

Staff recommends approval of RESOLUTION # 22-23/45 22-23/45 National Asian Pacific American Heritage Month - May 2023

Supporting Documents



Asian Pacific American Heritage Month

Contact Person

Vice President Shelton Yip will present this resolution to:

Mary Yin Liu, President of National APAPA (Asian Pacific Islander American Public Affairs)



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

**Resolution #22-23/45:
National Asian Pacific American Heritage Month – May 2023**

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

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

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

WHEREAS, May was designated as National Asian Pacific American Heritage Month by the United States Congress in 1992; and

WHEREAS, May was chosen as the designated month of celebration to commemorate the completion of the transcontinental railroad on May 10, 1869, where Chinese immigrants played a key role in laying track; and

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

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

THEREFORE, BE IT RESOLVED by the Yolo County Board of Education that May 2023 is recognized as National Asian Pacific American Heritage Month and that all educational sites be encouraged to recognize the contributions of Asian Americans and Pacific Islanders through curriculum and activities at the school.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 11, 2023.

AYES:

NOES:

ABSENT:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

6. 2. RESOLUTION #22-23/46 Classified School Employee Week (May 21-27, 2023) 

Description

Approve RESOLUTION #22-23/46 Classified School Employee Week (May 21-27, 2023)

Recommendation

Staff recommends approval of RESOLUTION #22-23/46 Classified School Employee Week (May 21-27, 2023)

Supporting Documents



Classified Employees Week

Contact Person

Trustee Armando Salud-Ambriz will present this resolution to:

Austin Creamer, President, CSEA and CSEA classified staff
Allynson Camarillo, AFSCME and AFSCME classified staff



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

**Resolution #22/23-46
Classified School Employee Week, May 21-27, 2023**

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools hereby recognize and extend their sincere appreciation and commendation to the classified school employees and wish to honor their contribution to quality education and declare the week of May 21-27, 2023 as Classified School Employees Week

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 11, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

6. 3. RESOLUTION #22-23/47 California Day of the Teacher (May 10, 2023) 

Description

Approve RESOLUTION #22-23/47 California Day of the Teacher (May 10, 2023)

Recommendation

Staff recommends approval of RESOLUTION #22-23/47 California Day of the Teacher (May 10, 2023)

Supporting Documents



Cal Day of the Teacher

Contact Person

Trustee Elizabeth Esquivel will present this resolution to:

Cyndi Hale, President, YEA and YEA staff.

Allynson Camarillo, President, AFSCME and AFSCME staff.



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

**Resolution #22-23/47
California Day of the Teacher, May 10, 2023**

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools acknowledge the contributions of all dedicated teachers, and recognize May 10, 2023 as California Day of the Teacher; and, moreover, urge parents, students and the community to publicly show their appreciation for teachers and their contributions that improve our daily lives, our community and our future.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 11, 2023.

AYES:

NOES:

ABSENT:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

6. 4. RESOLUTION #22-23/48 Teen Pregnancy Prevention Month - May 2023 

Description

RESOLUTION #22-23/48 Teen Pregnancy Prevention Month - May 2023

Recommendation

Staff recommends approval of RESOLUTION #22-23/48 Teen Pregnancy Prevention Month - May 2023

Supporting Documents



Teen Pregnancy Month

Contact Person

Maria Arvizu-Espinoza, Associate Superintendent, Educational Services will present this resolution to:

Representative from CommuniCare's Safe Care Clinic (formerly Teen Clinic).



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

**Resolution #22-23/48
Teen Pregnancy Prevention Month – May 2023**

WHEREAS, Ongoing efforts in Yolo County to prevent teen pregnancies has resulted in the county’s adolescent birth rate as one of the lowest in the state, according to data released by the California Department of Public Health; and

WHEREAS, The county has seen the rate of births among females and males between the ages of 15 and 19 steadily decline in recent years, from 24.3 births per 1,000 females in 2000 to 11.3 in 2013, and 7.9 in 2019; and

WHEREAS, All students deserve access to a comprehensive and engaging educational program around sexual and reproductive health; and

WHEREAS, Access to high-quality, teen-friendly health care improves young people's physical and mental health and strengthens the systems and structures designed to support the health and well-being of this population; and

WHEREAS, Recognizing and responding to the diversity, individuality and unique circumstances of young people includes addressing the social, economic and environmental factors that negatively impact the health of young people; and

WHEREAS, the Yolo County Office of Education joins with local public health agencies, youth serving organizations, health care professionals, and communities in bringing awareness and equity to issues supporting the reduction of teen pregnancy.

NOW, THEREFORE, BE IT RESOLVED, that the Yolo County Board of Education declare May 2023 as "Teen Pregnancy Prevention Month."

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 11, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

6. 5. RESOLUTION #22-23/49 Mental Health Awareness Month - May 2023 

Description

Approve RESOLUTION #22-23/49 Mental Health Awareness Month - May 2023

Recommendation

Staff recommends approval of RESOLUTION #22-23/49 Mental Health Awareness Month - May 2023

Supporting Documents



Mental Health Awareness

Contact Person

Vice President Shelton Yip will present this resolution to:

Jen Boschee-Danzer, Executive Director, NAMI Yolo County and Donna Neville, President of NAMI Yolo County.



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

**Resolution #22-23/49
Mental Health Awareness Month - May 2023**

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the Yolo County Board of Education hereby declare the month of May 2023 as Mental Health Awareness Month.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on April 11, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis, Superintendent
Yolo County Office of Education

6. 6. RESOLUTION #22-23/50 National Foster Care Month - May 2023 

Description

Approve RESOLUTION #22-23/50 National Foster Care Month - May 2023

Recommendation

Staff recommends approval of RESOLUTION #22-23/50 National Foster Care Month - May 2023

Supporting Documents



Natl Foster Care

Contact Person

Trustee Melissa Moreno will present this resolution to:

Amal Elmansoumi and Jasmine Harris, YCOE AmeriCorps Mentors



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

**Resolution #22-23/50
In Support of National Foster Care Month – May 2023**

WHEREAS, the youth of Yolo County are our most precious resource and hope for the future, all children deserve a safe, loving and nurturing place to call home; and

WHEREAS, Resource Families (including foster, adoptive and kinship families) are the unsung heroes that serve as the primary source of love, protection, and support to the abused and neglected children of Yolo County; and

WHEREAS, Resource Families who open their hearts and homes to children whose families are in crisis play a vital role in helping children and families heal and reconnect thereby launching young people into successful adulthood; and

WHEREAS, a child's success is best supported in a system that is family-focused, child-centered, and community-based; and

WHEREAS, there are 410 children and youth in the foster care system in Yolo County; and

WHEREAS, Resource Families provide Yolo's children with the opportunity to be part of a caring family; and

WHEREAS, this year the theme for National Foster Care Month is "Strengthening Minds. Uplifting Families" which highlights the need to take a holistic and culturally responsive approach to supporting the mental health needs of those involved with child welfare; and

WHEREAS, National Foster Care Month provides an opportunity to recognize and appreciate the relatives, Non-Relative Extended Family Members, Resource Families, community members, and social workers who support children and youth in foster care; and to continue our efforts in ensuring the futures of children and youth in foster care remain bright; and

WHEREAS, much remains to be done to ensure that all children have a safe, loving, nurturing, and permanent family, regardless of age or special needs;

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools hereby declare support of the month of May 2023 as National Foster Care Month and encourages all in Yolo County to honor the commitment and dedication of the individuals who work tirelessly to provide assistance, education and services to children in the foster care system.

PASSED AND ADOPTED by the Yolo County Board of Education on April 11, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Shelton Yip, Vice President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

7. INFORMATION ITEMS

7. 1. Head Start/ Early Head Start Reports

Description

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


- a. Enrollment update - this is a standing report to the Board (Not included for this meeting)
- b. Program - this is a standing report to the Board
- c. Financial Reports - this is a standing report to the Board (Not included for this meeting)
- d. Policy Council Meeting Agenda - this is a standing report to the Board
- e. Policy Council Meeting Minutes - this is a standing report to the Board

Recommendation

For Information.

Supporting Documents

-  Attendance Report_ February 2023
-  Board Report March 2023
-  Feb 2023 Monthly Financial Statement
-  Feb 2023 Monthly Financial Statement- Carryover
-  Budget Justification 2023-2024
-  Budget Justification 2023-2024 3.20.23
-  2023-2024 COLA QI Budget Justification 3.20.23
-  YCOE HS-EHS 2023-2024 COLA QI Budget Justification
-  3.20.23 Special Meeting PC Agenda
-  3.23.2023 Agenda Meeting
-  LPC Meeting Agenda 4 4 2023

 February 23, 2023 Meeting Minutes

 LPC Draft Minutes 3.7.23

Contact Person

Shannon McClarin, Director, Early Childhood Education will present this item.



Head Start / Early Head Start

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

EARLY HEAD START

Date: 3/17/2023				Report Outcomes for the month of February, 2023			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over Income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	18 – 36 months	C1 (2)	88.43%	12	12
2	EHS/State	Alyce Norman	6 wk. – 36 months	C5 (3)	76.76%	27	24
1	EHS/State	Montgomery	24-36 months	C2 (0)	85.25%	12	9
0	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C0 (0)	NA	37	38
SUB TOTAL				C8 (5)	81.49%	88	83

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C0(1)	88.14%	20	16
2					79.17%	20	15
3					73.06%	20	20
4					79.15%	19	19
13	State ONLY	Alyce Norman	3 – 5	C0(1)	90.87%	16	16
11	HS/State	Alyce Norman	3 – 5		86.55%	20	19
12				79.78%	20	17	
1	HS/State	Esparto	3 - 5	C0 (0)	83.12%	16	15
1	HS/State	Greengate	3 – 5	C0 (2)	85.00%	16	10
2					85.63%	20	11
1	HS/State	Plainfield	3 – 5	C0 (0)	79.63%	16	9
1	HS/State	Prairie	3 – 5	C0 (0)	92.50%	20	20
1	HS/State	Woodland Central	3 – 5	C0 (0)	87.35%	20	17
1	HS/State	Montgomery	3 - 5	C0 (0)	88.24%	20	20
1	State ONLY	Wolfskill	3-5	C (0)	87.70%	16	11

SUB TOTAL				C0 (3)	84.40%	263	235
PROGRAM TOTAL				C8 (8)	83.92%	351	318

Attendance Notes: (1) Enrollment was temporarily paused due to staffing, student/ teacher ratios were prioritized to ensure safety. (2) FSSA unit in process of updating current waitlist at centers and data system, inactive families removed from live waitlist. Community recruitment efforts will continue March 2023.

Head Start Director’s Report – March 2023

We presented our new five year grant application to our Policy Council parents and received approval, as well as submitted our application to the Office of Head Start. Our overarching goal is:

To further develop and continue to implement and improve an effective service delivery system that directly links School Readiness and family engagement activities to help ensure successful child outcomes.

Our Programmatic Goal 1:

<p>GOAL 1: Strengthen community partnerships in all service areas to build a system of comprehensive resources and support for children and families.</p> <p>OBJECTIVES: Objectives that support Programmatic Goal 1 include:</p> <ol style="list-style-type: none"> 1. By the end of year one, reestablish connections with three of the Program’s community partners that were lost during the COVID 19 pandemic. 2. By the end of year one establish at least three new partnerships with agencies that provide services related to the Program’s goals. 3. By the end of year one, formalize relationships with all agencies who provide direct services to the Program’s children and families with signed Memorandum of Understandings (MOUS). <p>GOAL DEVELOPMENT TEAM: Family Support Services Manager (Nicole Castrejon), Education Manager (Jade Meihl), Program Administrator (Katrina Hopkins), Health Services Manager (Gustavo Melgoza), Disabilities and Mental Health Manager (Naomi Gonzalez), Policy Council (PC) members, and the YCOE Board. Goals were developed and brought to the Policy Council members for review and given the opportunity to provide feedback and suggestions. The PC selected goals that are meaningful to them and their children.</p>				
Action Steps	Timeframe	Individual Responsible	Monitoring	Outcome
1. Engage with existing agencies to reestablish relationships.	July – February	Area Managers	MOU Tracking Tool	
2. Create and collect signed MOUs with existing agencies.	July – March	Program Administrator	MOU Tracking Tool	
3. Track the number of children/families referred	July – March	ERSEA Manager	ChildPlus Data	Program will increase the

to the Program by community agencies.	July – March	ERSEA Manager, FSSA unit	ChildPlus Data	number of community partnerships in all service areas.
4. Track the number of children/families who receive services from community agencies (i.e.: clothing, food, etc.).	July - March	All Area Managers	MOU Tracking Tool	
5. Establish relationships with new community agencies as partners and obtain signed MOU's.				

Our Programmatic Goal 2:

<p>GOAL 2: Enhance teacher self-efficacy to create, sustain, and support equitable learning opportunities and care for all children to promote social emotional competencies and school readiness.</p> <p>OBJECTIVES: Objectives that support Programmatic Goal 2 include:</p> <ol style="list-style-type: none"> 1. By the end of year one, provide 64 children with a supportive learning environment that includes 12 teachers who have adequate training in SEL competencies to ensure all children thrive in a supportive learning environment. 2. At the end of year one, consider teacher feedback, survey results, and prior year referral data to provide needed training and supports to all staff, to recruit and retain. 3. Work collaboratively with 24 lead teachers to develop the skills and abilities to confidently support all learners in the classroom. <p>GOAL DEVELOPMENT TEAM: Family Support Services Manager (Nicole Castrejon), Education Manager (Jade Meihl), Program Administrator (Katrina Hopkins), Health Services Manager (Gustavo Melgoza), Disabilities and Mental Health Manager (Naomi Gonzalez), Policy Council Members, and the YCOE Board. Goals were developed and brought to the Policy Council members for review and given the opportunity to provide feedback and suggestions. The PC selected goals that are meaningful to them and their children.</p>				
Action Steps	Timeframe	Individual Responsible	Monitoring	Outcome
1. Survey staff at beginning and end of the school year to determine their beliefs and attitudes in relation to their ability to meet the needs of the children in their classroom.	July-September	Program Administrator	Survey data Sign in Sheets, training materials, training evaluations	

2. Institute a system that monitors desired teacher and environmental learning and behavior supports.	July-March	Education and Mental Health Managers	Classroom environment checklists	
3. Provide staff training around creating supportive learning environments.	Ongoing (SEAL training, etc.)	Education and Mental Health Managers	Referrals and Behavior Support Plans	Teaching staff will feel adequately supported and able to meet the needs of all children.
4. Provide Individuals with Disabilities Act (IDEA) training to staff.	July-March	Mental Health Manager	Pre and Post Training Data	
5. Provide staff training on Adverse Childhood Experiences (ACEs).	July-March	Partner Agencies	Progressive training	
6. Provide Non-Violent Crisis Intervention (NCI) training to staff.	July-March	Partner Agencies	Progressive Training	

Once we receive approval from the Office of Head Start, management staff will present our new grant goals to our entire staff. These goals will be measured during our monitoring which occurs three times a year, and progress will be reported during our annual updates to the Policy Council and the Office of Head Start.

Head Start teachers who are participating in the SEAL professional development cohort attended Module II training on March 6, and Site Coordinators hosted an In-service March 17th at YCOE. All Lead Teachers were invited to attend. Teachers had the opportunity for collaboration, meeting directly with managers, and professional development.

We are working with Highland Charter to develop another intern partnership with their ECE program, as well as reconnecting with the Sacramento State ECE department in an effort to garner interest in working in our program in the future as they complete their practicum hours.

Early Learning and Care Quality Programs

Early Educator Teacher Development Grant (EETD) Program:

We are receiving applications for Early Learning professionals who are enrolled in higher education coursework to obtain a degree, teaching credential, or 24 ECE units to teach in a TK classroom. These applicants will receive stipend assistance through the EETD grant. We are also meeting with each of our local LEA's to determine needs for professional development for TK teachers, Kindergarten teachers, para-professionals who work in TK classrooms, as well as Administrators. This information will be used to provide professional development funded through this grant.

UPK Mixed Delivery Grant:

We received the request for application from the California Department of Education in late March. Program staff is working to submit the required documentation and application before April 14. This grant involves planning for the childcare and educational needs for three- and four-year-olds in the county, and correlates with the work of the Yolo County Local Childcare Planning Council (LPC). The Yolo County School Board will receive a presentation regarding the UPK Mixed Delivery Grant before June 30, 2023, and the LPC will receive regular updates at monthly LPC meetings.

Executive Summary
2022/2023 Fiscal Year
February 2023

HEAD START & QUALITY IMPROVEMENT/PROGRAMA HEAD START			
Resource 5210 & 5219/Recurso 5210 & 5219			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$ 3,340,847.00	
Expenditures/Gastos:			
Salaries/Salarios	\$ 126,609.39	\$	928,560.16
Benefits/Beneficios	\$ 51,684.63	\$	381,851.45
Supplies/Provisiones	\$ 5,268.70	\$	35,290.67
<i>Parent Activities/Actividades de los padres</i>	\$ 143.27	\$	213.11
Site Supplies/Articulos de oficina para el centro	\$ 5,125.43	\$	35,077.56
Contracted Services/Servicios Contratados	\$ 23,399.30	\$	103,762.46
Operations/Gastos de Operacion	\$ 21,445.00	\$	182,617.89
Building/Land Improvements	\$ -	\$	-
Indirect Costs/Castos Indirectos	\$ -	\$	126,545.04
Cafeteria Fund/transferencia al fondo del café	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ 228,407.02	\$	1,758,627.67

EARLY HEAD START & QUALITY IMPROVEMENT/PROGRAMA EARLY HEAD START			
Resource 5212 & 5229/Recurso 5212 & 5229			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$ 1,264,535.00	
Expenditures/Gastos:			
Salaries/Salarios	\$ 41,969.51	\$	345,395.99
Benefits/Beneficios	\$ 16,988.96	\$	137,368.01
Supplies/Provisiones	\$ 1,982.25	\$	17,071.80
<i>Parent Activities/Actividades de los padres</i>	\$ 28.17	\$	46.73
Site Supplies/Articulos de oficina para el centro	\$ 1,954.08	\$	17,025.07
Contracted Services/Servicios Contratados	\$ 8,464.78	\$	69,344.02
Operations/Gastos de Operacion	\$ 3,486.41	\$	36,556.77
Building/Land Improvements	\$ -	\$	-
Indirect Costs/Castos Indirectos	\$ -	\$	49,187.42
Cafeteria Fund/transferencia al fondo del café	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ 72,891.91	\$	654,924.01

HEAD START T&TA/PROGRAMA HEAD START T & TA			
Resource 5208/Recurso 5208			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$ 34,913.00	
Expenditures/Gastos:			
Salaries/Salarios	\$ -	\$	-
Benefits/Beneficios	\$ -	\$	-
Supplies/Provisiones	\$ -	\$	1,790.78
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	65.69
Site Supplies/Articulos de oficina para el centro	\$ -	\$	1,725.09
Contracted Services/Servicios Contratados	\$ -	\$	4,311.58
Operations/Gastos de Operacion	\$ (191.25)	\$	8,854.30
Indirect Costs/Castos Indirectos	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ (191.25)	\$	14,956.66

EARLY HEAD START T&TA/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	\$ -	\$	1,436.60
<i>Parent Activities/Actividades de los padres</i>	\$ -	\$	21.89
Site Supplies/Articulos de oficina para el centro	\$ -	\$	1,414.71
Contracted Services/Servicios Contratados	\$ -	\$	2,984.24
Operations/Gastos de Operacion	\$ 107.25	\$	7,812.72
Indirect Costs/Castos Indirectos	\$ -	\$	-
Total Expenditures/Total de Gastos	\$ 107.25	\$	12,233.56

Credit Cards	Monthly Expense
Visa	\$ 10,951.70
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 432.23
Interstate Oil	\$ 337.03
Total Credit Cards	\$ 11,720.96

Calculation of In-Kind Contributions			Administrative Percent Calculation	
	Dollars Expended Year-To-Date	In-Kind Required		
Head Start	\$ 1,758,627.67	\$ 439,656.92	Maximum Percent Allowed	15%
HS T & TA	\$ 14,956.66	\$ 3,739.17	Calculated Percent for the Month	12%
Early HS	\$ 654,924.01	\$ 163,731.00	Annual Percentage	13%
EHS T & TA	\$ 12,233.56	\$ 3,058.39		
Total	\$ 2,440,741.90	\$ 610,185.48		
	Amount Required:	\$ 610,185.48		
	Actual In-Kind:	\$ 634,103.07		
	*Surplus/(Deficit):	\$ 23,917.59		
If deficit: will be returned to Federal Government from unrestricted dollars				

**Executive Summary
2022/2023 Fiscal Year
February 2023**

Program	Working Budget	Current Expenditures	Year-To-Date Expenditures	Encumbered	Balance	% of Budget Spent	% of Budget Encumbered	Unspent or Not Obligated
Head Start/Quality Improvement	\$ 3,340,847	\$ 228,407	\$ 1,758,628	\$ 914,638	\$ 667,582	52.64%	27.38%	19.98%
Early Head Start/Quality Improvement	\$ 1,264,535	\$ 72,892	\$ 654,924	\$ 271,471	\$ 338,140	51.79%	21.47%	26.74%
Head Start Supp American Rescue Plan	\$ 123,210	\$ 15,083	\$ 15,083	\$ 107,281	\$ 847	12.24%	87.07%	0.69%
Head Start Non-Competing New	\$ 100,825	\$ 1,840	\$ 57,329	\$ 37,000	\$ 6,496	56.86%	36.70%	6.44%
Head Start T&TA	\$ 34,913	\$ (191)	\$ 14,957	\$ 2,080	\$ 17,876	42.84%	5.96%	51.20%
Early Head Start T&TA	\$ 25,983	\$ 107	\$ 12,234	\$ 995	\$ 12,754	47.08%	3.83%	49.09%
Total Grant	\$ 4,890,313	\$ 318,138	\$ 2,513,154	\$ 1,333,465	\$ 1,043,694	51.39%	27.27%	21.34%

Credit Cards	Monthly Expense
Visa	\$ 10,951.70
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 432.23
Interstate Oil	\$ 337.03
Total Credit Card Expense	\$ 11,720.96

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

Calculation of In-Kind Contributions		
	Dollars Expended	In-Kind Required
	Year-To-Date	
Head Start & Quality Improvement:	\$ 1,758,627.67	\$ 439,656.92
Head Start T & TA:	\$ 14,956.66	\$ 3,739.17
Early Head Start & Quality Improvement:	\$ 654,924.01	\$ 163,731.00
Early Head Start T & TA:	\$ 12,233.56	\$ 3,058.39
Total	\$ 2,440,741.90	\$ 610,185.48
	Amount Required:	\$ 610,185.48
	Actual In-Kind:	\$ 634,103.07
	*Surplus/(Deficit):	\$ 23,917.59
If deficit: will be returned to Federal Government from unrestricted dollars		

**Executive Summary
2022/2023 Fiscal Year
February 2023**

Early Head Start & Quality Improvement

Resource 5212 EHS & RS 5229 Quality Budgets

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received			%	
					Year-to-date	Encumbered	Balance		
Revenues									
All Other Federal	1,264,535	0	1,264,535	0	497,208	0	767,327	60.68%	
Prior Year	0	0	0	0	0	0	0	#DIV/0!	
COLA	0	0	0	0	0	0	0		
Total Revenues	1,264,535	0	1,264,535	0	497,208	0	767,327	60.68%	
Expenditures									
Salaries	613,975	0	613,975	41,970	345,396	166,408	102,171	16.64%	
Benefits	269,038	0	269,038	16,989	137,368	68,875	62,795	23.34%	
Supplies	49,568	0	49,568	1,982	17,072	19,014	13,482	27.20%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	<i>1,813</i>	<i>0</i>	<i>1,813</i>	<i>28</i>	<i>47</i>	<i>500</i>	<i>1,266</i>	<i>69.84%</i>	
<i>Site Supplies</i>	<i>47,755</i>	<i>0</i>	<i>47,755</i>	<i>1,954</i>	<i>17,025</i>	<i>18,514</i>	<i>12,216</i>	<i>25.58%</i>	
Travel & Conference	6,464	0	6,464	303	2,809	0	3,655	56.54%	
Dues & Memberships	929	0	929	0	554	374	1	0.14%	
Insurance	3,051	0	3,051	0	0	0	3,051	100.00%	
Operations and Housekeeping	418	0	418	67	237	179	2	0.46%	
Rentals, Leases, Repairs & Noncapitalized									
Improvements	(1,161)	0	(1,161)	2	138	91	(1,390)	119.71%	
Direct Costs for Transfer of Services	54,887	0	54,887	3,115	32,819	0	22,068	40.21%	
Professional/Contracted Services & Operating									
Expenditures	99,712	0	99,712	8,465	69,344	16,071	14,297	14.34%	
Intergovernmental Fees	2,414	0	2,414	0	0	460	1,954	80.96%	
Indirect Costs	120,309	0	120,309	0	49,187	0	71,122	59.12%	
Equipment	44,931	0	44,931	0	0	0	44,931	100.00%	
Total Expenditures	1,264,535	0	1,264,535	72,892	654,924	271,471	338,140	26.74%	

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

**PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2022/2023**

Recurso 5212 & 5229

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	1,264,535	0	1,264,535	0	497,208	0	767,327	60.68%
	0	0	0	0	0	0	0	#DIV/0!
	0	0	0	0	0	0	0	
Total de Ingresos	1,264,535	0	1,264,535	0	497,208	0	767,327	60.68%
Gastos:								
Salarios	613,975	0	613,975	41,970	345,396	166,408	102,171	16.64%
Beneficios	269,038	0	269,038	16,989	137,368	68,875	62,795	23.34%
Provisiones	49,568	0	49,568	1,982	17,072	19,014	13,482	27.20%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	1,813	0	1,813	28	47	500	1,266	69.84%
<i>Articulos de oficina para el centro</i>	47,755	0	47,755	1,954	17,025	18,514	12,216	25.58%
Viaje y Conferencia	6,464	0	6,464	303	2,809	0	3,655	57%
Cuotas y Membresías	929	0	929	0	554	374	1	0%
Seguro	3,051	0	3,051	0	0	0	3,051	100%
Operations and Housekeeping	418	0	418	67	237	179	2	0%
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	(1,161)	0	(1,161)	2	138	91	(1,390)	120%
Costos Directos para Transferencias de Servicios	54,887	0	54,887	3,115	32,819	0	22,068	40%
Servicios Profesionales/Contratados y Gastos de	99,712	0	99,712	8,465	69,344	16,071	14,297	14%
Cuotas Intergubernamentales	2,414	0	2,414	0	0	460	1,954	81%
Gastos Indirectos	120,309	0	120,309	0	49,187	0	71,122	59%
Equipment	44,931	0	44,931	0	0	0	44,931	100%
Total de Gastos	1,264,535	0	1,264,535	72,892	654,924	271,471	338,140	27%

**Executive Summary
2022/2023 Fiscal Year
February 2023
HEAD START T&TA**

Resource 5208

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			Balance	% %
					Year-to-date	Encumbered			
Revenues									
All Other Federal	34,913	0	34,913	0	12,172	0	22,741	65.14%	
COLA	0	0	0	0	0	0	0		
Total Revenues	34,913	0	34,913	0	12,172	0	22,741	65.14%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	3,143	0	3,143	0	1,791	128	1,225	38.96%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	<i>1,278</i>	<i>0</i>	<i>1,278</i>	<i>0</i>	<i>66</i>	<i>99</i>	<i>1,113</i>	<i>87.09%</i>	
<i>Site Supplies</i>	<i>1,865</i>	<i>0</i>	<i>1,865</i>	<i>0</i>	<i>1,725</i>	<i>28</i>	<i>112</i>	<i>5.98%</i>	
Travel & Conference	25,989	0	25,989	(191)	8,854	600	16,535	63.62%	
Contracted Services	5,781	0	5,781	0	4,312	1,353	117	2.02%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	34,913	0	34,913	(191)	14,957	2,080	17,876	51.20%	

Executive Summary
2022/2023 Fiscal Year
Febrero 2023
PROGRAMA HEAD START T&TA

Recurso 5208

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	34,913	0	34,913	0	12,172	0	22,741	65%
COLA	0	0	0	0	0	0	0	0%
Total de Ingresos	34,913	0	34,913	0	12,172	0	22,741	65%
Gastos:								
Salarios	0	0	0	0	0	0	0	0%
Beneficios	0	0	0	0	0	0	0	0%
Provisiones	3,143	0	3,143	0	1,791	128	1,225	39%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	1,278	0	1,278	0	66	99	1,113	87%
<i>Articulos de oficina para el centro</i>	1,865	0	1,865	0	1,725	28	112	6%
Viaje y Conferencia	25,989	0	25,989	(191)	8,854	600	16,535	64%
Servicios Contratados	5,781	0	5,781	0	4,312	1,353	117	2%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	34,913	0	34,913	(191)	14,957	2,080	17,876	51%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START & QUALITY IMPROVEMENT

Resource 5210 HS & Quality Improvement RS 5219

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			% %
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	3,340,847	0	3,340,847	0	1,282,487	0	2,058,360	61.61%
Indirect	0	0	0	0	0	0	0	0.00%
COLA	0	0	0	0	0	0	0	0.00%
Total Revenues	3,340,847	0	3,340,847	0	1,282,487	0	2,058,360	61.61%
Expenditures:								
Salaries	1,521,303	0	1,521,303	126,609	928,560	509,802	82,941	5.45%
Benefits	732,804	0	732,804	51,685	381,851	218,344	132,608	18.10%
Supplies	70,809	0	70,809	5,269	35,291	28,518	7,001	9.89%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	2,251	0	2,251	143	213	2,000	38	1.68%
<i>Site Supplies</i>	68,558	0	68,558	5,125	35,078	26,518	6,963	10.16%
Travel & Conference	7,257	0	7,257	689	5,740	87	1,430	19.71%
Dues & Memberships	1,678	0	1,678	0	1,678	1,122	(1,122)	-66.84%
Insurance	13,568	0	13,568	0	0	0	13,568	100.00%
Operations & Housekeeping	1,207	0	1,207	269	971	734	(498)	-41.27%
Rentals, Leases, Repairs & Noncapitalized								
Improvements	921	0	921	9	473	442	6	0.60%
Direct Costs for Transfer of Services	260,438	0	260,438	20,367	172,540	0	87,898	33.75%
Professional/Contracted Services & Operating								
Expenditures	235,447	0	235,447	23,399	103,762	125,160	6,525	2.77%
Intergovernmental Fees	6,862	0	6,862	111	1,216	2,643	3,003	43.76%
Equipment	174,674	0	174,674	0	0	27,786	146,888	84.09%
Indirect Costs	313,879	0	313,879	0	126,545	0	187,334	59.68%
Improvements	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	3,340,847	0	3,340,847	228,407	1,758,628	914,638	667,582	19.98%

Executive Summary
2022/2023 Fiscal Year
Febrero 2023
PROGRAMA HEAD START

Recurso 5210		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%
	CATEGORÍA								%
Ingresos:									
	Todos los otros Federales	3,340,847	0	3,340,847	0	1,282,487	0	2,058,360	62%
	COLA	0	0	0	0	0	0	0	0%
	Total Revenues/Total de Ingresos	3,340,847	0	3,340,847	0	1,282,487	0	2,058,360	62%
Gastos:									
	Salarios	1,521,303	0	1,521,303	126,609	928,560	509,802	82,941	5%
	Beneficios	732,804	0	732,804	51,685	381,851	218,344	132,608	18%
	Provisiones	70,809	0	70,809	5,269	35,291	28,518	7,001	10%
	<i>Artículos para las actividades de los padres y comida para las juntas</i>	2,251	0	2,251	143	213	2,000	38	2%
	<i>Artículos de oficina para el centro</i>	68,558	0	68,558	5,125	35,078	26,518	6,963	10%
	Viaje y Conferencia	7,257	0	7,257	689	5,740	87	1,430	20%
	Cuotas y Membresías	1,678	0	1,678	0	1,678	1,122	(1,122)	-67%
	Seguro	13,568	0	13,568	0	0	0	13,568	100%
		1,207	0	1,207	269	971	734	(498)	-41%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	921	0	921	9	473	442	6	1%
	Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	260,438	0	260,438	20,367	172,540	0	87,898	34%
	Cuotas Intergubernamentales	235,447	0	235,447	23,399	103,762	125,160	6,525	3%
	Mejoras a los Terrenos	6,862	0	6,862	111	1,216	2,643	3,003	44%
	Gastos Indirectos	174,674	0	174,674	0	0	27,786	146,888	84%
	transferencia al fondo del café	313,879	0	313,879	0	126,545	0	187,334	60%
		0	0	0	0	0	0	0	#DIV/0!
	Total de Gastos	3,340,847	0	3,340,847	228,407	1,758,628	914,638	667,582	20%

**Executive Summary
2022/2023 Fiscal Year
February 2023
EARLY HEAD START T&TA**

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	9,625	0	16,358	62.95%	
Total Revenues	25,983	0	25,983	0	9,625	0	16,358	62.95%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	1,632	0	1,632	0	1,437	43	153	9.37%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	137	0	137	0	22	43	73	52.96%	
<i>Site Supplies</i>	1,495	0	1,495	0	1,415	0	80	5.37%	
Travel & Conference	19,580	0	19,580	107	7,813	0	11,767	60.10%	
Contracted Services	4,771	0	4,771	0	2,984	953	834	17.48%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	25,983	0	25,983	107	12,234	995	12,754	49.09%	

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Executive Summary
2022/2023 Fiscal Year
Febrero 2023
PROGRAMA EARLY HEAD START T&TA

Recurso 5218

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	25,983	0	25,983	0	9,625	0	16,358	63%
	0							
Total de Ingresos	25,983	0	25,983	0	9,625	0	16,358	63%
Gastos:								
Salarios	0	0	0	0	0	0	0	0%
Beneficios	0	0	0	0	0	0	0	0%
Provisiones	1,632	0	1,632	0	1,437	43	153	9%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	137	0	137	0	22	43	73	53%
<i>Artículos de oficina para el centro</i>	1,495	0	1,495	0	1,415	0	80	5%
Viaje y Conferencia	19,580	0	19,580	107	7,813	0	11,767	60%
Servicios Contratados	4,771	0	4,771	0	2,984	953	834	17%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
	0	0	0	0	0	0	0	0%
Total de Gastos	25,983	0	25,983	107	12,234	995	12,754	49%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START SUPP AMERICAN RESCUE PLAN

Resource 5246

		Expended/Received							
	CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Encumbered	Balance	%
Revenues									
	All Other Federal	123,210	0	123,210	0	0	0	123,210	100.00%
	All other Fed Rev Carryover				0	0	0	0	
	Total Revenues	123,210	0	123,210	0	0	0	123,210	100.00%
Expenditures									
	Salaries	0	0	0	0	0	0	0	0.00%
	Benefits	0	0	0	0	0	0	0	0.00%
	Supplies	94,438	0	94,438	15,083	15,083	77,736	1,619	1.71%
	<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	#DIV/0!
	<i>Site Supplies</i>	94,438	0	94,438	15,083	15,083	77,736	1,619	1.71%
	Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
	Rentals, Leases, Repairs & Noncapitalized Improvements	0	0	0	0	0	0	0	#DIV/0!
	Contracted Services	19,461	0	19,461	0	0	29,544	(10,083)	-51.81%
	Building & Improvements	0	0	0	0	0	0	0	#DIV/0!
	Other Transfers & Indirect Total	9,311	0	9,311	0	0	0	9,311	100.00%
	Total Expenditures	123,210	0	123,210	15,083	15,083	107,281	847	0.69%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START NON-COMPETING NEW

Resource 5256

		Expended/Received							
	CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Encumbered	Balance	%
Revenues									
	All Other Federal	100,825	0	100,825	0	35,063	0	65,762	65.22%
	All other Fed Rev Carryover	0		0	0	0	0	0	
	Total Revenues	100,825	0	100,825	0	35,063	0	65,762	65.22%
Expenditures									
	Salaries	0	0	0	0	0	0	0	0.00%
	Benefits	0	0	0	0	0	0	0	0.00%
	Supplies	22,465	0	22,465	0	22,465	0	0	0.00%
	<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	#DIV/0!
	<i>Site Supplies</i>	22,465	0	22,465	0	22,465	0	0	0.00%
	Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
	Rentals, Leases, Repairs & Noncapitalized Improvements								
	Contracted Services	59,683	0	59,683	1,840	31,401	28,282	0	0.00%
	Other Transfers & Indirect Costs	9,959	0	9,959	0	3,463	0	6,496	65.22%
	Equipment	8,718		8,718	0	0	8,718	0	
	Total Expenditures	100,825	0	100,825	1,840	57,329	37,000	6,496	6.44%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

**HEAD START/EARLY HEAD START
CREDIT CARD REPORT**

MANAGER	VISA
Shannon McClarin	
Travel/Conference	\$ -
Center Supplies	\$ 1,537.40
TOTAL	\$ 1,537.40
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	\$ 1,284.43
TOTAL	\$ 1,284.43
Katrina Hopkins	
Travel/Conference	\$ -
Center Supplies	\$ 933.45
TOTAL	\$ 933.45
Jade Meihl	
Travel/Conference	\$ -
Center Supplies	\$ 2,034.91
TOTAL	\$ 2,034.91
Naomi Gonzalez	
Travel/Conference	\$ -
Center Supplies	\$ 2,855.42
TOTAL	\$ 2,855.42
Connie Luna	
Travel/Conference	\$ -
Center Supplies	\$ 2,306.09
TOTAL	\$ 2,306.09
Nicole Castrejon	
Travel/Conference	\$ -
Center Supplies	\$ -
	\$ -
VISA Grand Total	\$ 10,951.70
Nugget/Food4Less	\$ 432.23
InterState Oil	\$ 337.03
TOTAL MONTHLY EXPENDITURES:	\$ 11,720.96

**Credit card statements available upon request

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

**Programas Head Start/Early Head Start
REPORTE DE TARJETAS DE CRÉDITO
Año FISCAL 2022/2023**

SUPERVISOR	VISA
Gail Nadal	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ 1,537.40
	\$ 1,537.40
Shannon McClarin	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ 1,284.43
Total	\$ 1,284.43
Genet Telahun	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ 933.45
Total	\$ 933.45
Amee Dowkes	
Viaje/Conferencia	\$ -
Artículos para oficina	\$ 2,034.91
Total	\$ 2,034.91
Gustavo Melgoza	
Viaje/Conferencia	\$ -
Artículos para oficina	\$ 2,855.42
Total	\$ 2,855.42
Connie Luna	
Viaje/conferencia	\$ -
Articulos para oficina	\$ 2,306.09
Total	\$ 2,306.09
Nicole Castrejon	
Viaje/conferencia	\$ -
Articulos para oficina	\$ -
Total	\$ -
VISA Grand Total	\$ 10,951.70
NUGGET/FOOD 4 LESS	\$ 432.23
INTERSTATE OIL	\$ 337.03

Total de Gastos Mensuales: \$ 11,720.96 ***

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

**Executive Summary
2022/2023 Fiscal Year
February 2023**

Headstart / Early Head Start

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 thru June				
Administrative Square Footage	Total Square Footage	% of Total Square Footage	Plant Services Charges (FN 8000-8999)	% of Rent allocated to Admin
360.00	22,125.00	0.013145	\$ 23,711.16	\$ 311.68

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 318,137.41	All Grants
Required 20 percent NFS	\$ 79,534.35	Non Federal Share
Total Approved Costs	\$ 397,671.76	
15% Administrative Cost Limitation	<u>\$ 59,650.76</u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 311.68	Per Above Calculation in step 1
School Admin	\$ 20,649.04	Staff charged to Administration
General Admin	\$ 29,650.41	Indirect
Total	<u>\$ 50,611.13</u>	

Grant Expenditures	\$ 318,137.41
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 318,137.41</u>

Currently Charged Admin Costs	\$ 50,611.13
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 50,611.13</u>

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 13%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START/EARLY HEAD START

Month	Year	Location									Grand	
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Charter	Lincoln/Plainfield	Valley Oak/Winters	MCC	Total	
July	2022	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
August	2022	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
September	2022	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
October	2022	\$ 246,597.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 246,597.00
November	2022	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
December	2022	\$ 227,666.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,666.07
January	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
February	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
March	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
April	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
May	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
June	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
		\$ 634,103.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 634,103.07

Total Contribution Due based on actual dollars claimed:

	Dollars Expended as of 12/31/22	In-Kind Required
Head Start & Quality Improvement:	1,758,627.67	439,656.92
Head Start T & TA:	14,956.66	3,739.17
Early Head Start & Quality Improvement:	654,924.01	163,731.00
Early Head Start T & TA:	12,233.56	3,058.39
Total:	2,440,741.90	610,185.48

Amount Required: 610,185.48
Actual In-Kind: 634,103.07

*Surplus/(Deficit): 23,917.59

Surplus(Deficit): 23,917.59

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

Executive Summary
2022/2023 Fiscal Year
February 2023

CARRY OVER HEAD START & QUALITY IMPROVEMENT/PROGRAMA HEAD START			
Resource 5210 & 5219/Recurso 5210 & 5219			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	173,108.00
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	5,976.76	\$ 5,976.76
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	5,976.76	\$ 5,976.76
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Building/Land Improvements	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Cafeteria Fund/transerencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	5,976.76	\$ 5,976.76

CARRY OVER EARLY HEAD START & QUALITY IMPROVEMENT/PROGRAMA EARLY HEAD START			
Resource 5212 & 5229/Recurso 5212 & 5229			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	46,520.00
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	1,588.76	\$ 1,588.76
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	1,588.76	\$ 1,588.76
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Building/Land Improvements	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Cafeteria Fund/transerencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	1,588.76	\$ 1,588.76

CARRY OVER HEAD START T&TA/PROGRAMA HEAD START T & TA			
Resource 5208/Recurso 5208			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	359.00
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	-	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ -
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ -

CARRY OVER EARLY HEAD START T&TA/PROGRAMA EARLY HEAD START T & TA			
Resource 5218/Recurso 5218			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	-
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	-	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ -
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ -

**Executive Summary
2022/2023 Fiscal Year
February 2023**

Program	Working Budget	Current Expenditures	Year-To-Date Expenditures	Encumbered	Balance	% of Budget Spent	% of Budget Encumbered	Unspent or Not Obligated
<u>CARRY OVER FUNDS:</u>								
Head Start/Quality Improvement	\$ 173,108	\$ 5,977	\$ 5,977	\$ 19,255	\$ 147,876	3.45%	11.12%	85.42%
Early Head Start/Quality Improvement	\$ 46,520	\$ 1,589	\$ 1,589	\$ -	\$ 44,931	3.42%	0.00%	96.58%
Head Start COVID-19	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
Early Head Start COVID-19	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
Head Start T&TA	\$ 359	\$ -	\$ -	\$ -	\$ 359	0.00%	0.00%	100.00%
Early Head Start T&TA	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!
Total Grant	\$ 219,987	\$ 7,566	\$ 7,566	\$ 19,255	\$ 193,166	3.44%	8.75%	87.81%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

Early Head Start & Quality Improvement

CARRY OVER FUNDS:

Resource 5212 EHS & RS 5229 Quality Budgets

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	46,520	0	46,520	0	0	0	46,520	100.00%
Prior Year		0	0	0	0	0	0	#DIV/0!
COLA	0	0	0	0	0	0	0	
Total Revenues	46,520	0	46,520	0	0	0	46,520	100.00%
Expenditures								
Salaries	0	0	0	0	0	0	0	#DIV/0!
Benefits	0	0	0	0	0	0	0	#DIV/0!
Supplies	0	0	0	1,589	1,589	0	(1,589)	#DIV/0!
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Site Supplies</i>	0	0	0	1,589	1,589	0	(1,589)	#DIV/0!
Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
Dues & Memberships	0	0	0	0	0	0	0	#DIV/0!
Insurance	0	0	0	0	0	0	0	#DIV/0!
Operations and Housekeeping	0	0	0	0	0	0	0	#DIV/0!
Rentals, Leases, Repairs & Noncapitalized								
Improvements	0	0	0	0	0	0	0	#DIV/0!
Direct Costs for Transfer of Services	0	0	0	0	0	0	0	#DIV/0!
Professional/Contracted Services & Operating								
Expenditures	0	0	0	0	0	0	0	#DIV/0!
Intergovernmental Fees	0	0	0	0	0	0	0	#DIV/0!
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!
Equipment	46,520	0	46,520	0	0	0	46,520	100.00%
Total Expenditures	46,520	0	46,520	1,589	1,589	0	44,931	96.58%

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

**PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2022/23**

CARRY OVER FUNDS:

Recurso 5212 & 5229

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	obrecargar		
Ingresos:								
Todos los otros Federales	46,520	0	46,520	0	0	0	46,520	100.00%
	0	0	0	0	0	0	0	#DIV/0!
	0		0		0		0	
Total de Ingresos	46,520	0	46,520	0	0	0	46,520	100.00%
Gastos:								
Salarios	0	0	0	0	0	0	0	#DIV/0!
Beneficios	0	0	0	0	0	0	0	#DIV/0!
Provisiones	0	0	0	1,589	1,589	0	(1,589)	#DIV/0!
<i>Articulos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Articulos de oficina para el centro</i>	0	0	0	1,589	1,589	0	(1,589)	#DIV/0!
Viaje y Conferencia	0	0	0	0	0	0	0	#DIV/0!
Cuotas y Membresias	0	0	0	0	0	0	0	#DIV/0!
Seguro	0	0	0	0	0	0	0	#DIV/0!
Operations and Housekeeping	0	0	0	0	0	0	0	#DIV/0!
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	0	0	0	0	0	0	0	#DIV/0!
Costos Directos para Transferencias de Servicios	0	0	0	0	0	0	0	#DIV/0!
Servicios Profesionales/Contratados y Gastos de	0	0	0	0	0	0	0	#DIV/0!
Cuotas Intergubernamentales	0	0	0	0	0	0	0	#DIV/0!
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Improvements	46,520	0	46,520	0	0	0	46,520	100.00%
Total de Gastos	46,520	0	46,520	1,589	1,589	0	44,931	96.58%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START T&TA

**CARRY OVER FUNDS:
Resource 5208**

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			Balance	% %
					Year-to-date	Encumbered			
Revenues									
All Other Federal	359	0	359	0	0	0	0	359	100.00%
COLA	0	0	0	0	0	0	0	0	
Total Revenues	359	0	359	0	0	0	0	359	100.00%
Expenditures									
Salaries	0	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0	0.00%
Supplies	0	0	0	0	0	0	0	0	#DIV/0!
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	0	#DIV/0!
<i>Site Supplies</i>	0	0	0	0	0	0	0	0	#DIV/0!
Travel & Conference	359	0	359	0	0	0	0	359	100.00%
Contracted Services	0	0	0	0	0	0	0	0	#DIV/0!
Indirect Costs	0	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	359	0	359	0	0	0	0	359	100.00%

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

PROGRAMA HEAD START T&TA

CARRY OVER FUNDS:

Recurso 5208

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	359	0	359	0	0	0	359	100.00%
COLA	0	0	0	0	0	0	0	
Total de Ingresos	359	0	359	0	0	0	359	100.00%
Gastos:								
Salarios	0	0	0	0	0	0	0	0.00%
Beneficios	0	0	0	0	0	0	0	0.00%
Provisiones	0	0	0	0	0	0	0	#DIV/0!
<i>Articulos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Articulos de oficina para el centro</i>	0	0	0	0	0	0	0	#DIV/0!
Viaje y Conferencia	359	0	359	0	0	0	359	
Servicios Contratados	0	0	0	0	0	0	0	#DIV/0!
Gastos Indirectos	0	0	0	0	0	0	0	0.00%
Total de Gastos	359	0	359	0	0	0	359	100.00%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

HEAD START & QUALITY IMPROVEMENT

CARRY OVER FUNDS:

Resource 5210 HS & Quality Improvement RS 5219

CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Expended/Received			% %
						Encumbered	Balance		
Revenues									
All Other Federal	173,108	0	173,108	0	0	0	0	173,108	100.00%
Indirect		0	0	0	0	0	0	0	0.00%
COLA	0	0	0	0	0	0	0	0	0.00%
Total Revenues	173,108	0	173,108	0	0	0	0	173,108	100.00%
Expenditures:									
Salaries	8,549	0	8,549	0	0	0	0	8,549	100.00%
Benefits	463	0	463	0	0	0	0	463	100.00%
Supplies	0	0	0	5,977	5,977	0	(5,977)	#DIV/0!	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	0	#DIV/0!
<i>Site Supplies</i>	0	0	0	5,977	5,977	0	(5,977)	#DIV/0!	
Travel & Conference	2,405	0	2,405	0	0	0	0	2,405	100.00%
Dues & Memberships	0	0	0	0	0	0	0	0	#DIV/0!
Insurance	0	0	0	0	0	0	0	0	#DIV/0!
Operations & Housekeeping	0	0	0	0	0	0	0	0	#DIV/0!
Rentals, Leases, Repairs & Noncapitalized									
Improvements	0	0	0	0	0	0	0	0	#DIV/0!
Direct Costs for Transfer of Services	0	0	0	0	0	0	0	0	#DIV/0!
Professional/Contracted Services &									
Operating Expenditures	0	0	0	0	0	0	0	0	#DIV/0!
Intergovernmental Fees	0	0	0	0	0	0	0	0	#DIV/0!
Equipment	160,703	0	160,703	0	0	19,255	141,448	88.02%	
Indirect Costs	988	0	988	0	0	0	988	100.00%	
Improvements	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	173,108	0	173,108	5,977	5,977	19,255	147,876	85.42%	

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

PROGRAMA HEAD START

CARRY OVER FUNDS:

Recurso 5210

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	173,108	0	173,108	0	0	0	173,108	100.00%
COLA	0	0	0	0	0	0	0	#DIV/0!
Total Revenues/Total de Ingresos	173,108	0	173,108	0	0	0	173,108	
Gastos:								
Salarios	8,549	0	8,549	0	0	0	8,549	100.00%
Beneficios	463	0	463	0	0	0	463	100.00%
Provisiones	0	0	0	5,977	5,977	0	(5,977)	#DIV/0!
<i>Articulos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	0.00%
<i>Articulos de oficina para el centro</i>	0	0	0	5,977	5,977	0	(5,977)	#DIV/0!
Viaje y Conferencia	2,405	0	2,405	0	0	0	2,405	100.00%
Cuotas y Membresías	0	0	0	0	0	0	0	#DIV/0!
Seguro	0	0	0	0	0	0	0	#DIV/0!
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	0	0	0	0	0	0	0	#DIV/0!
Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	0	0	0	0	0	0	0	#DIV/0!
Cuotas Intergubernamentales	0	0	0	0	0	0	0	#DIV/0!
Equipment	160,703	0	160,703	0	0	19,255	141,448	88.02%
Gastos Indirectos	988	0	988	0	0	0	988	100.00%
Improvements	0	0	0	0	0	0	0	#DIV/0!
		0	0					
Total de Gastos	173,108	0	173,108	5,977	5,977	19,255	147,876	85.42%

**Executive Summary
2022/2023 Fiscal Year
February 2023**

EARLY HEAD START T&TA

CARRY OVER FUNDS:

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			% %
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	0	0	0	0	0	0	0	#DIV/0!
Total Revenues	0	0	0	0	0	0	0	#DIV/0!
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	0	0	0	0	0	0	0	#DIV/0!
<i>Parent Activity Supplies & Food for Parent Meetings</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Site Supplies</i>	0	0	0	0	0	0	0	#DIV/0!
Travel & Conference	0	0	0	0	0	0	0	#DIV/0!
Contracted Services	0	0	0	0	0	0	0	#DIV/0!
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	0	0	0	0	0	0	0	#DIV/0!

**Executive Summary
2022/2023 Fiscal Year
Febrero 2023**

PROGRAMA EARLY HEAD START T&TA

CARRY OVER FUNDS:

Recurso 5218

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	0	0	0	0	0	0	0	#DIV/0!
Total de Ingresos	0	0	0	0	0	0	0	
Gastos:								
Salarios	0	0	0	0	0	0	0	0.00%
Beneficios	0	0	0	0	0	0	0	0.00%
Provisiones	0	0	0	0	0	0	0	#DIV/0!
<i>Articulos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Articulos de oficina para el centro</i>	0	0	0	0	0	0	0	#DIV/0!
Viaje y Conferencia	0	0	0	0	0	0	0	#DIV/0!
Servicios Contratados	0	0	0	0	0	0	0	#DIV/0!
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	0	0	0	0	0	0	0	#DIV/0!



Yolo County Office of Education Head Start/Early Head Start

BUDGET JUSTIFICATION-HEAD START

HEAD START BASIC

The 2023-2024 Yolo County Office of Education (YCOE) Head Start (HS) budget submission covers the FIRST year of this 5 year grant application. This budget supports the program goals and objectives as noted in Section I Program Design and Approach to Service Delivery which is determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations and local needs.

BUDGET JUSTIFICATION BY CATEGORY

Personnel **\$ 1,470,563**

The budget for personnel includes funds for all the positions to be paid by this grant along with funds to cover any substitutes needed throughout the year. Extra duty funds have been allocated to support the cost of trainings for staff. The budget detail document lists all the positions and FTE's supported by the grant.

Fringe Benefits **\$ 695,617**

YCOE offers a menu of health benefits and contributes a fixed monthly amount to each full-time employee towards the cost of the employee's health coverage. For employees working less than full-time the amount YCOE contributes is prorated based on the number of hours the employee works. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite payroll taxes.

Yolo County
OFFICE OF
EDUCATION

Travel **\$0**

No funds have been allocated for travel.

Equipment **\$ 0**

No funds have been allocated for equipment.

Supplies **\$ 128,423**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Contractual **\$ 0**

No funds have been set aside for this line item.

Construction **\$ 0**

No funds have been set aside for construction.



Other **\$ 596,197**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$ 2,890,800**

This is the total amount allocated to pay for all the direct services needed to operate the program.

Indirect Costs **\$ 276,939**

The approved indirect cost rate for 2023-2024 is 9.58%.

Total Head Start Budget **\$ 3,167,739**

ADDITIONAL SUPPLEMENTAL INFORMATION

Administrative Costs

The amount of administrative costs included in this budget is \$468,839.58 which equates to 11.71% of the total budget, T&TA and non-federal share included. The administrative cost is 3.29% below the 15% limitation.

Head Start Non-Federal Share

Volunteers **\$ 0**

Community volunteers are valued at the appropriate salary and statutory benefits for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules or if YCOE does not have the position then a salary comparison in our community is done to determine the rate. The community volunteers include members of the community, student nurses from Carrington College, the Public Health Department and interns from the University of California, Davis. At this time we do not have volunteer agreements with these organizations.

Services **\$ 29,591**

Health screenings are conducted for each of the 247 students enrolled in our program. They are provided by CommuniCare Health Centers and the Public Health Department. Each screening is valued at \$59.90 per screening which are conducted twice a year.

State Funded Programs **\$ 688,309**

All of our preschool classrooms are blended with State Preschool grant dollars.

Supplies **\$ 33,264**

Various community agencies donate supplies, including toys, office supplies and books.



Parent Volunteers

\$ 8,728

Parents volunteer at the centers by providing additional support in the classrooms doing activities such as setting up tables, working with students on instructional activities, reading books to students, cleaning up the classroom, reinforcing the classroom activities at home through working with their children on their homework, etc.

Professional Volunteers

\$ 0

Professionals volunteers include Pediatricians, Dentists, Oral Health Hygienists and Nutritionists who provide their time and skills in their areas of expertise to the program by attending meetings, working with the children and families or providing trainings.

Educational Partner Volunteers

\$ 40,682

Services for students and staff funded through Washington Unified School District, Woodland Joint Unified School District, Davis Joint Unified School District and the local community colleges such as staff development trainings, speech therapists, mental health service providers and health & safety responders.

Consultants

\$ 0

A variety of consultants in an array of areas provide their services to the program at a reduced rate in support of our Head Start Program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.



BUDGET JUSTIFICATION – EARLY HEAD START**EARLY HEAD START BASIC**

The 2023-2024 Yolo County Office of Education (YCOE) Early Head Start (EHS) budget submission covers the FIRST year of this 5-year grant application. This budget supports the program goals and objectives as noted in Section I Program Design and Approach to Service Delivery which is determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations and local needs.

BUDGET JUSTIFICATION BY CATEGORY

Personnel **\$ 607,773**

The budget for personnel includes funds for all the positions to be paid by this grant along with funds to cover any substitutes needed throughout the year. Extra duty funds have been allocated to support the cost of trainings for staff. The budget detail document lists all the positions and FTE's supported by the grant.

Fringe Benefits **\$ 269,491**

YCOE offers a menu of health benefits and contributes a fixed monthly amount to each full-time employee towards the cost of the employee's health coverage. For employees working less than full-time the amount YCOE contributes is prorated based on the number of hours the employee works. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite payroll taxes.

Yolo County
OFFICE OF
EDUCATION

Travel **\$ 0**

Funds have been allocated to cover travel expenses for staff to travel to trainings such as airfare, mileage, meals, conference registrations, etc.

Equipment **\$ 0**

No funds have been allocated for equipment.

Supplies **\$ 54,648**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), healthy/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Contractual **\$ 0**

No funds have been set aside for this line item.

Construction **\$ 0**

No funds have been set aside for construction



Other **\$ 179,618**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$ 1,111,530**

This is the total amount allocated to pay for all the direct services needed to operate the program.

Indirect Costs **\$ 106,485**

The approved indirect cost rate for 2023-2024 is 9.58%.

Total Early Head Start Budget **\$ 1,218,015**

ADDITIONAL SUPPLEMENTAL INFORMATION

Administrative Costs

The amount of administrative costs included in this budget is \$160,014.60 which equates to 10.29% of the total budget, T&TA and non-federal share included. The administrative cost is 4.71% below the 15% limitation.

Early Head Start Non-Federal Share

Volunteers **\$ 0**

Community volunteers are valued at the appropriate salary and statutory benefits for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules or if YCOE does not have the position then a salary comparison in our community is done to determine the rate. The community volunteers include members of the community, student nurses from Carrington College, CommuniCare Health Centers, the Public Health Department and interns from the University of California, Davis. At this time we do not have volunteer agreements with these organizations.

Services **\$ 15,814**

Health screenings are conducted for each of the 88 students enrolled in our program. They are provided by CommuniCare Health Centers and the Public Health Department. Each screening is valued at \$59.90.00 per screening which are conducted three times a year.

State Funded Programs **\$ 230,019**

All of our infant/toddler classrooms are blended with State grant dollars.

Supplies **\$ 16,502**

Various community agencies donate supplies, including toys, office supplies and books.



Parent Volunteers

\$ 0

Parents volunteer at the centers by providing additional support in the classrooms doing activities such as setting up tables, working with children on instructional activities, reading books to children, cleaning up the classroom, reinforcing the classroom activities at home through working with their children on activities at home, etc.

Professional Volunteers

\$ 0

Professional volunteers include Pediatricians, Dentists, Oral Health Hygienists and Nutritionists who provide their time and skills in their areas of expertise to the program by attending meetings, working with the children and families or providing trainings.

Educational Partner Volunteers

\$ 48,665

Services for students and staff funded through Washington Unified School District, Woodland Joint Unified School District, Davis Joint Unified School District and the local community colleges such as staff development trainings and speech therapists, mental health service providers and health & safety responders.

Consultants

\$ 0

A variety of consultants in an array of areas provide their services to the program at a reduced rate in support of our Early Head Start Program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.



BUDGET JUSTIFICATION – TRAINING AND TECHNICAL ASSISTANCE (T & TA)

HEAD START AND EARLY HEAD START T & TA

The 2023-2024 Yolo County Office of Education (YCOE) Head Start and Early Head Start T & TA submission covers the FIRST year of this 5 year grant application. Within the funding limitations, this budget supports the program’s goals and objectives as determined and enforces learning opportunities for professional development through coaching and mentoring.

BUDGET JUSTIFICATION BY CATEGORY

Travel	HS \$ 25,463
	EHS \$ 19,570

Funds have been allocated to cover travel expenses for staff to travel to trainings such as airfare, mileage, meals, conference registrations, etc.

Equipment	HS \$ 0
	EHS \$ 0

No funds have been allocated for equipment.

Supplies	HS \$ 2,990
	EHS \$ 1,795

Funds have been allocated for training materials needed for the trainings listed in the T&TA plan.



Contractual

HS \$ 0

EHS \$ 0

No funds have been set aside for contractual.

Construction

HS \$ 0

EHS \$ 0

No funds have been set aside for construction.

Other

HS \$ 6,101

EHS \$ 4,618

Funds have been allocated for professional development consultants.

Total Direct Charges

HS \$ 34,554

EHS \$ 25,983

This is the total amount allocated to pay for all the direct services needed to operate the T&TA plan.

Total T&TA Budget

HS \$ 34,554

EHS \$ 25,983



Head Start & Early Head Start T&TA Non-Federal Share

Staff Development	HS \$ 8,639
	EHS \$ 6,496

Various community agencies donate supplies used for the trainings listed in the T&TA Plan.

Consultants	HS \$ 0
	EHS \$ 0

A variety of consultants in an array of areas provide their services to the program by training our staff at a reduced rate in support of our HS/EHS program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.

Other Funding Sources

All of our classrooms are currently multi funded with Head Start/Early Head Start funds and State grant funds. The estimated state grant funds which are not included under the federal non-share section is \$3,627,686 (\$3,072,309 HS/ \$555,377 EHS) which will be used to support the costs associated with operating the program based on the cost allocation plan noted above.

Financial and Property Management System and Internal Controls

Per Education Code 41010, all Local Educational Agencies (LEA), like the Yolo County Office of Education (YCOE) are required to have in place a financial system to record all financial affairs. The California Schools Accounting Manual (CSAM) is the standard to which all LEA's must

Yolo County
OFFICE OF
EDUCATION

comply. However, federally funded programs also have criteria in which to manage the finances of the awards given. The standards can be found in Uniform Guidance, 2 CFR 200, Subpart D § 200.300-§ 200.303

YCOE will adhere to the performance standards as set forth by the federal awarding agency to measure performance accomplishments, maintain a financial management system to expend and account for federal funds, and have in place internal controls that provide a reasonable assurance for compliance with Federal program requirements. Performance measurement will be based on guidelines set forth by the Federal Awarding Agency. Comparison of outlays with budget amounts for each award. Whenever possible, financial information shall be related to performance and unit cost data. § 200.301

YCOE maintains a financial management system that meets the requirements necessary to report accurate, current, and complete disclosure of the financial data required for the Federal Awards. §200.302 (a)-§200.302 (b).

This includes the following:

1. Records that identify adequately the source and application of funds for Federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
2. Written procedures to minimize the time elapsing between the transfer of funds to the YCOE from the U.S. Treasury and the issuance, or redemption of checks, warrants, or payments by other means for program purposes by the recipient. As stated in § 200.305, in regards to

Yolo County
OFFICE OF
EDUCATION

payment of Federal funds, there should be a minimized time elapsing between transfer of funds and disbursement.

The Yolo County Office of Education must disburse funds available from program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

Advance payments are limited to the minimum amount needed, and timed with actual immediate cash requirements. The time and amount of the advances must be as close as administratively feasible to the actual disbursements.

Procedures:

- i. Payment Requests from Federal Sources will occur at
 - a. 1st Interim 10/31/xx
 - b. 2nd Interim 1/31/xx
 - c. End of Fiscal Year 6/30/xx
 - d. Completion of Unaudited Actuals 9/30/xx
 - e. As needed for cash purposes
- ii. Payment Requests will be for reimbursements for paid receipts, invoices, payroll, travel claims, and other paid items.
- iii. Determination of amount to draw down will be done using a budget report for the Federal program from beginning of the fiscal year to date of the drawdown. Actual amounts will be reconciled and the difference between actual expenses and income for the grant will be requested from the Federal agency.

Yolo County
OFFICE OF
EDUCATION

- iv. The Director of County School Internal Fiscal Services (IFS) will be the responsible agent for drawing down the Federal Funds.
3. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award. The Yolo County Office of Education charges costs that are reasonable, allowable, and allocable to a Federal award directly or indirectly, as is consistent with 2 CFR, Subpart E-Cost Principles. §200.400. The principles will be used to determine the allowable costs of work performed by YCOE under Federal Awards. §200.401. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability:

All costs must meet the following criteria as listed in §200.403 (a)-(g) in order to be treated as allowable direct or indirect costs under a federal award:

- i. The cost must be necessary and reasonable. Reasonable costs are further defined in §200.404
- ii. Conform to limitations or exclusions as set forth in these principles.
- iii. Must be consistent with the policies and procedures that apply to the other activities of the YCOE.
- iv. Costs must be assigned consistently in like circumstances.
- v. Must be determined in accordance with generally accepted accounting principles (GAAP).

Yolo County
OFFICE OF
EDUCATION

- vi. Must not be included as a cost or used to meet cost sharing or matching requirement for any other federally-funded program, current or prior.
- vii. Must be adequately documented.

Allocable costs:

The YCOE will follow the standards, as defined in §200.405, in determining if the cost is allocable. A cost is allocable to a particular Federal Award or cost objective, if the goods or services involved are chargeable or assignable to that Federal Award in accordance with the relative benefits received. The standards are met if the cost:

- i. The cost is incurred specifically for the Federal award.
- ii. The cost benefits both the Federal award and other work of the YCOE, and can be distributed in reasonable proportion to the benefits received.
- iii. The cost is necessary to the overall operation of the YCOE, and is assignable in part to the Federal award.
- iv. All activities which benefit from the non-Federal entity's indirect cost, including unallowable activities and donated services, will receive appropriate allocation of indirect costs.
- v. Any allocable cost to a Federal Award may not be charged to other Federal awards to overcome fund deficiencies, or to avoid restrictions imposed by other Federal statutes, regulations, or terms and conditions of the Federal Award, or for other reasons.
- vi. Direct cost allocation principles will be followed as defined in § 200.405(d), where in, if a cost benefits two or more projects or activities in proportions that can easily be determined, the cost should be allocated to the projects based on proportional

Yolo County
OFFICE OF
EDUCATION

benefits, if proportions are unable to be determined, then the costs may be allocated on a reasonable documented basis.

Applicable Credits: The YCOE will credit to the Federal award any applicable credit, as either, a cost reduction or refund, depending on the credit. § 200.406.

Prior Written Approval: In order to avoid subsequent disallowance, or dispute based on unreasonableness or non allocability of an item, the YCOE may seek the prior written approval of the cost of any given item when the reasonableness and allocability of the items is difficult to determine. Unless prior approval is specifically required, as listed in 2 CFR Part 200 (a)-(y), the absence of prior written approval will not affect the reasonableness or allocability of the item. § 200.407

Collection of Unallowable Costs: Costs that are determined to be unallowable either as a direct, or an indirect cost, must be refunded, including interest. § 200.410

4. Accounting records including cost accounting records that are supported by source documentation.

Internal Controls: YCOE will exercise effective control over and have accountability for all funds, property, and other assets related to Federal Awards. This includes taking reasonable measures to safeguard personal information and giving reasonable assurance that YCOE complies with Federal program requirements, regulations and statutes. §200.302 (b) (4), §200.303.

The County Schools Internal Fiscal Services Department (IFS) has set in place policies that meet the requirements of Internal Controls as defined in § 200.303, Post Federal Award Requirements, as it pertains to the responsibilities of the Internal Fiscal Services Department.



As defined in § 200.61, internal Controls are processes implemented to provide reasonable assurance that the non-federal entity or sub recipient of a Federal award is achieving the objectives of the award in the following categories:

1. The effectiveness and efficiency of the operations
2. The reliability of the reporting of data for internal and external use
3. The compliance with applicable laws and regulations

Internal controls for compliance over Federal awards means a process implemented by the YCOE designed to provide reasonable assurance regarding the achievement of the below objectives. § 200.62

Transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and maintain accountability over assets.

Transactions are executed in compliance with:

Federal Statutes, regulations, and the terms and conditions of the Federal awards that could have a direct and material effect on a federal program and any other Federal statutes and regulations that are identified in the Compliance Supplement.

Fund, property and other assets are safeguarded against loss from unauthorized use or dispositions.

The Internal controls set in place comply with Federal statutes, regulations, and terms and conditions of the Federal award.

In order to assure compliance, the YCOE includes ways in which to monitor and evaluate the YCOE's compliance with the terms and conditions of Federal Awards.



Prompt action will be taken when instances of noncompliance are identified.

The YCOE will take reasonable measures to safeguard Protected Personally Identifiable Information, (PPII) as defined in § 200.82. As well as other information deemed sensitive according to Federal, state, and local laws.

Cost Allocation plan

All of our classrooms are currently multi funded with Head Start/Early Head Start funds and State grant funds. YCOE uses the method of allocating staff costs based on the percentage of time the employee attributes to each funding source. All staff who are multi funded complete and sign a personnel activity sheet which lists the amount of time spent in each funding source. The manager signs the personnel activity sheets bi-annually for all staff which are 100% federally funded.

Maintenance and operations costs are allocated based on the amount of space in square feet occupied by the program.

The square footage is converted to the percentage of space occupied of the total square feet of the entire organization. The percentage occupied by each program is then multiplied by the total maintenance and operations costs. The percentage of maintenance and operations cost is then charged to the program.

Supplies and/or services are allocated to each funding source based on which funding source is using the supplies and/or services. Our classrooms which are two half-day programs stacked on top of each other will share the cost equally. The full-day classrooms which are state funded classrooms blended with HS/EHS funds will have state funds pay for the costs of normal operations expenses. The supplies and/or services which are HS/EHS enhancements to the classrooms will be funded by HS/EHS funds.

Yolo County
OFFICE OF
EDUCATION

Travel expenses such as mileage, etc. will be charged to the program which is benefiting from the employees travel.

Indirect is charged to all expenses based on the approved indirect cost rate agreement with the exception of capital assets and sub-agreements. For capital assets, no indirect is charged. For sub-agreements the full indirect cost rate is charged on the first \$25,000 of the agreement only, and no further indirect is charged to the remaining sub-agreement. For 2023-2024, the approved indirect rate is 9.58%.



Yolo County Office of Education Head Start/Early Head Start

BUDGET JUSTIFICATION-HEAD START

HEAD START BASIC

The 2023-2024 Yolo County Office of Education (YCOE) Head Start (HS) budget submission covers the FIRST year of this 5 year grant application. This budget supports the program goals and objectives as noted in Section I Program Design and Approach to Service Delivery which is determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations and local needs.

BUDGET JUSTIFICATION BY CATEGORY

Personnel **\$ 1,470,563**

The budget for personnel includes funds for all the positions to be paid by this grant along with funds to cover any substitutes needed throughout the year. Extra duty funds have been allocated to support the cost of trainings for staff. The budget detail document lists all the positions and FTE's supported by the grant.

Fringe Benefits **\$ 695,617**

YCOE offers a menu of health benefits and contributes a fixed monthly amount to each full-time employee towards the cost of the employee's health coverage. For employees working less than full-time the amount YCOE contributes is prorated based on the number of hours the employee works. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite payroll taxes.

Yolo County
OFFICE OF
EDUCATION

Travel **\$0**

No funds have been allocated for travel.

Equipment **\$ 0**

No funds have been allocated for equipment.

Supplies **\$ 128,423**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Contractual **\$ 0**

No funds have been set aside for this line item.

Construction **\$ 0**

No funds have been set aside for construction.



Other **\$ 596,197**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$ 2,890,800**

This is the total amount allocated to pay for all the direct services needed to operate the program.

Indirect Costs **\$ 276,939**

The approved indirect cost rate for 2023-2024 is 9.58%.

Total Head Start Budget **\$ 3,167,739**

ADDITIONAL SUPPLEMENTAL INFORMATION

Administrative Costs

The amount of administrative costs included in this budget is \$468,839.58 which equates to 11.71% of the total budget, T&TA and non-federal share included. The administrative cost is 3.29% below the 15% limitation.

Head Start Non-Federal Share

Volunteers **\$ 0**

Community volunteers are valued at the appropriate salary and statutory benefits for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules or if YCOE does not have the position then a salary comparison in our community is done to determine the rate. The community volunteers include members of the community, student nurses from Carrington College, the Public Health Department and interns from the University of California, Davis. At this time we do not have volunteer agreements with these organizations.

Services **\$ 29,591**

Health screenings are conducted for each of the 247 students enrolled in our program. They are provided by CommuniCare Health Centers and the Public Health Department. Each screening is valued at \$59.90 per screening which are conducted twice a year.

State Funded Programs **\$ 688,309**

All of our preschool classrooms are blended with State Preschool grant dollars.

Supplies **\$ 33,264**

Various community agencies donate supplies, including toys, office supplies and books.



Parent Volunteers

\$ 8,728

Parents volunteer at the centers by providing additional support in the classrooms doing activities such as setting up tables, working with students on instructional activities, reading books to students, cleaning up the classroom, reinforcing the classroom activities at home through working with their children on their homework, etc.

Professional Volunteers

\$ 0

Professionals volunteers include Pediatricians, Dentists, Oral Health Hygienists and Nutritionists who provide their time and skills in their areas of expertise to the program by attending meetings, working with the children and families or providing trainings.

Educational Partner Volunteers

\$ 40,682

Services for students and staff funded through Washington Unified School District, Woodland Joint Unified School District, Davis Joint Unified School District and the local community colleges such as staff development trainings, speech therapists, mental health service providers and health & safety responders.

Consultants

\$ 0

A variety of consultants in an array of areas provide their services to the program at a reduced rate in support of our Head Start Program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.



BUDGET JUSTIFICATION – EARLY HEAD START**EARLY HEAD START BASIC**

The 2023-2024 Yolo County Office of Education (YCOE) Early Head Start (EHS) budget submission covers the FIRST year of this 5-year grant application. This budget supports the program goals and objectives as noted in Section I Program Design and Approach to Service Delivery which is determined and supported by the Community Assessment, Performance Standards, Head Start Act, local and state safety and health regulations and local needs.

BUDGET JUSTIFICATION BY CATEGORY

Personnel **\$ 607,773**

The budget for personnel includes funds for all the positions to be paid by this grant along with funds to cover any substitutes needed throughout the year. Extra duty funds have been allocated to support the cost of trainings for staff. The budget detail document lists all the positions and FTE's supported by the grant.

Fringe Benefits **\$ 269,491**

YCOE offers a menu of health benefits and contributes a fixed monthly amount to each full-time employee towards the cost of the employee's health coverage. For employees working less than full-time the amount YCOE contributes is prorated based on the number of hours the employee works. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite payroll taxes.

Yolo County
OFFICE OF
EDUCATION

Travel **\$ 0**

Funds have been allocated to cover travel expenses for staff to travel to trainings such as airfare, mileage, meals, conference registrations, etc.

Equipment **\$ 0**

No funds have been allocated for equipment.

Supplies **\$ 54,648**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), healthy/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Contractual **\$ 0**

No funds have been set aside for this line item.

Construction **\$ 0**

No funds have been set aside for construction



Other **\$ 179,618**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$ 1,111,530**

This is the total amount allocated to pay for all the direct services needed to operate the program.

Indirect Costs **\$ 106,485**

The approved indirect cost rate for 2023-2024 is 9.58%.

Total Early Head Start Budget **\$ 1,218,015**

ADDITIONAL SUPPLEMENTAL INFORMATION

Administrative Costs

The amount of administrative costs included in this budget is \$160,014.60 which equates to 10.29% of the total budget, T&TA and non-federal share included. The administrative cost is 4.71% below the 15% limitation.

Early Head Start Non-Federal Share

Volunteers **\$ 0**

Community volunteers are valued at the appropriate salary and statutory benefits for the functions they perform as a service to our program. Rates are determined by various YCOE salary schedules or if YCOE does not have the position then a salary comparison in our community is done to determine the rate. The community volunteers include members of the community, student nurses from Carrington College, CommuniCare Health Centers, the Public Health Department and interns from the University of California, Davis. At this time we do not have volunteer agreements with these organizations.

Services **\$ 15,814**

Health screenings are conducted for each of the 88 students enrolled in our program. They are provided by CommuniCare Health Centers and the Public Health Department. Each screening is valued at \$59.90.00 per screening which are conducted three times a year.

State Funded Programs **\$ 230,019**

All of our infant/toddler classrooms are blended with State grant dollars.

Supplies **\$ 16,502**

Various community agencies donate supplies, including toys, office supplies and books.



Parent Volunteers

\$ 0

Parents volunteer at the centers by providing additional support in the classrooms doing activities such as setting up tables, working with children on instructional activities, reading books to children, cleaning up the classroom, reinforcing the classroom activities at home through working with their children on activities at home, etc.

Professional Volunteers

\$ 0

Professional volunteers include Pediatricians, Dentists, Oral Health Hygienists and Nutritionists who provide their time and skills in their areas of expertise to the program by attending meetings, working with the children and families or providing trainings.

Educational Partner Volunteers

\$ 48,665

Services for students and staff funded through Washington Unified School District, Woodland Joint Unified School District, Davis Joint Unified School District and the local community colleges such as staff development trainings and speech therapists, mental health service providers and health & safety responders.

Consultants

\$ 0

A variety of consultants in an array of areas provide their services to the program at a reduced rate in support of our Early Head Start Program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.



BUDGET JUSTIFICATION – TRAINING AND TECHNICAL ASSISTANCE (T & TA)

HEAD START AND EARLY HEAD START T & TA

The 2023-2024 Yolo County Office of Education (YCOE) Head Start and Early Head Start T & TA submission covers the FIRST year of this 5 year grant application. Within the funding limitations, this budget supports the program’s goals and objectives as determined and enforces learning opportunities for professional development through coaching and mentoring.

BUDGET JUSTIFICATION BY CATEGORY

Travel	HS \$ 25,463
	EHS \$ 19,570

Funds have been allocated to cover travel expenses for staff to travel to trainings such as airfare, mileage, meals, conference registrations, etc.

Equipment	HS \$ 0
	EHS \$ 0

No funds have been allocated for equipment.

Supplies	HS \$ 2,990
	EHS \$ 1,795

Funds have been allocated for training materials needed for the trainings listed in the T&TA plan.



Contractual

HS \$ 0

EHS \$ 0

No funds have been set aside for contractual.

Construction

HS \$ 0

EHS \$ 0

No funds have been set aside for construction.

Other

HS \$ 6,101

EHS \$ 4,618

Funds have been allocated for professional development consultants.

Total Direct Charges

HS \$ 34,554

EHS \$ 25,983

This is the total amount allocated to pay for all the direct services needed to operate the T&TA plan.

Total T&TA Budget

HS \$ 34,554

EHS \$ 25,983



Head Start & Early Head Start T&TA Non-Federal Share

Staff Development	HS \$ 8,639
	EHS \$ 6,496

Various community agencies donate supplies used for the trainings listed in the T&TA Plan.

Consultants	HS \$ 0
	EHS \$ 0

A variety of consultants in an array of areas provide their services to the program by training our staff at a reduced rate in support of our HS/EHS program or free of charge. Examples of those consultants include PDM consultants, Health and Safety Certified Trainer, etc.

Other Funding Sources

All of our classrooms are currently multi funded with Head Start/Early Head Start funds and State grant funds. The estimated state grant funds which are not included under the federal non-share section is \$3,627,686 (\$3,072,309 HS/ \$555,377 EHS) which will be used to support the costs associated with operating the program based on the cost allocation plan noted above.

Financial and Property Management System and Internal Controls

Per Education Code 41010, all Local Educational Agencies (LEA), like the Yolo County Office of Education (YCOE) are required to have in place a financial system to record all financial affairs. The California Schools Accounting Manual (CSAM) is the standard to which all LEA's must

comply. However, federally funded programs also have criteria in which to manage the finances of the awards given. The standards can be found in Uniform Guidance, 2 CFR 200, Subpart D § 200.300-§ 200.303

YCOE will adhere to the performance standards as set forth by the federal awarding agency to measure performance accomplishments, maintain a financial management system to expend and account for federal funds, and have in place internal controls that provide a reasonable assurance for compliance with Federal program requirements. Performance measurement will be based on guidelines set forth by the Federal Awarding Agency. Comparison of outlays with budget amounts for each award. Whenever possible, financial information shall be related to performance and unit cost data. § 200.301

YCOE maintains a financial management system that meets the requirements necessary to report accurate, current, and complete disclosure of the financial data required for the Federal Awards. §200.302 (a)-§200.302 (b).

This includes the following:

1. Records that identify adequately the source and application of funds for Federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
2. Written procedures to minimize the time elapsing between the transfer of funds to the YCOE from the U.S. Treasury and the issuance, or redemption of checks, warrants, or payments by other means for program purposes by the recipient. As stated in § 200.305, in regards to

Yolo County
OFFICE OF
EDUCATION

payment of Federal funds, there should be a minimized time elapsing between transfer of funds and disbursement.

The Yolo County Office of Education must disburse funds available from program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

Advance payments are limited to the minimum amount needed, and timed with actual immediate cash requirements. The time and amount of the advances must be as close as administratively feasible to the actual disbursements.

Procedures:

- i. Payment Requests from Federal Sources will occur at
 - a. 1st Interim 10/31/xx
 - b. 2nd Interim 1/31/xx
 - c. End of Fiscal Year 6/30/xx
 - d. Completion of Unaudited Actuals 9/30/xx
 - e. As needed for cash purposes
- ii. Payment Requests will be for reimbursements for paid receipts, invoices, payroll, travel claims, and other paid items.
- iii. Determination of amount to draw down will be done using a budget report for the Federal program from beginning of the fiscal year to date of the drawdown. Actual amounts will be reconciled and the difference between actual expenses and income for the grant will be requested from the Federal agency.

Yolo County
OFFICE OF
EDUCATION

- iv. The Director of County School Internal Fiscal Services (IFS) will be the responsible agent for drawing down the Federal Funds.
3. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award. The Yolo County Office of Education charges costs that are reasonable, allowable, and allocable to a Federal award directly or indirectly, as is consistent with 2 CFR, Subpart E-Cost Principles. §200.400. The principles will be used to determine the allowable costs of work performed by YCOE under Federal Awards. §200.401. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability:

All costs must meet the following criteria as listed in §200.403 (a)-(g) in order to be treated as allowable direct or indirect costs under a federal award:

- i. The cost must be necessary and reasonable. Reasonable costs are further defined in §200.404
- ii. Conform to limitations or exclusions as set forth in these principles.
- iii. Must be consistent with the policies and procedures that apply to the other activities of the YCOE.
- iv. Costs must be assigned consistently in like circumstances.
- v. Must be determined in accordance with generally accepted accounting principles (GAAP).

Yolo County
OFFICE OF
EDUCATION

- vi. Must not be included as a cost or used to meet cost sharing or matching requirement for any other federally-funded program, current or prior.
- vii. Must be adequately documented.

Allocable costs:

The YCOE will follow the standards, as defined in §200.405, in determining if the cost is allocable. A cost is allocable to a particular Federal Award or cost objective, if the goods or services involved are chargeable or assignable to that Federal Award in accordance with the relative benefits received. The standards are met if the cost:

- i. The cost is incurred specifically for the Federal award.
- ii. The cost benefits both the Federal award and other work of the YCOE, and can be distributed in reasonable proportion to the benefits received.
- iii. The cost is necessary to the overall operation of the YCOE, and is assignable in part to the Federal award.
- iv. All activities which benefit from the non-Federal entity's indirect cost, including unallowable activities and donated services, will receive appropriate allocation of indirect costs.
- v. Any allocable cost to a Federal Award may not be charged to other Federal awards to overcome fund deficiencies, or to avoid restrictions imposed by other Federal statutes, regulations, or terms and conditions of the Federal Award, or for other reasons.
- vi. Direct cost allocation principles will be followed as defined in § 200.405(d), where in, if a cost benefits two or more projects or activities in proportions that can easily be determined, the cost should be allocated to the projects based on proportional

Yolo County
OFFICE OF
EDUCATION

benefits, if proportions are unable to be determined, then the costs may be allocated on a reasonable documented basis.

Applicable Credits: The YCOE will credit to the Federal award any applicable credit, as either, a cost reduction or refund, depending on the credit. § 200.406.

Prior Written Approval: In order to avoid subsequent disallowance, or dispute based on unreasonableness or non allocability of an item, the YCOE may seek the prior written approval of the cost of any given item when the reasonableness and allocability of the items is difficult to determine. Unless prior approval is specifically required, as listed in 2 CFR Part 200 (a)-(y), the absence of prior written approval will not affect the reasonableness or allocability of the item. § 200.407

Collection of Unallowable Costs: Costs that are determined to be unallowable either as a direct, or an indirect cost, must be refunded, including interest. § 200.410

4. Accounting records including cost accounting records that are supported by source documentation.

Internal Controls: YCOE will exercise effective control over and have accountability for all funds, property, and other assets related to Federal Awards. This includes taking reasonable measures to safeguard personal information and giving reasonable assurance that YCOE complies with Federal program requirements, regulations and statutes. §200.302 (b) (4), §200.303.

The County Schools Internal Fiscal Services Department (IFS) has set in place policies that meet the requirements of Internal Controls as defined in § 200.303, Post Federal Award Requirements, as it pertains to the responsibilities of the Internal Fiscal Services Department.



As defined in § 200.61, internal Controls are processes implemented to provide reasonable assurance that the non-federal entity or sub recipient of a Federal award is achieving the objectives of the award in the following categories:

1. The effectiveness and efficiency of the operations
2. The reliability of the reporting of data for internal and external use
3. The compliance with applicable laws and regulations

Internal controls for compliance over Federal awards means a process implemented by the YCOE designed to provide reasonable assurance regarding the achievement of the below objectives. § 200.62

Transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and maintain accountability over assets.

Transactions are executed in compliance with:

Federal Statutes, regulations, and the terms and conditions of the Federal awards that could have a direct and material effect on a federal program and any other Federal statutes and regulations that are identified in the Compliance Supplement.

Fund, property and other assets are safeguarded against loss from unauthorized use or dispositions.

The Internal controls set in place comply with Federal statutes, regulations, and terms and conditions of the Federal award.

In order to assure compliance, the YCOE includes ways in which to monitor and evaluate the YCOE's compliance with the terms and conditions of Federal Awards.



Prompt action will be taken when instances of noncompliance are identified.

The YCOE will take reasonable measures to safeguard Protected Personally Identifiable Information, (PPII) as defined in § 200.82. As well as other information deemed sensitive according to Federal, state, and local laws.

Cost Allocation plan

All of our classrooms are currently multi funded with Head Start/Early Head Start funds and State grant funds. YCOE uses the method of allocating staff costs based on the percentage of time the employee attributes to each funding source. All staff who are multi funded complete and sign a personnel activity sheet which lists the amount of time spent in each funding source. The manager signs the personnel activity sheets bi-annually for all staff which are 100% federally funded.

Maintenance and operations costs are allocated based on the amount of space in square feet occupied by the program.

The square footage is converted to the percentage of space occupied of the total square feet of the entire organization. The percentage occupied by each program is then multiplied by the total maintenance and operations costs. The percentage of maintenance and operations cost is then charged to the program.

Supplies and/or services are allocated to each funding source based on which funding source is using the supplies and/or services. Our classrooms which are two half-day programs stacked on top of each other will share the cost equally. The full-day classrooms which are state funded classrooms blended with HS/EHS funds will have state funds pay for the costs of normal operations expenses. The supplies and/or services which are HS/EHS enhancements to the classrooms will be funded by HS/EHS funds.

Yolo County
OFFICE OF
EDUCATION

Travel expenses such as mileage, etc. will be charged to the program which is benefiting from the employees travel.

Indirect is charged to all expenses based on the approved indirect cost rate agreement with the exception of capital assets and sub-agreements. For capital assets, no indirect is charged. For sub-agreements the full indirect cost rate is charged on the first \$25,000 of the agreement only, and no further indirect is charged to the remaining sub-agreement. For 2023-2024, the approved indirect rate is 9.58%.

**Yolo County Office of Education Head Start/ Early Head Start
2023-2024 COLA and Quality Improvement Budget Justification**

COLA and Quality Improvement Budget Justification – HEAD START

The Yolo County Office of Education Head Start program has received an increase of no less than 5.6% of the current pay scale for Head Start employees, including unfilled vacancies, subject to the provisions of Section 653 and 640(j) of the Head Start Act.

COLA and Quality Improvement Budget Justification by category - HEAD START

Personnel **\$118,044**

The budget for personnel includes a COLA (cost of living adjustment) and quality improvement fund increase for all the positions to be paid. The budget detail document lists all the positions and FTE's supported by this COLA. In addition, funds have been reallocated from expenses in the other category related to operating expenses and professional development consultants to augment COLA and quality improvement increases in order to add a 5.6 % increase to the salary schedule.

Fringe Benefits **\$ 47,635**

YCOE offers a menu of health benefits and contributes monthly to each full-time employee towards the cost of the employee's health coverage. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite Payroll taxes.

Supplies **\$ 30,000**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.),

health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Other **\$30,000**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$225,679**

Total Indirect Charges **\$21,620**

The approved indirect cost rate for 2023-2024 is 9.58%

Total Head Start COLA & QI Budget **\$247,299**

COLA and Quality Improvement Budget Justification – EARLY HEAD START

The Yolo County Office of Education Early Head Start has received an increase of no less than 5.6% of the current pay scale for Early Head Start employees, including unfilled vacancies, subject to the provisions of Section 653 and 640(j) of the Head Start Act.

COLA and Quality Improvement Budget Justification – EARLY HEAD START

Personnel **\$ 47,497**

The budget for personnel includes a COLA (cost of living adjustment) and quality improvement fund increase for all the positions to be paid. The budget detail document lists all the positions and FTE's supported by this COLA.

Fringe Benefits **\$ 28,611**

YCOE offers a menu of health benefits and contribute monthly to each full-time employee towards the cost of the employee's health coverage. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite Payroll taxes.

Supplies **\$12,000**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Other **\$ 8,000**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$96,108**

Total Indirect Charges **\$ 9,207**

The approved indirect cost rate for 2023-2024 is 9.58%

Total Early Head Start COLA & QI Budget **\$105,315**

**Yolo County Office of Education Head Start/ Early Head Start
2023-2024 COLA and Quality Improvement Budget Justification**

COLA and Quality Improvement Budget Justification – HEAD START

The Yolo County Office of Education Head Start program has received an increase of no less than 5.6% of the current pay scale for Head Start employees, including unfilled vacancies, subject to the provisions of Section 653 and 640(j) of the Head Start Act.

COLA and Quality Improvement Budget Justification by category - HEAD START

Personnel **\$118,044**

The budget for personnel includes a COLA (cost of living adjustment) and quality improvement fund increase for all the positions to be paid. The budget detail document lists all the positions and FTE's supported by this COLA.

Fringe Benefits **\$ 47,635**

YCOE offers a menu of health benefits and contributes monthly to each full-time employee towards the cost of the employee's health coverage. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite Payroll taxes.

Supplies **\$ 30,000**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid,

etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Other **\$30,000**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$225,679**

Total Indirect Charges **\$21,620**

The approved indirect cost rate for 2023-2024 is 9.58%

Total Head Start COLA & QI Budget **\$247,299**

Non-Federal Share

YCOE Head Start/Early Head Start would like to request a waiver for the non-federal share due to COVID-19.

COLA and Quality Improvement Budget Justification – EARLY HEAD START

The Yolo County Office of Education Early Head Start has received an increase of no less than 5.6% of the current pay scale for Early Head Start employees, including unfilled vacancies, subject to the provisions of Section 653 and 640(j) of the Head Start Act.

COLA and Quality Improvement Budget Justification – EARLY HEAD START

Personnel **\$ 47,497**

The budget for personnel includes a COLA (cost of living adjustment) and quality improvement fund increase for all the positions to be paid. The budget detail document lists all the positions and FTE's supported by this COLA.

Fringe Benefits **\$ 28,611**

YCOE offers a menu of health benefits and contribute monthly to each full-time employee towards the cost of the employee's health coverage. YCOE contributes to Social Security, Medicare, unemployment insurance, worker's compensation insurance and deducts all requisite Payroll taxes.

Supplies **\$12,000**

Funds have been allocated for office supplies (general office supplies, paper, pens, ink cartridges, small tools, electronics, small machines such as a fax, office furniture, etc.), health/disability services supplies (toothbrushes, toothpaste, Kleenex, latex gloves, first aid, etc.), instructional materials (paper, paint, clay, project supplies and other consumables), pupil service supplies, and gasoline for our vans.

Other **\$ 8,000**

Funds have been allocated for other costs necessary to run the program effectively including van maintenance and repair, software licenses, M&O, copy machine maintenance, copy center, postage, internet, dues and memberships, insurance, local travel, nutrition services, child service consultants, and parent service consultants.

Total Direct Charges **\$96,108**

Total Indirect Charges **\$ 9,207**

The approved indirect cost rate for 2023-2024 is 9.58%

Total Early Head Start COLA & QI Budget **\$105,315**

Non-Federal Share

YCOE Head Start/Early Head Start would like to request a waiver for the non-federal share due to COVID-19.

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
SPECIAL POLICY COUNCIL MEETING AGENDA
March 20, 2023 from 1:00 p.m. to 2:30 p.m.
1280 Santa Anita Court Ste. 140 Woodland CA 95776**

- 1.0 Call to Order
- 2.0 Introductions/Recognition of Visitors
- 3.0 **Consent Agenda:**
These items are expected to be routine and non-controversial. They will be acted upon by the Policy Council at one time without discussion unless a Policy Council member or citizen requests that an item(s) be removed for discussion and separate consideration. In that case, the designated item(s) will be considered following approval of the remaining items.

Action

3.1 Approve March 20, 2023, Agenda

Action

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

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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.

- 5.0 **2023-2024 Grant Budget:** Shannon McClarin

- 6.0 **Confirmation Next Meeting Date-**
March 23, 2023 9:30 am Santa Anita Court Woodland CA 95776

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; 20450 Co Rd. 97 Woodland, CA 95695; 200 Baker St. Winters, CA 95616; 1200 Anna Street, West Sacramento, CA 95605; 1441 Danbury Street Room E-3 & E-4, Davis, CA 95616;; 285 West Beamer Street, Woodland, CA 95695; 620 North Street Woodland, CA; 1444 Stetson Street Woodland, CA 95776;

Action 7.0 Motion for Adjournment

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

Notice:

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

**Yolo County Office of Education Head Start/Early Head Start Programs
1280 Santa Anita Court, Suite 140, Woodland, CA 95776
(530) 668-3756 / (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
March 23, 2023, from 9:30 a.m. to 12:00 p.m.
1280 Santa Anita Court Suite 140 Woodland, CA 95776**

1.0 Call to Order –

Action 2.0 Introductions/Recognition of Visitors –

Action 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.

3.2 Approval – March 23, 2023, Agenda

M1: M2:

3.3 Approval – February 23, 2023, Minutes

M1: M2:

Action 4.0 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.

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Discussion & Possible Action

5.0 Adjourn to Closed Session: Margie Valenzuela, Executive Director HR

5.1 Employment of New Hires

M1: M2:

5.2 Employment of Substitutes

M1: M2:

5.3 Employment of Various Service Providers

M1: M2:

Information, Discussion & Possible Action

6.0 Financial Reports: - Debra Hinely, Director IFS

6.1 Monthly Financial Report

6.2 Monthly Financial Report Carry Over

Information, Discussion & Possible Action

7.0 Open Session:

7.1 Old Business:

7.2 New Business:

7.3 2023-2024 Grant Application Approval – Shannon McClarin

M1: M2:

7.4 Approve 2023-2024 COLA and QI – Debra Hinley

M1: M2:

7.5 Self-Assessment Monitoring Report – Gustavo Melgoza

Information

8.0 Program Operations: Service Area Reports

8.1 Program Director/ECE – Shannon McClarin

8.2 Program Administrator HS/EHS – Katrina Hopkins

8.3 Family Support Services Manager – Nicole Castrejon

8.4 Health Services Manager – Gustavo Melgoza

8.5 Education Services Manager – Jade Meihl

8.6 Disabilities/Mental Health Manager – Naomi Gonzalez

8.7 Site Coordinator/Home Base – Connie Luna

- 8.8 Site Coordinator – Jacqueline Tam
- 8.9 Site Coordinator – Sandra Hernandez
- 8.10 Site Coordinator – Silvia Meza-Lara

Discussion **9.0 Program Reports – Shannon McClarin, Director ECE/HS/EHS**

- 9.1 Community Updates- Community Members
- 9.2 Alyce Norman EHS & HS Representative
- 9.3 Esparto Center HS Representative
- 9.4 Home Base EHS Representative
- 9.5 Greengate Center HS Representative
- 9.6 Lemen Center EHS Representative
- 9.7 Marguerite Montgomery EHS & HS Representative
- 9.8 Plainfield Center HS Representative
- 9.9 Prairie Center HS Representative
- 9.10 Wolfskill Center HS Representative
- 9.11 Woodland Central Center HS Representative

Information **10.0 Confirmation Next Meeting Date**

**Regular Meeting- Wednesday, April 26, 2023, at 9:30am*

M1: **M2:**

Action **11.0 Motion for Adjournment**

M1: **M2:**

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

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**Yolo County Office of Education Head Start/Early Head Start Programs
1280 Santa Anita Court, Suite 140, Woodland, CA 95776
(530) 668-3030 / (530) 668-3840 [fax]**

Notice of Public Meeting

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday, April 4th, 2023 12-1:30 pm

Yolo County Office of Education

1280 Santa Anita Court Suite 120 Conference Center - Davis Room

Woodland CA 95776

This meeting is being agendized to allow members, staff and the public to participate in the Yolo County Local Childcare Planning Council (LPC) meeting. Please note that as of 2023, public health emergency AB 361 related to COVID-19 has been lifted. Meetings are now to be held in-person. All Yolo County Local Childcare Planning Council meetings are open to the public to attend and will be screened live over Zoom.

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

Items may be taken out of order

Item	Title of Item	Who	Description	Time	Notes
1	Call to Order and Introductions/Roll Call	Justine Jimenez	Introduction of Members and/or Guests	3 min	
2	Public Comment	All	Information	5 min	
3	Consent- Approve Agenda Consent- Minutes 3-7-23	Justine Jimenez	Action	3 min	
4	Opportunity for members to state conflict and recusal	Justine Jimenez	Administrative	3 min	Please take this opportunity to review all agenda items and identify any potential conflict of interest
5	Dia De Los Niños Booth for LPC	All	Discussion	6 min	April 29 th is both Dia de los Niños and 25 th Anniversary of Yolo LPC. Asking for volunteers from LPC to staff the booth
6	Refresh on work for Core Values, Mission, and Vision,	All	Discussion	10 min	Refresh member memory of all work that was done and workgroups moving forward
7	LPC Budget Update	All	Action	8 min	Monthly update of budget items, all funds must be encumbered by April 1 annually.
8	UPK Mixed Delivery Grant Update	Shannon McClarin	Discussion	10 min	Update on statewide grant that will be administered and coordinated by YCOE
9	Recommendation for LPC Policy on Advocacy	Justine Jimenez, Kim Relph-Smith, Lynn Arner	Discussion/Action	20 min	Executive Committee's recommendation on taking action on policies in the future
10	Member Updates	All	Information	14 min	Members should share relevant information, upcoming training or events, and report out about any participation in events or meetings attended as a representative of the LPC.

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Shannon McClarin, Coordinator
 Yolo County Child Care Planning Council
 Yolo County Office of Education
 1280 Santa Anita Court, Suite 140; Woodland, CA 95776
 (530) 668-3752

Shannon.McClarin@ycoe.org

I declare under penalty of perjury that the foregoing agenda was posted by April 1, 2023 on the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, CA

By: _____

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
February 23, 2023, at 9:30 am - 10:30 am
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:

Alysia Damián
Alondra Duenas
Maria Hernandez
Eidy Carrillo
Lorena Leon Vargas
Maria Llamas

YCOE Staff:

Katrina Hopkins, Program Administrator
Marco Raya, Interpreter
Maria Cardenas, Administrative Sec.
Sonya Martinez, Sr. Bus. Service Tech.
Vanessa Lopez, Secretary HS/EHS
Claudia Grimaldi, Internal Business Services

YCOE Administration:

Margie Valenzuela, Executive Director of
Human Resources

AFSCME Council 57:

None

Community Members Present:

Gustavo Garcia

Action

1.0 Call to Order – 9:43 A.M.

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 – Resolution #21-22/49

Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

M1: Eidy Carrillo

M2: Maria Hernandez

3.2 Approval – February 23, 2023, Agenda

M1: Eidy Carrillo

M2: Maria Hernandez

3.3 Approval- January 26, 2023, Minutes

M1: Eidy Carrillo

M2: Lorena Leon

3.4 Approval- January 5, 2023, Special Minutes

M1: Maria Llamas

M2: Eidy Carrillo

Action

4.0 Public Comment: None

This is a virtual meeting - please use Zoom for Public Comment

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**Discussion &
Possible Action**

5.0 Adjourn to Closed Session: *Margie Valenzuela*

5.1 Employment of New Hires: *None*

M1: M2:

5.2 Employment of Substitutes: *None*

M1: M2:

5.3 Employment of Various Service Providers: *None*

M1: M2:

**Information,
Discussion &
Possible Action**

6.0 Financial Reports: -Debra Hinely & Sonya Martinez

6.1 Monthly Financial Report

Sonya reported on the financials for the month of January 2023.

6.2 Monthly Financial Report Carry Over

Sonya reported on the financial carryover for the month of January 2023.

**Discussion &
Possible Action**

7.0 Open Session:

7.1 Old Business: None

7.2 New Business: None

Information 8.0 Program Operations: Service Area Reports- Connie Luna, Site Coordinator

Katrina Hopkins shared that the site coordinators had staff meetings, managers and site coordinators meetings, self-assessment monitoring and professional development in leadership meetings. Activities and project were parent meetings, teacher met with parents for parent-teacher conferences, pre-service training for teacher on February 27 and 28, in person socialization for woodland, Davis and West Sacramento and hybrid parent meetings were held. The program is focusing on planning for staff appreciation in March and May 2023, working on recruiting personnel for teaching positions and continue with recruitment of families interested in Home Base, visiting programs to increase waiting list in our program enrollment for the 2022-2023 school year.

Discussion 9.0 Program Reports

9.1 Community Updates- Community Members- None

9.1.2 Alyce Norman EHS & HS Representative- None

9.1.3 Esparto Center HS Representative- None

9.1.4 Home Base EHS Representative – None

9.1.5 Greengate Center HS Representative- None

9.1.6 Lemen Center EHS Representative- None

9.1.7 Marguerite Montgomery EHS & HS Representative-None

9.1.8 Plainfield Center HS Representative –
Lorena shared that teachers are preparing children for transition to kindergarten.

9.1.9 Prairie Center HS Representative-
Alysia shared that everything is going good in school and the children are getting prepared to transition to kindergarten.

9.1.10 Wolfskill Center HS Representative-None

9.1.11 Woodland Central Center – None

Action **10.0** Confirmation Next Meeting Date *March 23, 2023, at 9:30 AM*

M1: Maria Llamas

M2: Maria Hernandez

Action **11.0** Motion for Adjournment: **10:05 A.M.**

M1: Maria Hernandez M2: Maria Llamas

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

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**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**

Draft Minutes for Approval

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday, March 7, 2023, 9:00 AM-10:30AM

City of West Sacramento Community Center

Effective January 10, 2023, all meetings of the Yolo County Local Childcare Planning Council (LPC) will be held in person. The meeting was available for live stream viewing via Zoom. Those participating by Zoom used chat for public comment during the meeting.

Members in Attendance:

Lynn Arner
Brenda DiGregorio
Justine Jimenez
Cindy Flores
Sara Gunasekara
Tanya Kiz
Maria Lewis
Sue Lomax
Kim Relph-Smith
Kari Roberts
Tico Zendejas

Members Not Present:

Rahele Atabaki
Gina Daleiden
Fawn Montagna
Elizabeth Hansen

Guests:

Nora Chavez
Sarah Portugal
Kelli Twibell
Jeannine Weigt
Jaqueline Gallegos
Dhamar Gallardo
Jon Bell
Evila Flores
Andrena Nalasko
Dianna Esparza
Irene Talamantes

Staff:

Shannon McClarin
Kathleen Glassman

Item	Time
1. Call to Order and Introductions/Roll Call	
<p>Call to order at 9:10am Guests: Jaqueline Gallegos and Dhamar Gallardo (City of West Sacramento Home Run Staff), Jon Bell (Lake shore rep for Northern California and Northern Nevada), Nora Chavez (E-Center), Evila Flores, Andrena Nalasko and Diana Esparza (Catalyst Kids), Sarah Portugal (IEEEP Grant), Kelly Twibell (UC Davis), Jeanine Weight (WCC), Irene Talamantes (Community Child Care and Grandparent)</p>	
2. Public Comment- None	
3. Consent Agenda & Minutes	
<p>Consent- Approve 3-7-2023 Agenda Consent-Approve 1-3-2023 Minutes Consent Minutes with amendment that Gail Nadal was present at the meeting and Item 7 grammatical error</p> <p>1) Tico Zendejas 1) Maria Lewis Motion carried with unanimous Vote</p>	
4. Opportunity for members to state conflict and recusal:	
None	
5. Schedule meeting locations through June	
<p>Justine Jimenez announced that Liz Hansen is resigning due to the need to provide support for a child with special needs in her program on Tuesday and Thursday mornings. Justine said once again we need to decide on a time and location that will work for child care providers. Kim Relph-Smith suggested Noon. Kari Roberts validated that this might be helpful for Child Care providers. Sue Lomax asked about meeting at various times and Kari said a moving target is difficult. Justine proposed we meet at Noon the first Tuesday of the month. Justine clarified for Tico that we need to have a quorum present in person. We need to take a vote on a member attending for just cause. (We stopped and voted on Brenda attending virtually). Tico Zendejas proposed that we meet in April at YCOE in Woodland, at First 5 Yolo or Catalyst Kids in Davis in May, and here in West Sac in June.</p> <p>Vote to have meetings at 12:00 pm the first Tuesday of the month, meeting in Woodland in April, in Davis in May and in West Sacramento in June.</p> <p>1st Tico Zendejas 2nd Kari Roberts Motion passed unanimously.</p> <p>Vote to approve Just Cause for Brenda attending virtually.</p> <p>1st Kari Roberts 2nd Kim Relph Smith</p>	

Motion carries unanimously.

6. LPC Budget through June

Justine Jimenez said that it was suggested that we could have a Día de Los Niños booth on April 28th at Ferns Park to celebrate the LPC's 25th Anniversary. Kathleen Glassman updated us that the Executive Committee proposed that we purchase preprinted bags and books to promote LPC at Día de Los Niños. Brenda DiGregorio mentioned that Amazon has free delivery, and we could get free books after a certain amount on Scholastics Books. Kathleen Glassman said stickers with the LPC logo will be put into the books. When asked how much money we have in our budget, Kathleen announced that we have \$17,000 to spend.

Shannon McClarin also mentioned that we need to identify what data we need gathered from the Needs Assessment. We have set aside money for the cost of the needs assessment. Cindy Flores was asked if data was collected around the needs of childcare providers from the Yolo Infrastructure Grant. Cindy Flores and Kari Roberts believe that no data was collected on needs. Kim Relph-Smith said she believes we need to have data about the impact of the pandemic on our childcare providers. We need data before we can say that we have a great need. She suggested we use our funds to support data collection efforts. We can use other data collection opportunities in our community as well. She suggested a survey to childcare providers about their needs (3 specific questions). Kathleen Glassman said there is a woman from the data department at SCOE who can collect data for us. This woman is currently working on a needs assessment for another LPC. She will be available in June to do our Needs Assessment. She looked at children with needs and childcare data in Sacramento. Shannon will share the needs assessment with us. Justine mentioned that we need to build more childcare centers in the City of West Sacramento and will share that report when it is done. Kari Roberts mentioned that Woodland sets aside pieces of dirt for childcare.

Shannon McClarin shared that we are funded by CDSS and we get a set amount each year. Kim Relph-Smith added that our budget was cut due to budget shortfalls and it has never been replaced. We need data to back us up to ask for more funding. She shared that the LPC used to have full time staff. Kim said that this lack of a full-time person hinders our capacity to keep balls rolling in a productive direction. Kari Roberts agreed and said that we have a lot of ideas that come up and die because we are all volunteers with full time jobs.

Vote to accept the budget as discussed with money set aside for needs assessment and promotion materials.

1st Kim Relph-Smith

2nd Kari Robers

Motion passes unanimously.

7. Advocacy needs/process

Yuba/Sutter was provided as an example. Shannon McClarin will gather samples from Alameda, Fresno, San Diego and others from Region 3. Kim Relph-Smith suggested that the executive committee review these examples and report back what they recommend.

8. Member Updates

Kim Relph Smith reminded the council that calendar items need to be funneled to Kathleen Glassman so we keep our website relevant. Please send dates, times and locations as well as any fliers to Kathleen at Kathleen.glassman@ycoe.org

Help Me Grow: Brenda Di Gregorio previously shared flier for Spring Eggstavanza to be held on March 26th at Hiddleson Park across from the Children's Therapy Center. There will be eggs for kids to look for and agencies will be tabling.

Catalyst Kids: Catalyst kids provides before and after school care for K to 8th grade. They are licensed centers and have their own subsidy. Their subsidy has to stay in house. Their hours are 7am to 6pm. Diana mentioned that if families have needs during nonworking hours, they may benefit from other subsidy programs. Catalyst has 9 centers in Davis and 2 in Woodland and serve other counties also. Diana announced that they started their registration for Fall. Catalyst Kids has ELO grants and hope to support in that aspect as well. They also hope to support with TK efforts. Evila oversees 5 Davis centers. Evila said that Tafoya in Woodland will be closing. The building will be occupied by TK and may be able to use some rooms for the ACES program. The ACES program is opening more slots for those children currently in the Catalyst Kids program. Kim asked where all of these kids will go and Diana said Catalyst would love to support. This is a great loss for the community. Kari said that Tafoya opened in 1999 and Catalyst Kids started there the first year Tafoya opened. For children who have been there since preschool and families who rely on their care, this will have a great impact. Kim asked if the District is aware of the need for care in Woodland? Woodland Prairie closed previously as well. The LPC needs communication with the District. Catalyst Kids will be at the upcoming ELOP meeting.

YCOE: Shannon provided a UPK update. There has been no request for data. Shannon and Kathleen will be joining the LPC statewide meeting to begin planning with other LPCs across the state. Workgroup members have been identified. Kim asked what data they need and Shannon stated that they do not know.

Kim suggested YCOE taking on someone who can manage this project and the LPC. Shannon responded positively to the suggestion.

CHS: Cindy said there was a distribution event on a Saturday and they had the usual turnout for PPE and educational materials. There was a Teaching Pyramid training the morning of the distribution which may have been convenient for providers, but it did not result in more participation. If providers are still in need, they can contact CHS and pick up supplies. CHS has received the last shipment from the state. Covid test kits were only able to be used by small licensed child care rather than large licensed child care or centers.

City of West Sacramento Home Run: Dhamar announced that March 25th will be a financial wellness event in partnership with YCOE at the YCCA center at Alyce Norman. They will provide tax prep and activities for kids. Justine will email the flier to the LPC.

Lynn announced that March 16th will be a Beginning Together Inclusion event for the City of West Sacramento at the Community Center at 6:30pm. They had a training event last month and this month will be a community meeting to determine the needs of our providers and engage with local agencies supporting Inclusion in West Sacramento. Lynn will email the flier to the LPC.

RISE: Tico announced that the Capay Valley Health and Community Center building in Esparto is coming along.

YCN: Sue announced that the Yolo Crisis Nursery will be breaking ground in October on Second Street in Davis.

Lakeshore: Jon Bell said that there are challenges for centers across California to provide services following the addition of TK and UPK. He is working on partnerships to provide care. He has been very busy assessing sites to provide developmentally appropriate spaces for 4 and 5 year olds. He talked about calming corners and providing support materials. He said that facilities are a huge problem. Modularity is not available in California. Jon tries to be the advocate for developmentally appropriate spaces. He stated that he is not asked by Superintendents. He tries to be a champion. Donors Choose, Charles Best is now CEO for Lakeshore and is trying to find partnerships with nonprofits. Charles Best will be here on May 5th if anyone wants to meet with him.

Alphabet Soup: Kari announced that the Minor Renovations grant was awarded to Alphabet Soup and their check is finally on its way.

Jon Bell announced the awardees can work with LIFF to get equipment and save on some of the items.

Woodland State Preschool: Maria is tabling at the Spring Eggstavanza and Dia de los Ninos to try to fill their State Preschool slots.

A conversation ensued about there are no fees for private, but there is a fee for Head Start. Kim suggested we watch the legislation that may eliminate the family fee. She shared that the fees are a federal requirement and would need to be waived by California. Kari mentioned that the cost of living is much higher here in California and the fees have a greater impact on our families.

- | |
|--|
| |
| 1) Kari Roberts
2) Kim Relph-Smith
Motion passed unanimously |

7. 2. Attendance Board Report

Description

Presenting the monthly attendance report for Chavez.

Recommendation

This is an information item.

Supporting Documents



Data for Board April 2023



Data for Board April 2023

Contact Person

Heather Schlaman, Principal Cesar Chavez, will present this item.

ATTENDANCE REPORTS

Dan Jacobs

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



Program Enrollment

	Dan Jacobs	Cesar Chavez	YCCP	Chavez Extension Program
Enrollment				
Program Notes:	Duration (days): 1. 120+: 0 2. 30+: 0 3. 15+: 0 4. 5+: 0 • 0 New Enrollments	In-person instruction: 18 Independent Study: 13 • 4 New Enrollments	In-person instruction: 10 Independent Study: 0 • 1 New Enrollment	In-person instruction: 0 Independent Study: 11 • 0 New Enrollments

Attendance Update: 4/4/2023

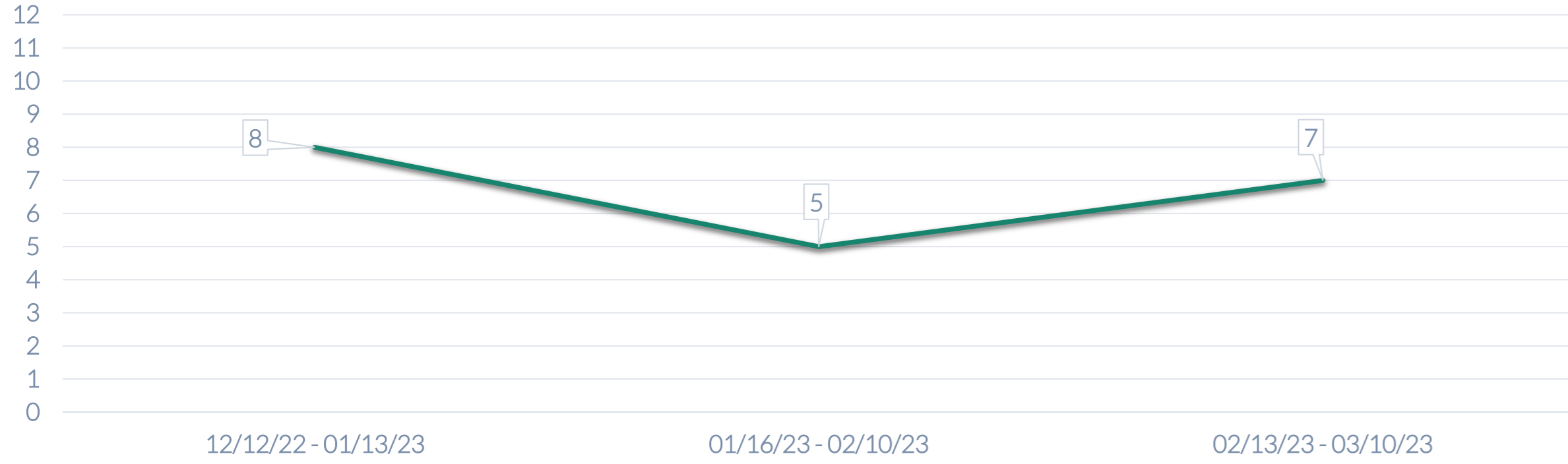


Dan Jacobs School

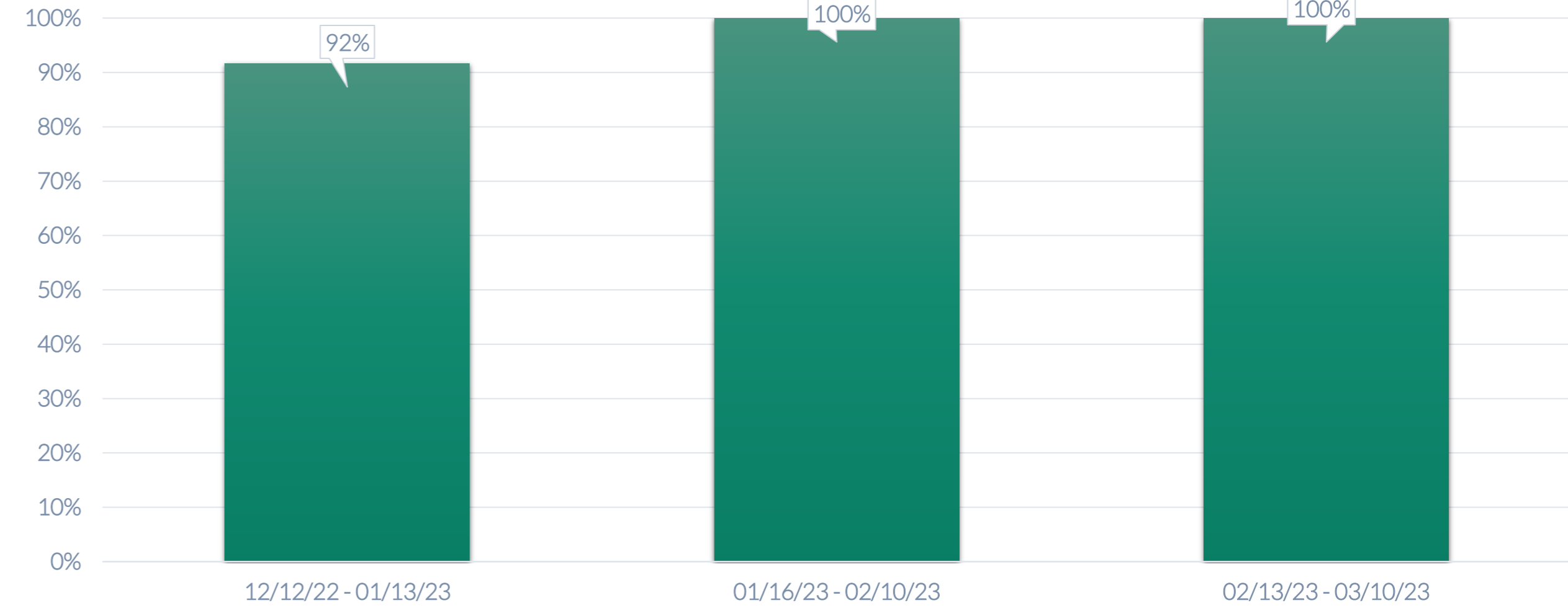
Months 7-9 (2022-2023)

Attendance Period: 12/12/2022 - 03/10/2023

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

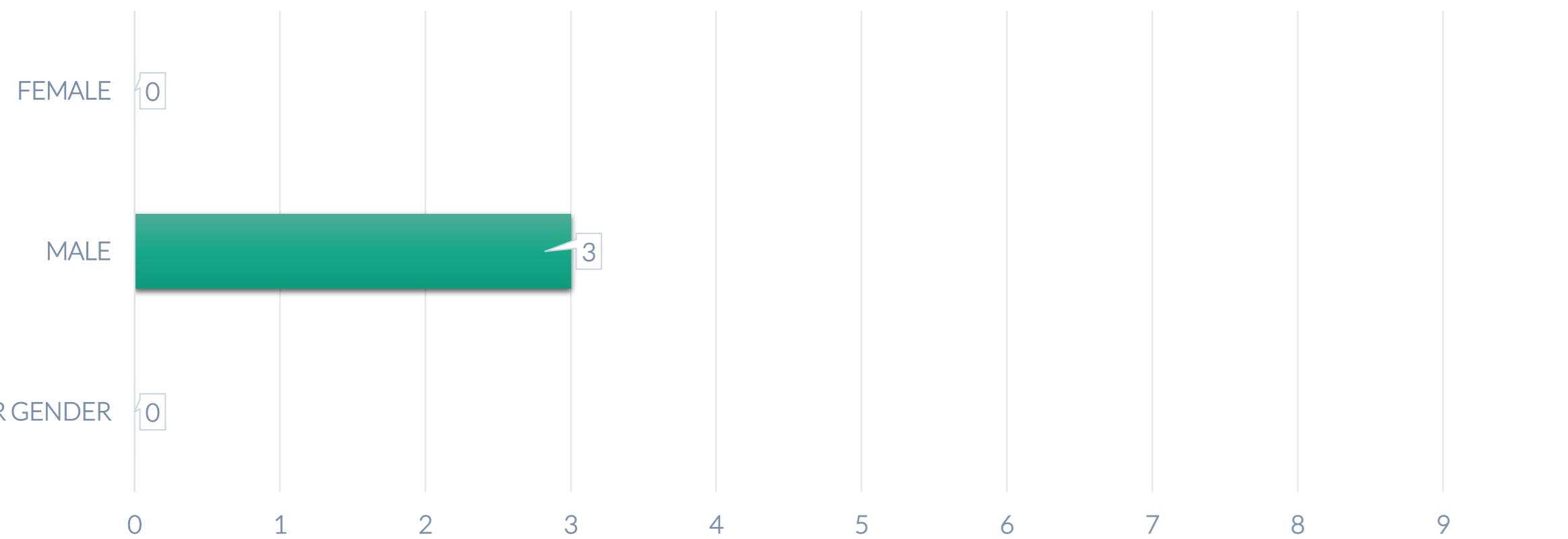


Average Attendance (%)

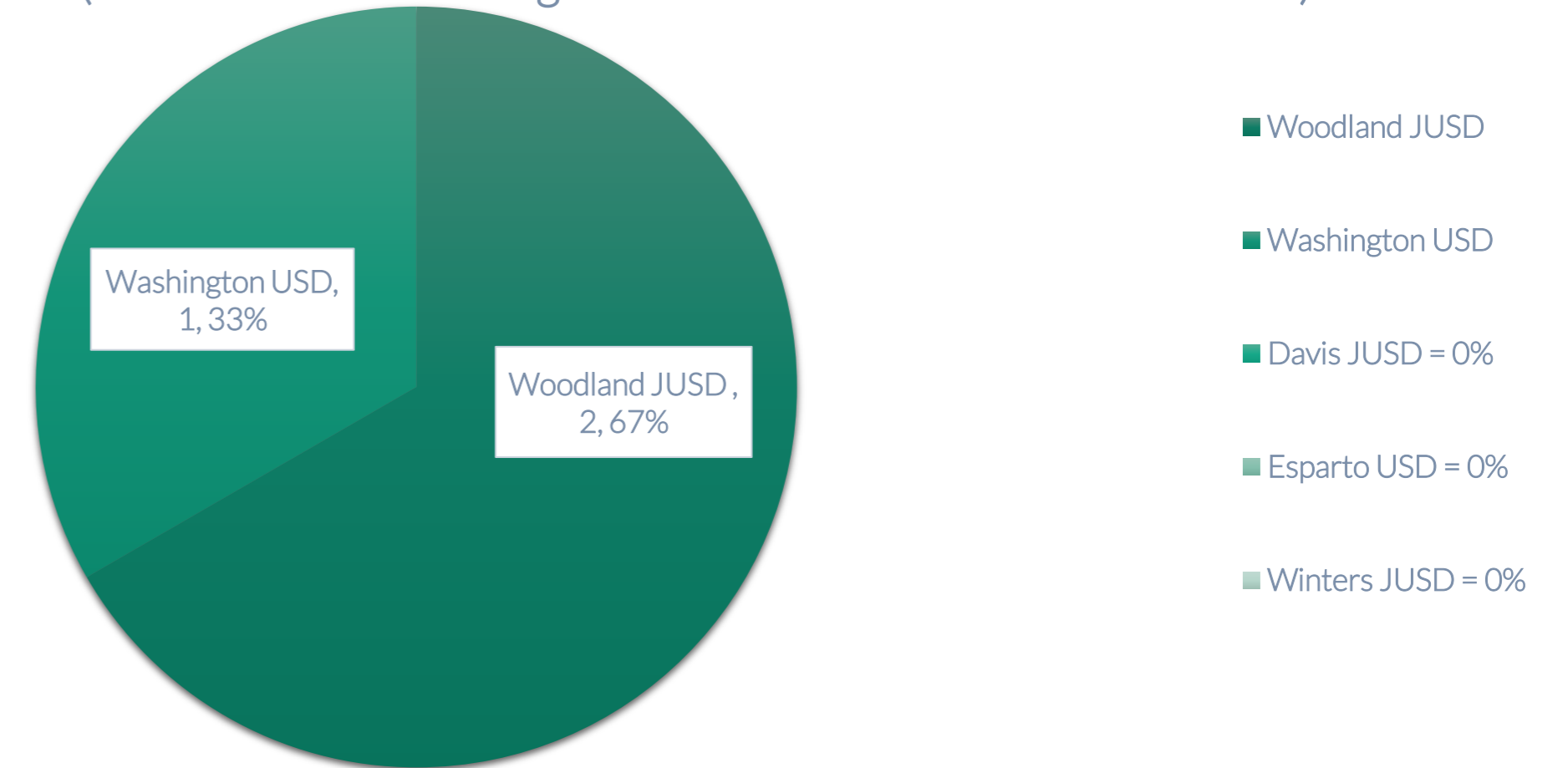


Gender
Attendance Period: 02/13/2023 - 03/10/2023

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



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

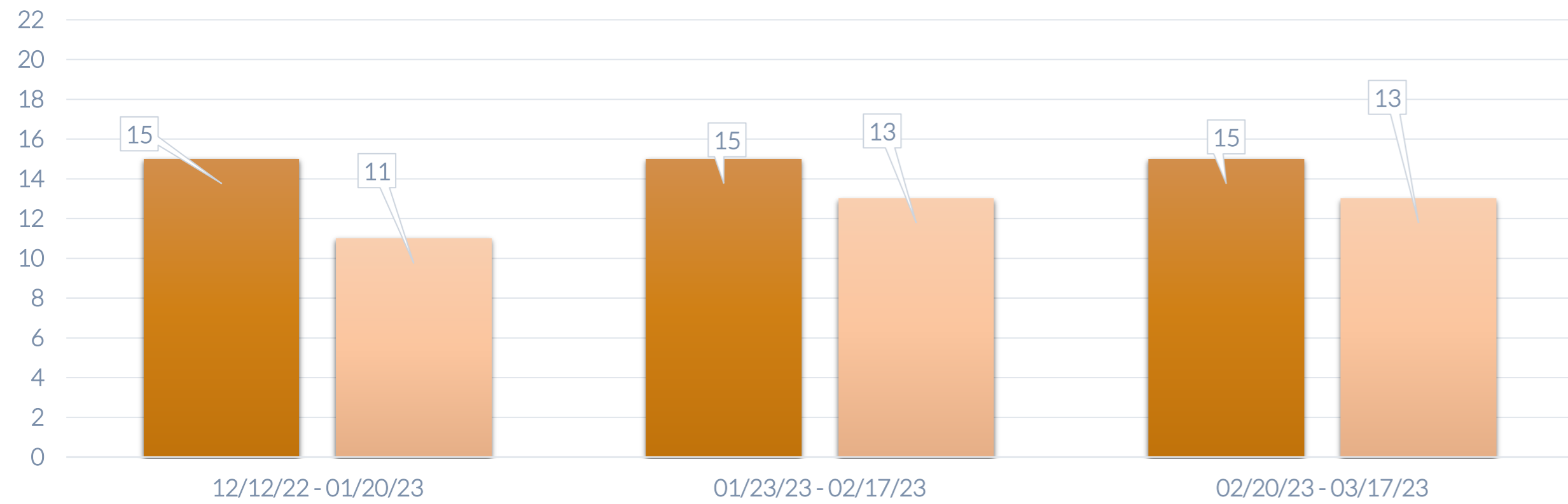


Cesar Chavez Community School - Woodland

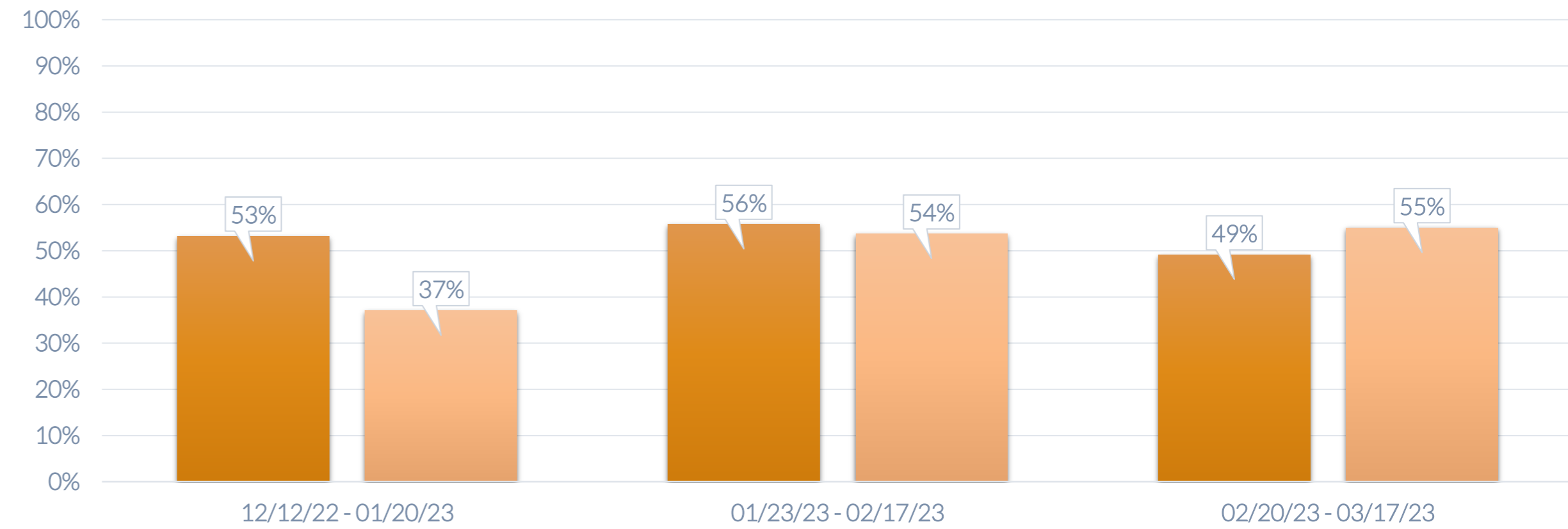
Month 5-7 (2022-2023)

Attendance Period: 12/12/2022 - 03/17/2023

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

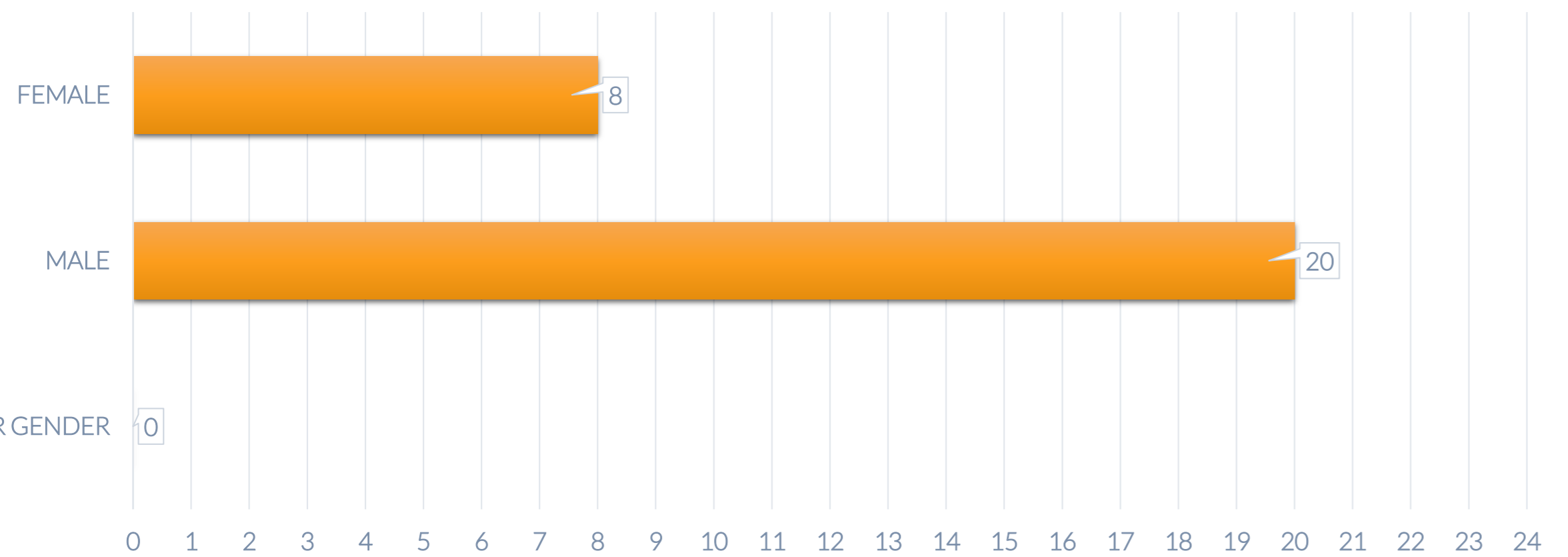


Average Attendance (%)

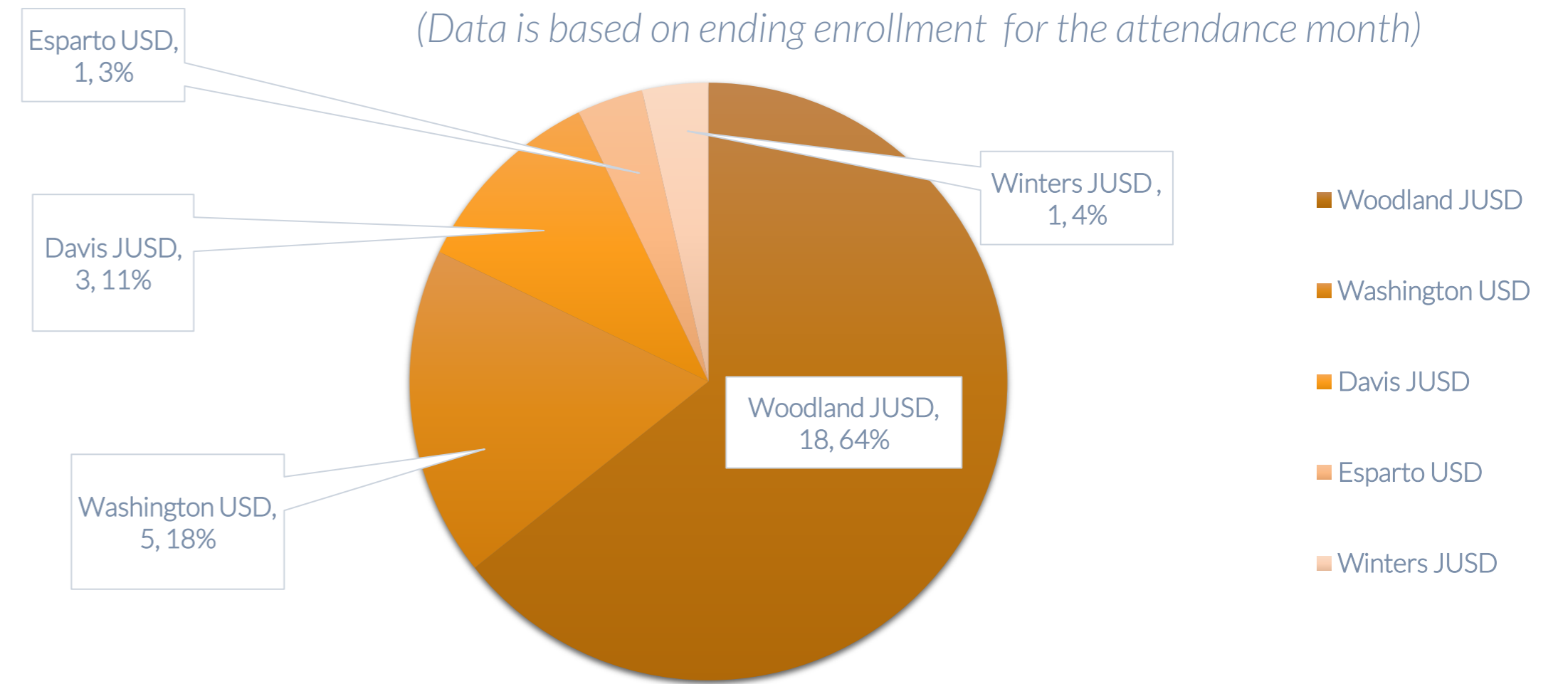


Gender
Attendance Period: 02/20/23- 03/17/23

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



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

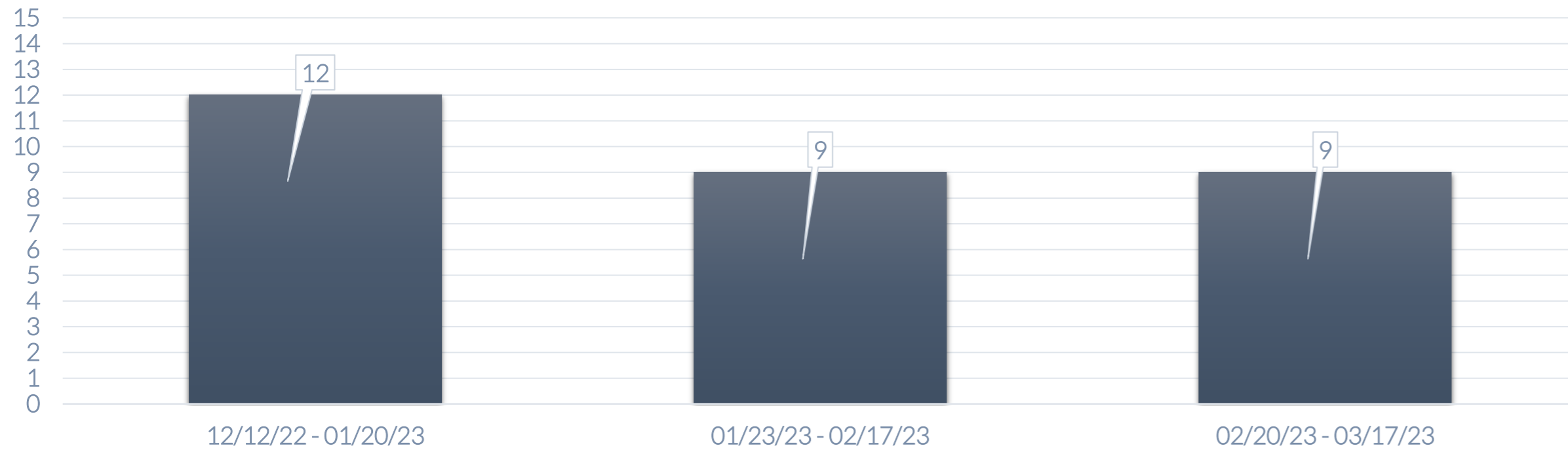


YCCP (Yolo County Career Program)

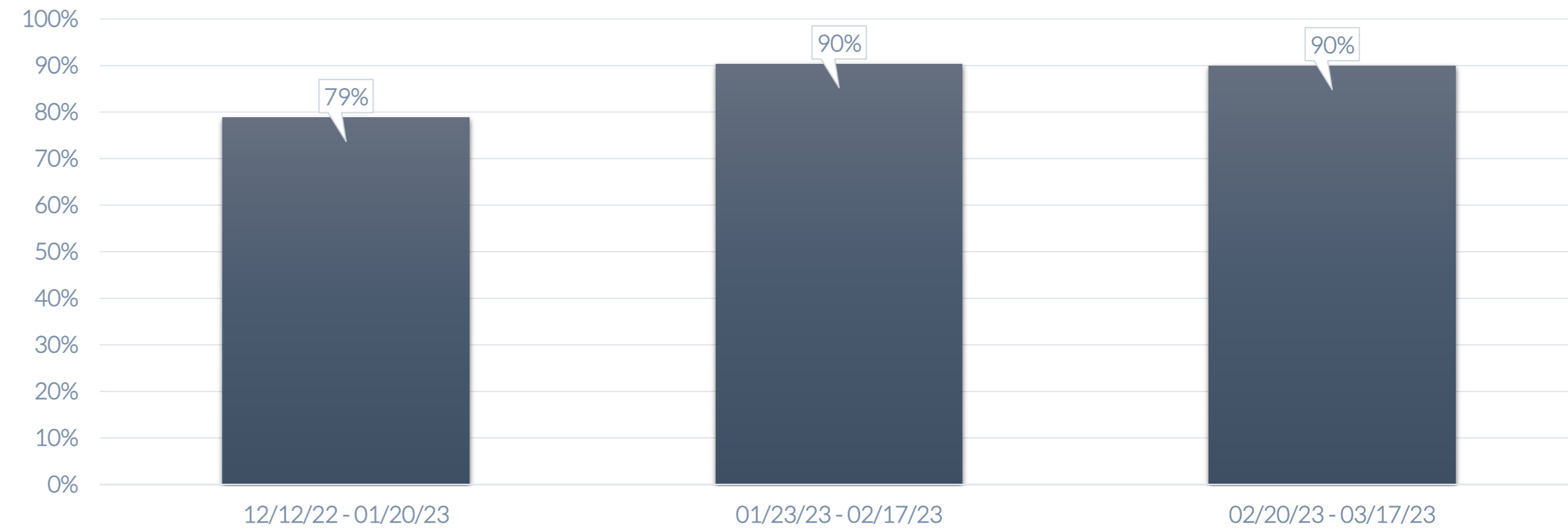
Month 5-7 (2022-2023)

Attendance Period: 12/12/2022 - 03/17/2023

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

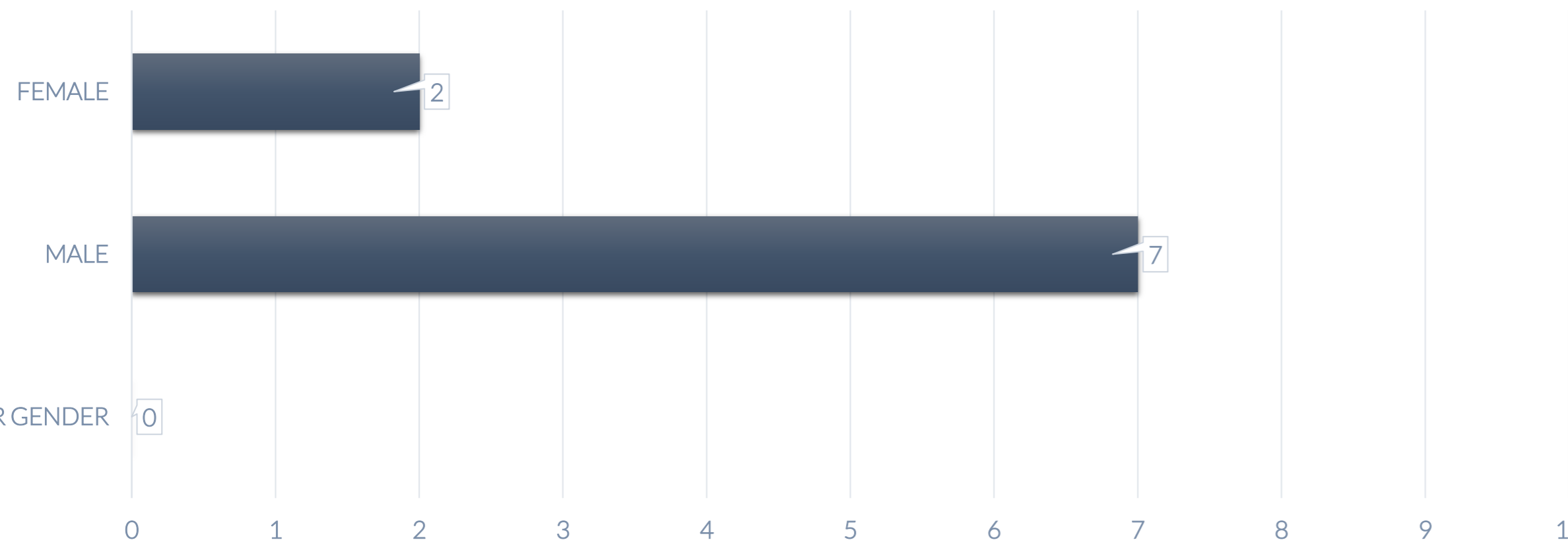


Average Attendance (%)

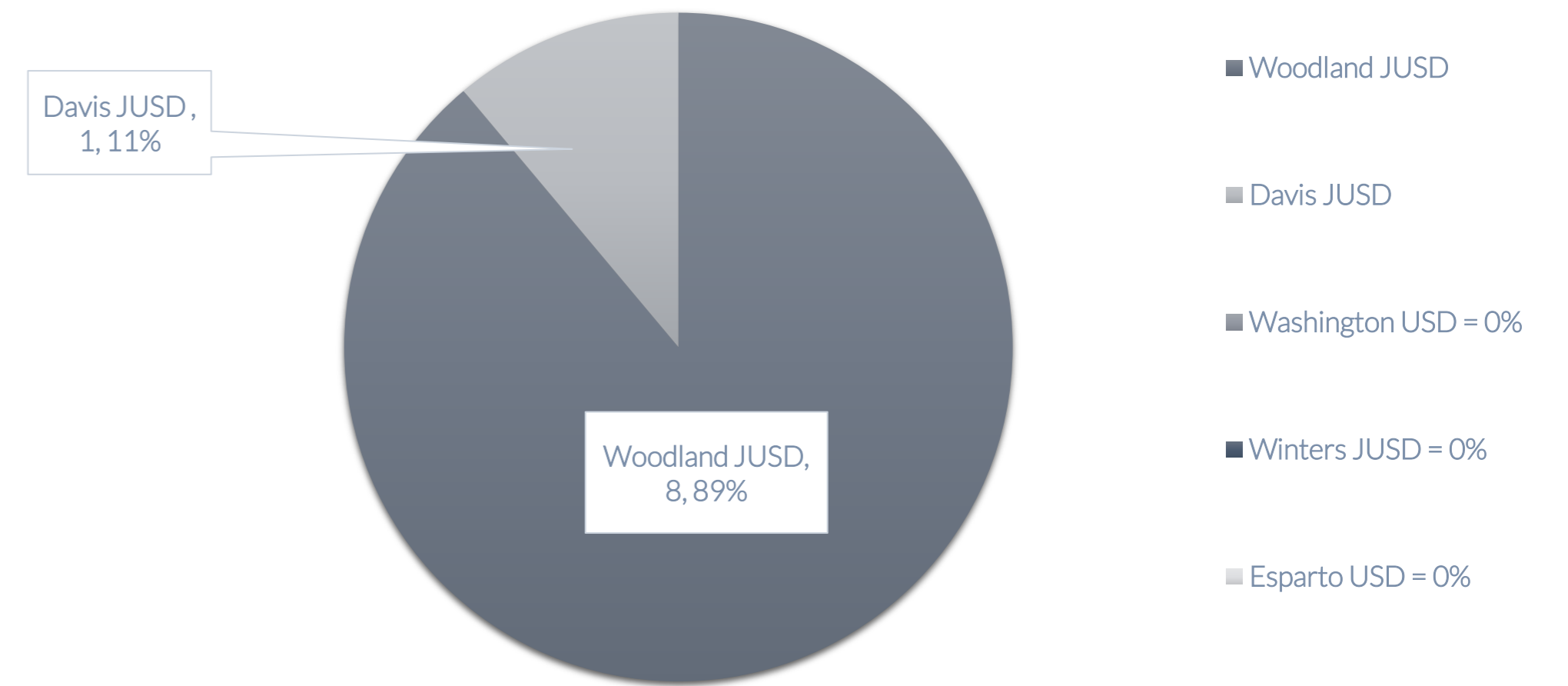


Gender
Attendance Period: 02/20/23 - 03/17/23

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



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

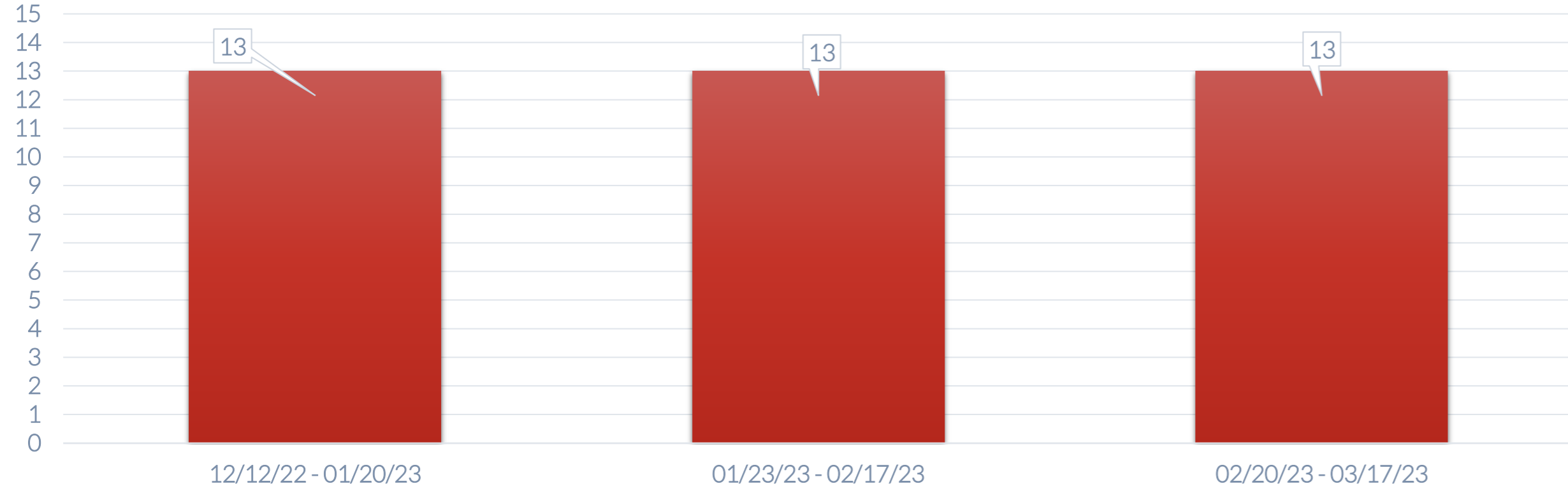


Chavez Extension Program

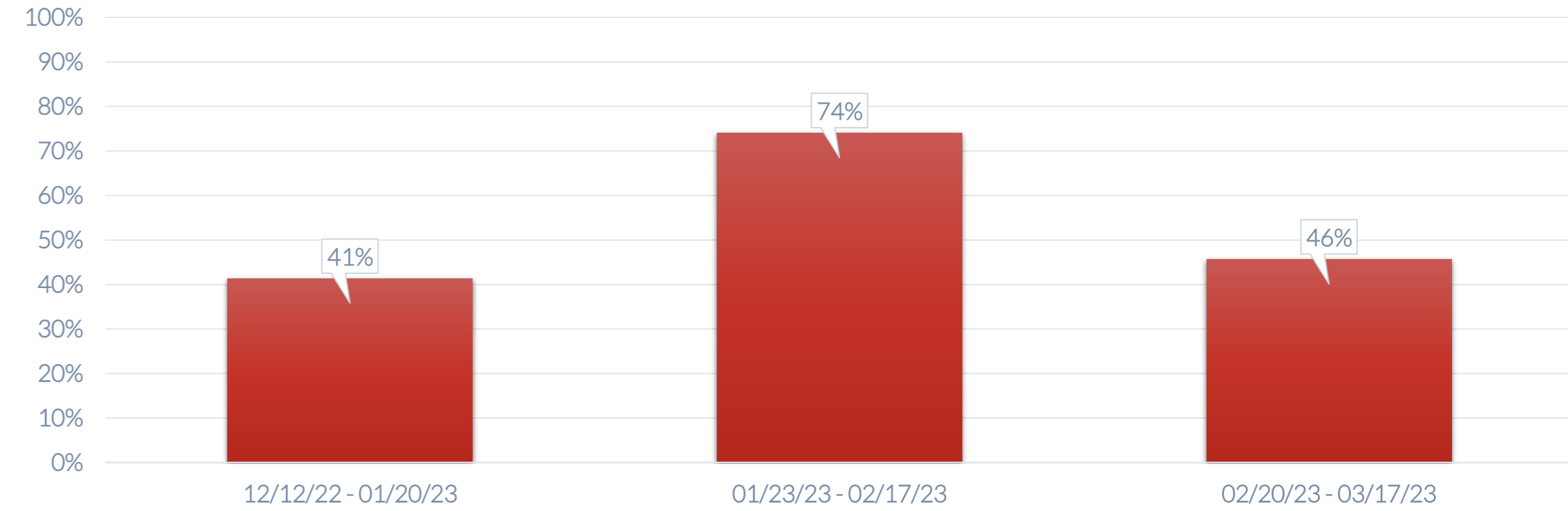
Month 5-7 (2022-2023)

Attendance Period: 12/12/2022 - 03/17/2023

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

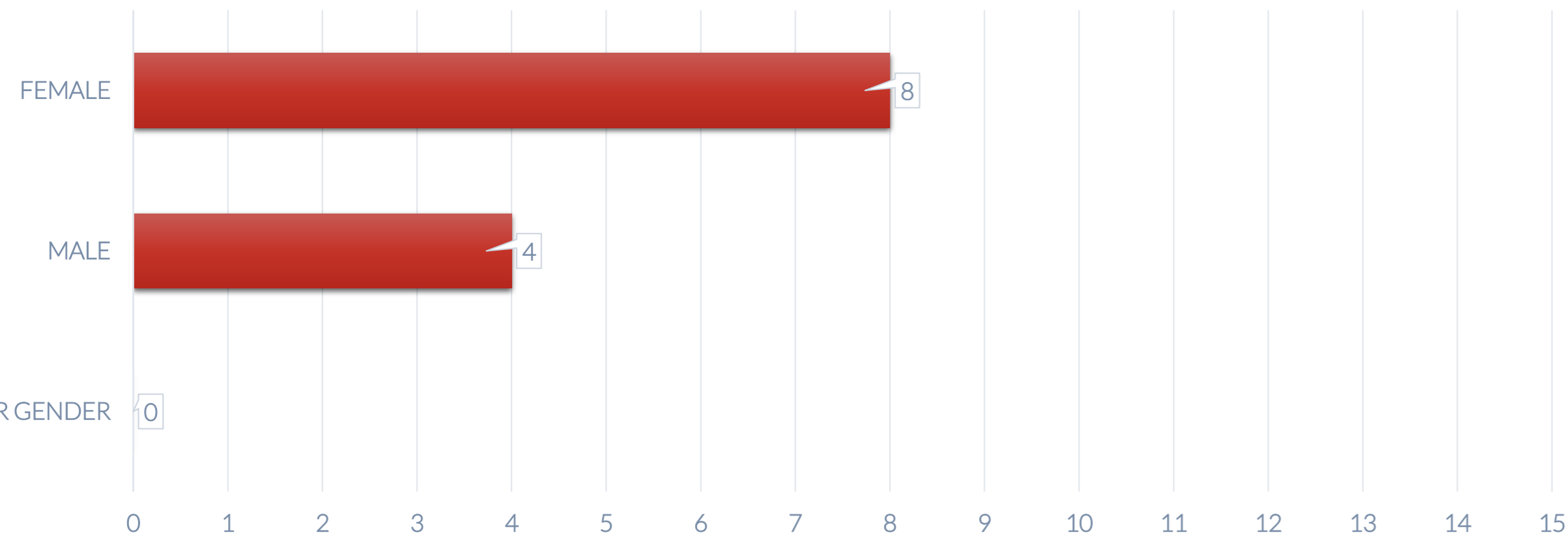


Average Attendance (%)

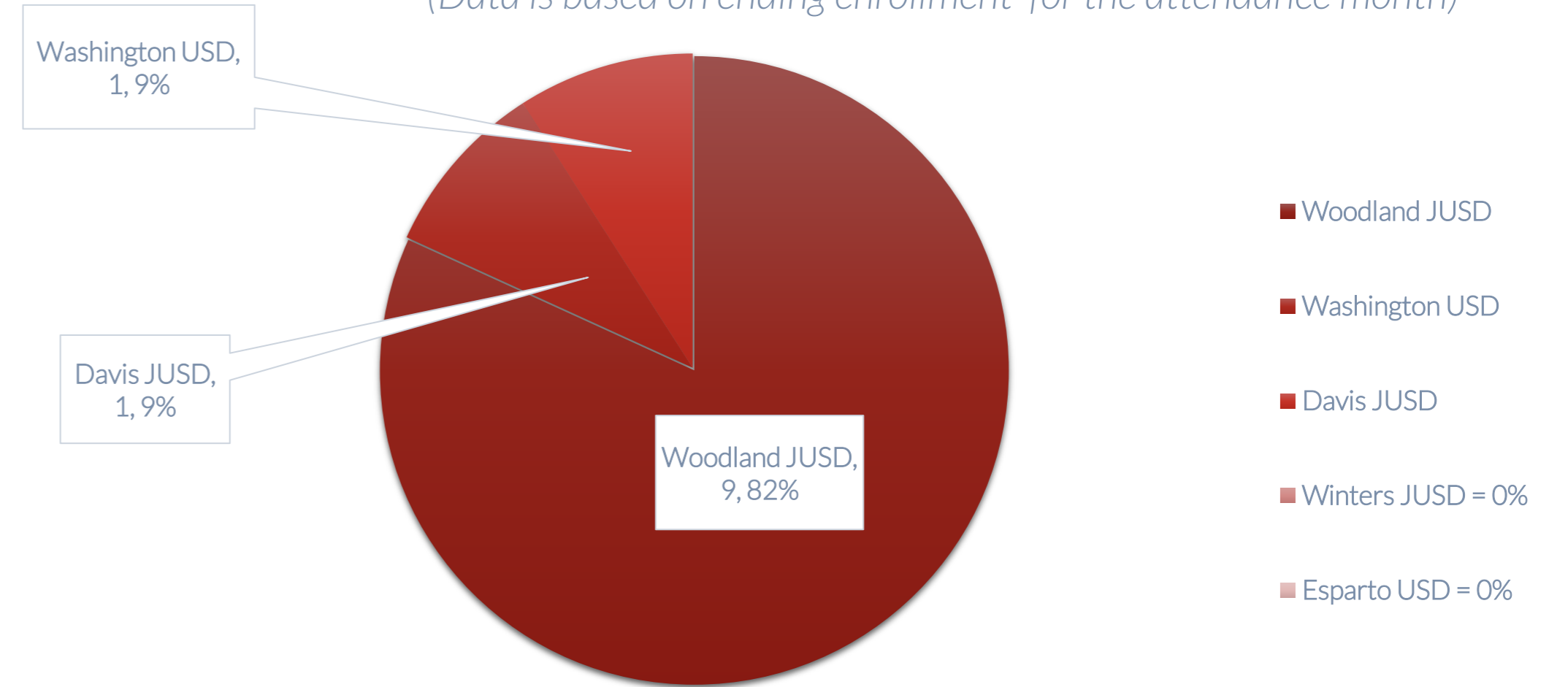


Gender
Attendance Period: 02/20/23 - 03/17/23

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



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



THANK YOU



7. 3. First Reading of Independent Study Policies - BP and AR 6158

Description

BP and AR 6158, related to Independent Study, are being presented for information. The BP and AR have been updated by CSBA, so YCOE correspondingly needs to update our previously adopted versions. Attached you will find a copy of the proposed revisions to BP and AR 6158, and a clean copy of each.

Recommendation

First reading of the Independent Study Policies - BP and AR 6158.

Supporting Documents



Updated 6158 Board Policy 3.27.23



Updated 6158 Board Policy 3.27.23



6158BP



Updated 6158 Administrative Regulation 3.27.23



6158 Un-pdf of August 2022 Board submission

Contact Person

Stan Mojsich, Assistant Superintendent of Equity and Support, will present this item.

Edited 3.27.23

Independent Study

General Independent Study Requirements

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

~~(cf. 5147– Dropout Prevention)~~

~~(cf. 6011– Academic Standards)~~

~~(cf.6143– Courses of Study)~~

~~(cf. 6146.1– High School Graduation Requirements)~~

~~(cf. 6172– Gifted and Talented Student Program)~~

~~(cf. 6200– Adult Education)~~

~~The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)~~

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

~~Student's participation in independent study shall be voluntary and no student shall be required to participate. (Educational Code 51747,51749.5, 51749.6)~~

~~A student's participation in independent study shall be voluntary Students participating in~~

~~independent study shall have the right, at any time to enter or return to the regular classroom mode of instruction. (Education Code 51747, 51749.5, 5 CCR 11700)~~

~~Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)~~

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period for any independent study option shall be three consecutive school days. (Education Code 46300)

General Independent Study Requirements

~~For the 2021-2022 school year, the Yolo County Office of Education shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the Yolo County of Education has obtained a waiver. (Education Code 51745)~~

~~For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the Yolo County Office of Education requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.~~

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

~~The A-G admissions criteria. (Education Code 51747)~~

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

~~The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessary limited to, all the following: (Education Code 51747)~~

- ~~1. Verification of current contact information for each enrolled student~~
-
- ~~2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation~~
-
- ~~3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary~~

- ~~4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being~~

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

~~The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)~~

~~The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)~~

~~The Yolo County Office of Education shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the Yolo County Office of Education's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, students rights regarding procedures for enrolling, disenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)~~

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

~~For the 2021-22 school year only, the Yolo County Office of Education shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.~~

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

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

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

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

- ~~1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress.~~
1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objective and methods of study for the student's work and the methods used to evaluate that work.
3. The specific resources that will be made available to the students, including materials and personal, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

~~However, for the 201-22 school year, the Yolo County Office of Education shall obtain a signed written agreement for independent study from the student or the students parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.~~

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

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

Course-Based Independent Study

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the

district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

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

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208
11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course
14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

Learning Agreement for Course-Based Independent Study

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

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

~~However, for the 2021-22 school year only, the Yolo County Office of Education shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.~~

~~Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)~~

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

~~Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)~~

~~A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)~~

~~Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)~~

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records ~~for Audit Purposes~~

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The Yolo County Office of Education shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipator for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

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

Home-Based Independent Study

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

~~The Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.~~

Program Evaluation

The Yolo County Office of Education Superintendent or designee shall annually report to the Yolo County Board of Education the number of Yolo County ~~district~~ students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

~~(cf. 0500-Accountability)~~

~~(cf. 5121-Grades/Evaluation of Students Achievement)~~

~~(cf. 6162.5-Student Assessment)~~

~~(cf. 6162.51-State Academic Achievement Tests)~~

Legal Reference:

EDUCATION CODE:

~~17289 Exemption for facilities~~

~~41976.2 Independent study programs; adult education funding~~

~~42238 Revenue limits~~

~~42238.05 Local control funding formula; average daily attendance~~

~~44865 Qualifications for home teachers and teachers in special classes and schools~~

~~46200-46208 Instructional day and year~~

~~46300-46307.1 Methods of computing average daily attendance~~

~~47612.5 independent study in charter schools~~

~~48204 Residency~~

~~48206.3 Home or hospital instruction; students with temporary disabilities~~

~~48220 Classes of children exempted~~

~~48340 Improvement of pupil attendance~~

~~48915 Expulsion; particular circumstances~~
~~488916.1 Educational program requirements for expelled students~~
~~48917 Suspension of expulsion order~~
~~49011 Student fees~~
~~51225.3 Requirements for high school graduation~~
~~51745-51749.6 Independent study programs~~
~~52522 Adult education alternative instructional delivery~~
~~52523 Adult education as supplement to high school curriculum; criteria~~
~~56026 Individuals with exceptional needs~~
~~58500-58512 Alternative schools and programs of choice~~

~~FAMILY CODE~~

~~6550 Authorization affidavits~~

~~CODE OF REGULATIONS, TITLES~~

~~117700-11703 Independent study~~

~~19819 State audit compliance~~

~~UNITED STATES CODE, TITLE 20~~

~~6301 Highly qualified teachers~~

~~COURT DECISIONS~~

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

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~~Lucerne Valley Unified School Yolo County Office of Education, Case No. 03-02. (2005)~~

~~Management Resources:~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Elements of Exemplary Independent Study~~

~~WEBSITE~~

~~California Consortium for Independent Study: <http://www.cde.ca.gov/sp/ee/is>~~

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

~~Policy Adopted: September 14, 2021~~ _____ ~~YOLO COUNTY OFFICE OF EDUCATION~~
_____ ~~Woodland, CA~~

General Independent Study Requirements

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

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

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

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

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747, 51749.5; 5 CCR 11700)

Independent study for each student shall be under the general supervision of a Yolo County Office of Education employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

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

General Independent Study Requirements

For the 2021-22 school year, the Yolo County Office of Education shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the Yolo County Office of Education has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the Yolo County Office of Education's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

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

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments.

Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the Yolo County Office of Education for graduation and approved by the University of California or the California State University as creditable under

General Independent Study Requirements

the A–G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

General Independent Study Requirements

The Yolo County Office of Education shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the Yolo County Office of Education's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the Yolo County Office of Education shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

For the 2021–22 school year only, the Yolo County Office of Education shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

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

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

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

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and

General Independent Study Requirements

4. personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
5. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
6. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
7. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
8. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
9. A statement that independent study is an optional educational alternative in which no student may be required to participate
10. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
11. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

General Independent Study Requirements

However, for the 2021-22 school year, the Yolo County Office of Education shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

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

Course-Based Independent Study

The Yolo County Office of Education's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the Yolo County Office of Education or by another charter school, or Yolo County Office of Education has a memorandum of understanding to provide the instruction.
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the Yolo County Office of Education for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities for students in grades transitional kindergarten,

General Independent Study Requirements

kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

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

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider

General Independent Study Requirements

the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the Yolo County Office of Education. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
11. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.

16. The Yolo County Office of Education shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Independent Study

BP 6158(i)

General Independent Study Requirements

Learning Agreement for Course-Based Independent Study

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

1. A summary of the Yolo County Office of Education's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or

who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.

8. The manner, time, frequency, and place for submitting a student's assignments, for

Independent Study

BP 6158(j)

General Independent Study Requirements

reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.

9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.

10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.

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

12. Before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, the student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

However, for the 2021–22 school year only, the Yolo County Office of Education shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

General Independent Study Requirements

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

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

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

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records for Audit Purposes

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

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

General Independent Study Requirements

Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)

6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a Yolo County Office of Education employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The Yolo County Office of Education shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

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

Home-Based Independent Study

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

Program Evaluation

The Yolo County Office of Education Superintendent or designee shall annually report to the Yolo County Board of Education the number of Yolo County students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in

General Independent Study Requirements

classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

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

Legal Reference:

EDUCATION CODE

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 41976.2 Independent study programs; adult education funding
 42238 Revenue limits
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 44865 Qualifications for home teachers and teachers in special classes and schools
 46200-46208 Instructional day and year
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FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

General Independent Study Requirements

11700-11703 Independent study

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COURT DECISIONS

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EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School Yolo County Office of Education, Case No. 03-02 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

WEB SITES

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

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

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

Policy Adopted: September 14, 2021

YOLO COUNTY OFFICE OF EDUCATION OFFICE OF EDUCATION

Woodland, CA

Edited 3.27.23

Administrative Regulation 6158: INDEPENDENT STUDY

Original Adopted Date 5/28/2019

INDEPENDENT STUDY

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher or ~~the~~ teacher of record for that student pursuant to Education Code 51747.5. ~~or the certified employee providing instruction for the course-based independent study.~~ (Education Code 51745.5)

Educational Opportunities

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

1. Special assignments extending the content of regular courses of instruction ~~(cf. 6143— Courses of Study)~~
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. ~~Continuing and special study during travel~~
~~Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum.~~
4. ~~Volunteer community service activities and leadership opportunities that support and strengthen student achievement~~
~~Continuing and special study during travel (cf. 5112.3— Student Leave of Absence)~~
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is

unable to attend in-preson instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public heath guidance

~~(cf. 0420.4—Charter School Authorization)~~

~~(cf. 6142.4—Service Learning/Community Service Classes)~~

~~(cf. 6181—Alternative Schools/Programs of Choice)~~

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

~~(cf. 5113—Absences and Excuses)~~

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

~~(cf. 6146.1—High School Graduation Requirements)~~

Equivalency

The Yolo County Office of Education’s independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the county's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (6 CCR 11700, 11701.5)

~~(cf. 0410—Nondiscrimination in County Programs and Activities)~~

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The Yolo County Office of Education shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and ~~County-owned local educational agency-owned~~ devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

To participate in independent study, shall be enrolled in a county school. (Education Code 51748)

~~Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.~~

~~For the 2022-23 school year and thereafter, and, provided that experienced certificated staff are available to effectively supervise students in independent study,~~

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

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

~~(cf. 5111.1 – County Residency)~~

~~A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)~~

~~(cf. 6159 – Individualized Education Program)~~

~~In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of the law are satisfied.~~

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 ~~by means of through~~ independent study. (Education Code 51745)

~~(cf. 6183—Home and Hospital Instruction)~~

~~Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)~~

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

~~(cf. 6200—Adult Education)~~

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

~~(cf. 5146—Married/Pregnant/Parenting Students)~~

~~(cf. 6184—Continuation Education)~~

Monitoring Student Progress

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

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

When the student has ~~failed to make satisfactory educational progress or~~ missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether ~~or not~~ independent study is ~~in~~

~~the student's best interest, appropriate for the student.~~ This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747,51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, ~~and if the students transfers to another public school in California, the record shall be forwarded to that school.~~(Education Code 51747, 51749.5)

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

Responsibilities of Independent Study Administrator

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

1. Recommending certificated staff to be assigned as independent study teachers **at the required teacher-student ratios pursuant to Education Code 51745.6** and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a **County district** employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the county, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the Yolo County Office of Education enters into a memorandum of

understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

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

1. Completing designated portions of the written independent study agreement **and signing the agreement**
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" **in the accompanying Board policy**
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. **Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program.**

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

Regulation 6158: INDEPENDENT STUDY

Original Adopted Date 5/28/2019

INDEPENDENT STUDY

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5) A pupil who does not participate in independent study on a school day shall be documented as non-participatory that school day for purposes of pupil participation reporting and tiered re-engagement pursuant to section 51747.5 (c)

Educational Opportunities

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

1. Special assignments extending the content of regular courses of instruction (cf. 6143 - Courses of Study)
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel (cf. 5112.3 - Student Leave of Absence)
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

INDEPENDENT STUDY

(cf. 0420.4 - Charter School Authorization)

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

(cf. 6181 - Alternative Schools/Programs of Choice)

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

(cf. 5113 - Absences and Excuses)

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

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The Yolo County Office of Education's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the county's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (6 CCR 11700, 11701.5)

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

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The Yolo County Office of Education shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value (Education Code 46300.6, 51747.3)

Re-engagement Strategies

YCOE employees will take measures to re-engage pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of approved instructional calendar, pupils found non-participatory in synchronous instructional offerings pursuant to Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or pupils who are in violation of their written agreement pursuant to Educational Code section 51747 (g) and this policy. Procedures for tiered re-engagement strategies shall include all of the following:

1. Verification of the pupil's current contact information.
2. Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.
3. A plan for outreach to determine pupil needs, including connection with health and social services as necessary.
4. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the provisions of this policy regarding missed assignments and satisfactory education progress.

"Pupil-parent-educator conference" means a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement pursuant to subdivision (g) of Section 51747 or the written learning agreement pursuant to subdivision (b) of Section 51749.6.

This section shall not apply to pupils that participate in an independent study program for fewer than 15 schooldays in a school year.

Eligibility for Independent Study

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

For the 2022-23 school year and thereafter, and, provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an

INDEPENDENT STUDY

elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

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

(cf. 5111.1 - County Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745) and Free Appropriate Public Education (FAPE) can be established (Education Code Section 51745[c]. The "certificated employee with responsibility for the student's special education programming" must be a signatory to the written agreement.

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

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

(cf. 6200 - Adult Education)

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

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

INDEPENDENT STUDY

(cf. 6184 - Continuation Education)

Each pupil's written agreement must be completed and signed by parent, student, and teacher prior to program commencement for programs scheduled for 15 days or more.

Independent Study Fewer Than Fifteen Days

Written agreements for independent study lasting fewer than 15 school days must be signed by parent/guardian within 10 days of enrollment in independent study.

Monitoring Student Progress

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

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

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

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

Responsibilities of Independent Study Administrator

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

INDEPENDENT STUDY

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

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the county, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the Yolo County Office of Education enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

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

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

INDEPENDENT STUDY

8. Assessing student work and assigning grades or other approved measures of achievement The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers. (cf. 4131 - Staff Development)

7. 4. Cesar Chavez 2023-24 Calendar

Description

Information only.

Recommendation

For Information.

Supporting Documents



Copy of 2023-24 Calendar F

Contact Person

Maria Arvizu-Espinoza, Associate Superintendent, Educational Services will present this item.

Cesar Chavez

July

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

August (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	

September (20 days)

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

October (22 days)

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

November (15 days)

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

December (11 days)

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

January (16 days)

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

February (19 days)

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

March (21 days)

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

April (17 days)

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

May (22 days)

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

June (5 days) (14 days extended year)

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

♦ Staff Work Day--No Students
♠ School Begins/Ends
☹ Legal Holiday
♫ Local Holiday
☼ School Holiday
☼ School Recess/Instructional Staff--Non Work

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

Staff Orientation: 8/10/2023
Instructional Days: Regular Year = 180 Extended Year= 14
Month() = Teacher Work Days--182
Calendar F 12/15/2022

7. 5. Quarterly Report – Wms. Uniform Complaints YCOE Schools

Description

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 22-23 YCOE Third Quarter on Williams Uniform Complaints Education Code 35186 is attached.

Recommendation

For Information

Supporting Documents



Q3_UCP_YCBE_Signed

Contact Person

Deborah Bruns, Director, Teaching and Learning will present this item.

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: Yolo County Board of Education

Person completing this form: Deborah Bruns Title: Director of Teaching and Learning

Quarterly Report Submission Date:
(Check one)

- October 2022
- January 2023
- April 2023
- July 2023

Date for information to be reported publicly at governing board meeting: April 11th 2023

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		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Garth Lewis
Print Name of District Superintendent


Signature of District Superintendent

3/23/23
Date

7. 6. Monthly Board Financial Report

Description

Per request of the County Board of Education, attached is the current financial report for March 2023.

Recommendation

For information only.

Supporting Documents



April Board Meeting (Mar)

Contact Person

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

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
	REVENUE LIMIT SOURCES :	12,698,783.00	5,670,745.60	18,369,528.60	7,819,665.63	10,549,862.97	42.56
	FEDERAL REVENUES :	6,380,955.00	4,427,754.00-	1,953,201.00	606,555.81	1,346,645.19	31.05
	OTHER STATE REVENUES :	6,556,114.00	767,975.06-	5,788,138.94	3,451,174.55	2,336,964.39	59.62
	OTHER LOCAL REVENUES :	8,753,499.00	1,578,522.00	10,332,021.00	3,044,290.66	7,287,730.34	29.46
* TOTAL YEAR TO DATE REVENUES		* * 34,389,351.00 *	2,053,538.54 *	36,442,889.54 *	14,921,686.65 *	21,521,202.89 *	40.94

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	8,116,816.00	1,842,874.35-	6,273,941.65	4,138,958.06	2,134,983.59	65.97
	CLASSIFIED SALARIES :	9,438,386.00	511,131.61-	8,927,254.39	5,832,108.68	3,095,145.71	65.32
	EMPLOYEE BENEFITS :	8,380,397.00	1,396,151.82-	6,984,245.18	3,781,655.43	3,202,589.75	54.14
	BOOKS AND SUPPLIES :	952,709.00	283,150.81	1,235,859.81	491,137.90	744,721.91	39.74
	SERVICES, OTHER OPER. EXPENSE:	7,109,263.00	3,635,812.70	10,745,075.70	4,165,441.32	6,579,634.38	38.76
	CAPITAL OUTLAY :	476,231.00	1,861,333.00	2,337,564.00	110,198.96	2,227,365.04	4.71
	DIRECT SUPPORT/INDIRECT COSTS:	418,129.00-	653,153.82-	1,071,282.82-	523,049.85-	548,232.97-	48.82
* TOTAL YEAR TO DATE EXPENDITURES		* * 34,055,673.00 *	1,376,984.91 *	35,432,657.91 *	17,996,450.50 *	17,436,207.41 *	50.79

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY		7,625,847.60	3,779,141.51
				11,404,989.11

8. SUGGESTED FUTURE AGENDA ITEM(S)

Description

- Turnover and emergency credential conditions in YCOE – Future meeting
- Update on EL RISE - Future meeting
- Facilities Update - Future meeting

9. ADJOURNMENT
