



YOLO COUNTY BOARD OF EDUCATION REGULAR MEETING

08/08/2023 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

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Webinar ID: 976 3772 8971



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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.

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- 2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and Public 44








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


- a. June 13, 2023 Special Board Meeting
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- c. June & July 2023 Temporary County Certificates (TCC's)

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Staff recommends approval of RESOLUTION 23-24/6 In Support of School Attendance.	
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Staff recommends approval of RESOLUTION 23-24/7 In Recognition of National Hispanic Heritage Month - September 2023.	
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Staff recommends approval of In Recognition of National Multicultural Organ Donor Awareness Month - August 2023.	
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 For information only.

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For information. The Board will be asked to consider adopting these policies at the Regular Board Meeting on August 8, 2023.

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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 - August 2023

Description

Employee of the Month
August 2023

Abigail Briceno, Administrative Secretary
Information Technology Services

Recommendation

For information.

Supporting Documents



August 2023_Abigail Briceno

Contact Person

Cindy, Nguyen, Interim Executive Director, Human Resources will present this item.



Employee of the Month August 2023

Abigail Briceno, Administrative Secretary,
Information Technology Services

CONGRATULATIONS to our August 2023 Employee of the Month for Yolo County Office of Education. Abigail was nominated by a peer who shared that Abigail is always quick to support, lend a helping hand and very approachable. She offers her services with such a positive and friendly attitude. She is always willing to jump in to assist or support when the need arises and lends her expertise in technology to those who comes in contact with her. Abigail is responsive and provides accurate information with kindness and understanding. Abigail's knowledge, expertise and great customer service has provided staff with the support they need in order to perform their tasks more efficiently.

Recognition

Please join us in celebrating Abigail's recognition at the next Yolo County Board of Education meeting where Abigail will be recognized by the board and presented with a Certificate of Appreciation and Gift Card.



Yolo County Board of
Education Meeting

Tuesday, August 8, 2023

3:30 p.m.

1280 Santa Anita Ct,
Suite 120

Woodland, CA 95667

2. 2. Introduction of New Staff

Description

Introduction of new staff by Marty Remmers, Director, Special Education:

Eddie Graziano, Principal, Special Education

Recommendation

For information.

Contact Person

Superintendent Garth Lewis will present this item.

2. 3. Presentation on the Yolo Climate Action & Adaption Plan (CAAP) 


Description


Presentation on the Yolo Climate Action & Adaption Plan

Recommendation

Presentation.

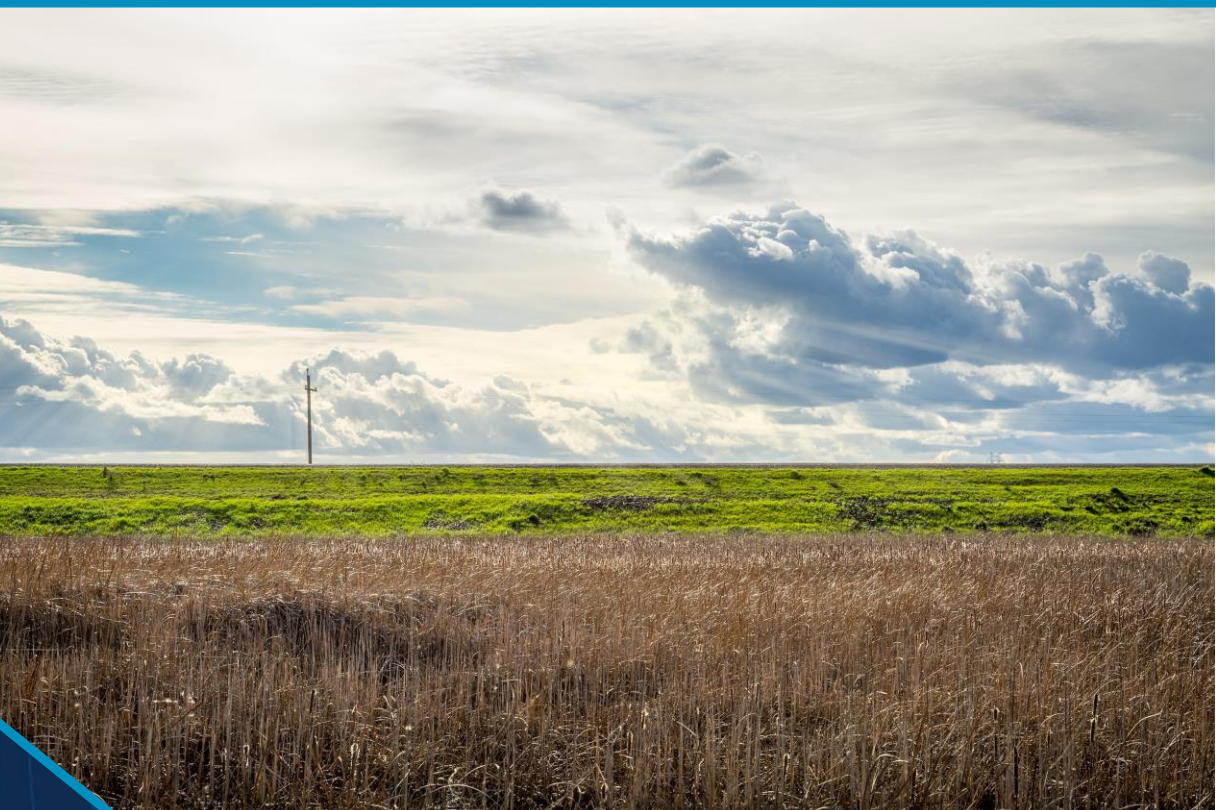
Supporting Documents

 2023.08.08. CAAP Presentation to Yolo County Board of Education

 2023.08.08. CAAP Presentation to Yolo County Board of Education

Contact Person

Presented by Kristen Wraithwall, Sustainability Manager, Yolo County Sustainability Department.



Climate Action & Adaptation Plan

COUNTY OF YOLO

PRESENTED BY KRISTEN WRAITHWALL

YOLO COUNTY SUSTAINABILITY DEPARTMENT

AUGUST 8, 2023

What is the 2030 Climate Action and Adaptation Plan (CAAP)?



CLIMATE ACTION & ADAPTATION PLAN

Yolo County's Climate Goals

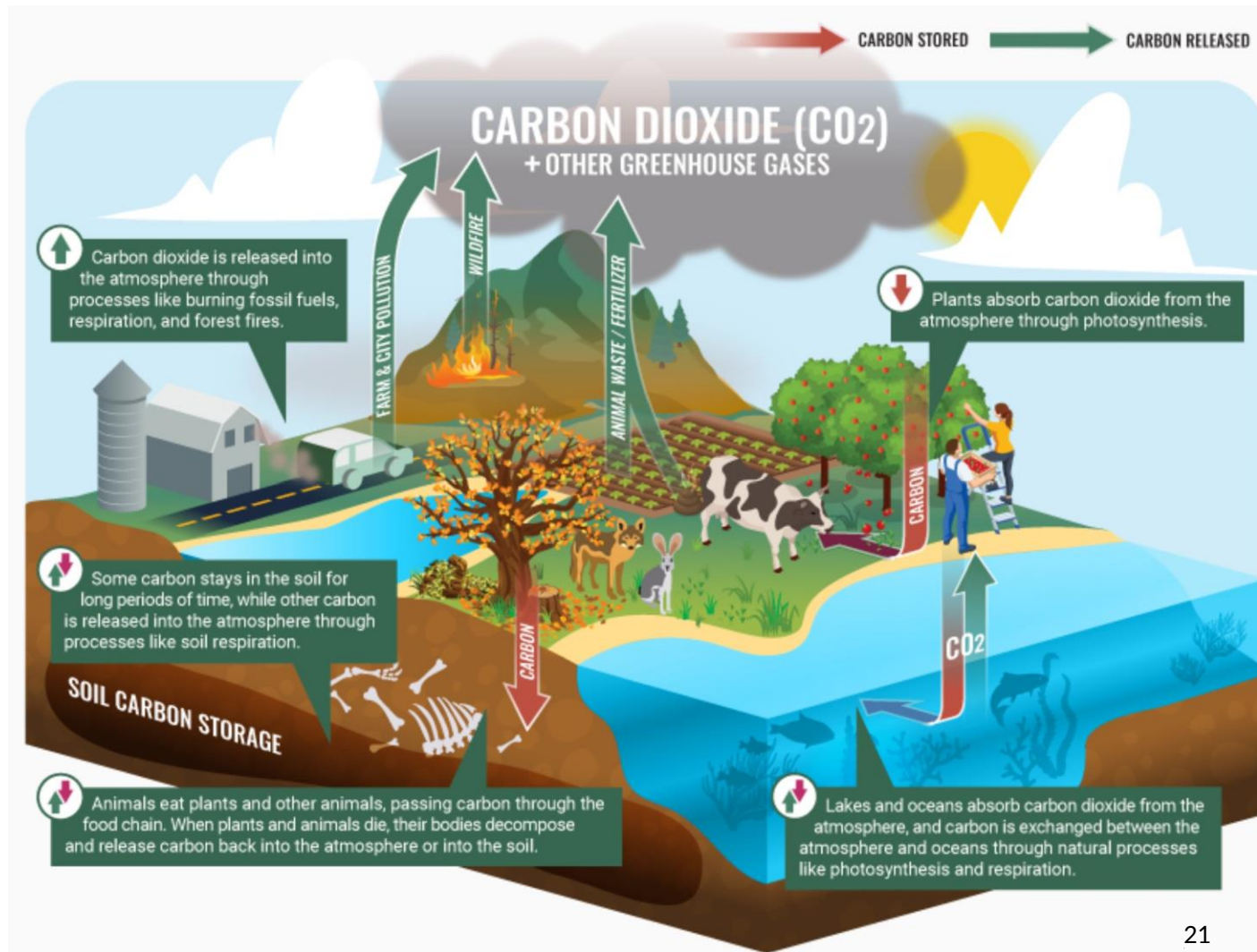
- **In 2020**, Yolo County adopted a resolution that declared a climate emergency.
 - *This acknowledged that Yolo County community members—particularly those who are low-income, people of color, youth, and/or elderly—**are already experiencing the impacts of a climate change.***
- The County declared a goal of reaching **net-negative emissions by 2030, with a focus on equity and justice**, and created the Yolo County Climate Action Commission (YCCAC).



What does “Net-Negative” mean?

This means that Yolo County will **remove more carbon from the atmosphere than we produce.**

We will do this by **reducing our emissions**, while also supporting practices that **increase the amount of carbon stored in our soils** (also known as *carbon sequestration*).



Yolo Climate Action & Adaptation Plan (CAAP): Definition & Goal

- The CAAP is a **roadmap** for how Yolo County will reach greenhouse gas (GHG) emission reduction goals by 2030 and adapt to a changing climate.
- Evaluates the **impact of climate change on vulnerable populations**, sectors of the economy, and other critical infrastructure/assets within the community.
- A primary goal of the CAAP is to **make communities more resilient** in the face of drought, flooding, higher temperatures, wildfires, and other climate impacts



Yolo Climate Action & Adaptation Plan (CAAP): Definition & Goal

- Uses **participatory processes** to ensure the needs and voices of all community members are included.
 - Focus on **equity, health, and resilience**.
- Guided by public input, the CAAP will recommend how the County can **lower emissions**, use **more renewable energy**, protect natural resources, and **promote sustainable agricultural practices**.



WHAT IS YOLO COUNTY'S CLIMATE ACTION & ADAPTATION PLAN (CAAP)?

In 2020, the Yolo County Board of Supervisors set the goal of meeting a carbon-negative footprint by 2030 with a focus on equity and justice. The Climate Action and Adaptation Plan (CAAP) is a roadmap that outlines the actions that Yolo County will take to meet these greenhouse gas (GHG) emissions reduction goals and help our community be more resilient to climate impacts such as higher temperatures, more frequent wildfires and floods, and drought.

Driven by public input, the CAAP will include recommendations for how we can lower emissions, protect our natural resources, use more renewable energy, support the sustainable agricultural practices that are already thriving here in Yolo County, and more. The CAAP is designed to benefit all community members and to promote health, equity, and resilience in all processes and outcomes.

WHAT IS A CARBON-NEGATIVE FOOTPRINT?

This means that Yolo County will remove more carbon from the atmosphere than we produce. We will do this by reducing our emissions, while also supporting practices that increase the amount of carbon stored in our soils.

WHAT IS A JUST TRANSITION?

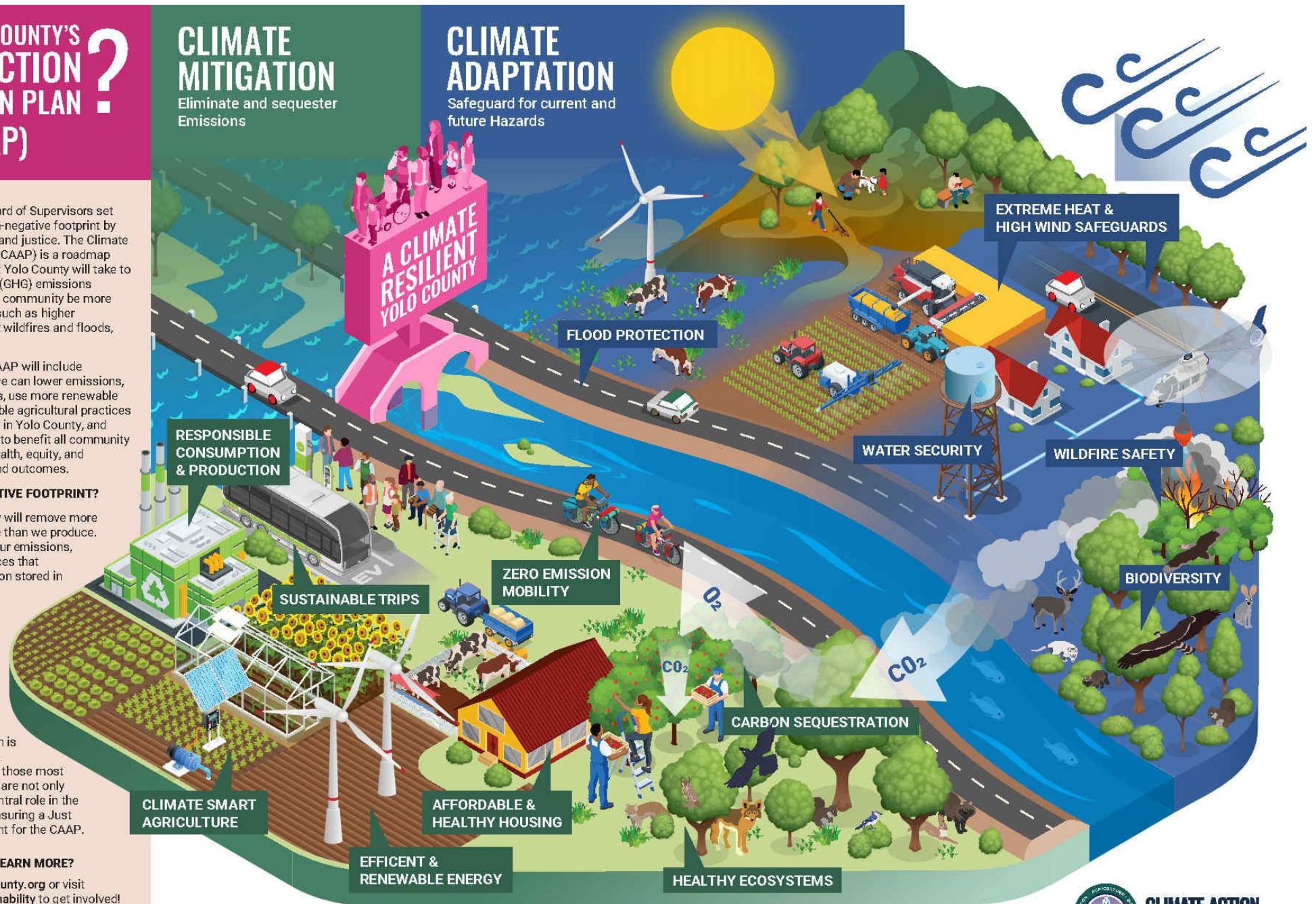
Meeting our climate goals will require some big changes or "transitions" in our energy use, transportation system, and more. Yolo County wants to make sure that this transition is equitable and "just", and that vulnerable communities and those most impacted by climate change are not only protected, but also play a central role in the decision-making process. Ensuring a Just Transition is a key focus point for the CAAP.

QUESTIONS OR WANT TO LEARN MORE?

Email Sustainability@yolocounty.org or visit www.yolocounty.org/sustainability to get involved!

CLIMATE MITIGATION
Eliminate and sequester Emissions

CLIMATE ADAPTATION
Safeguard for current and future Hazards



CLIMATE ACTION & ADAPTATION PLAN

Why is engagement in the CAAP development important?



CLIMATE ACTION & ADAPTATION PLAN

Your Role!

The Yolo County Board of Education plays a critical role in the community, particularly in **amplifying the underrepresented voices of your students and their families.**

We hope to work in partnership to **elevate the voices of our youth** and their families to ensure their needs are represented in our plan strategies and action projects.





Help Us Shape a More Sustainable Future for Our Youth!

- Extreme Heat Days in Yolo County will **more than double** over the next 30 years.
- We want to find solutions that enable our youth to have a **healthy, thriving Yolo County**.

Get
Involved!

YOLO COUNTY NEEDS YOUR INPUT!



TAKE THE CLIMATE ACTION & ADAPTATION PLAN SURVEY!

PARTICIPATE TODAY!

Survey Link:
YoloCAAP.org

Deadline September 22nd



Questions?

WANT TO STAY ENGAGED AND LEARN MORE?



Scan for our
Facebook!



Scan for our
Instagram!



Scan for our
Website!

Kristen Wraithwall

Sustainability Manager

Kristen.wraithwall@yolocounty.org



**CLIMATE ACTION
& ADAPTATION PLAN**

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
- c. Superintendent's Advisory Team (SAT)
 - i. Administrative Services Report
 - ii. Educational Services Report
 - iii. Board Calendar
- d. Committees

Supporting Documents

-  Admin Services update 8.2023
-  2308_Educational Services August 23 Board Update Final
-  Board Calendar - August 2023

ADMINISTRATIVE SERVICES AUGUST 2023 UPDATES

Veronica Moreno - Associate Superintendent, Administrative Services

External Business Services

Director, Lorelle Mudd

- Assistant Director position is still vacant.
- A temporary restructuring of the EBS department is taking place to cover the responsibilities of the unfilled position.
- Director has started reviews of the annual district budgets for FY 2023-24.

Internal Fiscal Services

Director, Frances Palu

- Commenced closing process for fiscal year 2022-2023
- Setting up 2022-2023 liabilities and estimated receivables
- Producing new fiscal year purchase orders
- Positions currently advertised:
 - Accountant, Vacancy 24-107. Closing date: 8/3/23
 - Senior Business Services Technician, Vacancy 24-108. Closing date: 8/7/23
- Position to be re-advertised:
 - Assistant Director
- IFS Team continues to uphold amazing customer service and work ethic despite being short staffed
- Retired IFS Director, Debra Hinely, assisting/training current IFS Director, Frances Palu

Information & Technology Services

Director, Carl Fahle

- **ECE CRADLEPOINT DEPLOYMENT:** Staff has started installation and testing of the ECE CradlePoint Wireless WAN/LTE private cellular network routers at YCOE Head Start programs across the county. This initiative will bring increased reliability and Network/VoIP failover to remote ECE users in non-YCOE facilities.
- **FORTICLIENT EMS MANAGEMENT SERVER:** Networking staff are working with I.T. leads at Winters and Esparto school districts to license, rebuild, and redeploy their FortiClient EMS Servers for remote software deployment, antivirus, web filtering, VPN, and signature updates.
- **IMMUTABLE CLOUD BACKUP:** To further harden against ransomware attacks and various malware threats to agency data, IT staff have implemented the Hamilton Cybersecurity Best Practice recommendations, <https://tinyurl.com/cyberhamilton>, and are collaborating with a cloud service provider to activate an immutable storage backup feature.
- **ONESYNC:** IT staff are engaging contractors over the summer to commence work on a comprehensive data cleanup project and implementation of a consolidated authentication system to unify user access and login credentials for most or all agency business applications (e.g., Harris QSS, MS365, G-Suite, Zoom, IIQ, Catapult, etc.). This service design will improve account management, provide increased security, and simplify the end-user experience.
- **IPAD SOFTPHONES:** Staff have been deploying the MiCollab softphone application associated with our Mitel VoIP service on select ECE iPhones and iPads to provide flexible and portable access to agency-managed phone service in programs with specific business needs.

Support Operations Services

Director, Matt Juchniewicz

- Woodland Central Center playground construction is nearing completion
- Greengate playground/sandbox extensions nearing completion
- Alyce Norman STEM area is completed minus ancillary equipment
- We are Beta testing our new ticketing system with great feedback
- Architectural drawings are underway for the Cesar Chavez Community School Outdoor Environment, ECE Expansion Project and the Greengate Structural Project
- Santa Anita entrance beautification project was completed with the help of our SOS intern team who learned a number of different trades on the job.

**EDUCATIONAL SERVICES DIVISION
AUGUST 2023
BOARD REPORT**

Cesar Chavez Community School

Jared Coughlin, Principal

The month of July began with Jared Coughlan starting his tenure as Principal. Jared comes to Cesar Chavez from Washington Unified School District where he served many roles at the Yolo Education Center over the last ten years.

- Work began on the planning stages of transitioning to a full-service community school.
- Meetings were held with community partners to build strong relationships in order to best serve our students.
- Staffing needs were reviewed and interviews scheduled to fill vacant positions.

Early Childhood Education

Shannon McClarin, Director

Quality Grants

- We provided a three-day Summer Session of professional development focusing on *Building a Strong Foundation for School Success* for Transitional Kindergarten (TK) Teachers and Paraprofessionals working in TK during July for 20 participants.
- In July we completed program and fiscal reporting for FY 22-23 and are preparing FY 23-24 program goals for quality improvement. Orientations will be held in August.

Head Start Program

- We provided pre-service training to our Early Head Start (EHS) teachers on July 3 to get them started on their new school year.
- We have been busy interviewing and hiring Teachers and Associate Teachers this month. We plan to begin the 2023-2024 school year being fully staffed for our Teacher positions. We continue to work to fill vacancies for our Associate Teacher positions.

Equity & Support Services

Stan Mojsich, Assistant Superintendent

- Reviewed district Local Control Accountability Plans (LCAP) alongside Yolo County Office of Education (YCOE) Fiscal, to ensure that all LCAPs are approvable by the County Superintendent.
- Setup ongoing leadership capacity modules with California School Leadership Academy “Fearless Coaching” for site administration focused on equity in the classroom, feedback to teachers, and sharing best practices. We held the first module on July 27 and 28.
- Continue and facilitate collaboration between YCOE, UC Davis, County Assessor Office, and external community partners in Yolo County Youth Civics Initiative (YCYCI)

- Several members of the YCOE educational services team took part in the Multiple Tiered Systems of Support (MTSS) conference. The three days of the conference gave our team access to many resources and best practices that will help us better support students across Yolo County within ongoing systems of support.
- Deliver ongoing support to Cesar Chavez school program implementation as it transitions to new site leadership.

Yolo County Youth Commission

- The Yolo County Youth Commission in partnership with the Yolo County Office Of Education (YCOE), Yolo County Board of Supervisors, and the Martin Luther King Jr. Freedom Center is offering **four grants of \$40,000** to support youth development services in Yolo County! All information and downloads are located online at www.ycoe.org/youthcommission
 - What are the priorities of youth development for this grant?
 - Free community building recreation activities
 - After-school life-skill programs
 - Civic engagement and life-skill early exposure for young children
 - Information sessions were held:
 - Information Session #1: July 26
 - Information Session #2: July 26
 - Information Session #3: July 31

Prevention and Wellness

Sonia Rambo, Ed.D, Director

- We welcomed our new Administrative Secretary, Yara Cortes, on June 1. She has been a great addition to the department and is learning her position quickly.
- We have spent much of the summer purchasing and organizing supplies for our Homeless and Foster Youth, preparing for tabling at the county fair in August, cleaning out and organizing our materials to provide better service going forward, and learning more about our specific areas (Homeless, Foster, Tobacco Use Prevention Education, Social Emotional Learning, and Mental Health).
- Sonia Rambo attended the Equity and Excellence conference in San Diego the last week of June.
- Several Education Services members (Stan Mojsich, Gayelynn Gerhardt, Heather Schlaman, Sonia Rambo and Cathie Irwin) attended the MTSS Conference in Anaheim in July. (See photo below)



- We are adding a position to our department: Program Specialist I, Social Emotional Learning and Mental Health. We hope to conduct interviews shortly and hope for a quick and smooth onboarding process.
- We continue to seek grant opportunities to help sustain some of the programs we are implementing with current grant funds (an example would be the Wellness Centers paid through the School Behavioral Health Incentive Program). To that end, we anticipate applying for several grant rounds of the Children and Youth Behavioral Health Initiative.

Special Projects: Student Services

Gayelynn Gerhart, Director

- Attended the MTSS conference with YCOE colleagues in Anaheim, July 17-20, 2023.
- Met with representatives from Advanced Peace to learn more about their programs and how they can support our school staff.
- August 1st was the launch of our Yolo County Community Schools Community of Practice Meeting.

Special Projects

Gail Nadal, Director

- As summer has arrived, educators are in productive planning and reflection. Transitional Kindergarten (TK) updates and announcements of enhanced operations for the 2023-24 school year have been messaged by California Department of Education (CDE) on new requirements and legislation. YCOE and our five-school district Local Education Agencies (LEA's) will be working together to understand the changes and improvements being made for the growing TK enrollment.
 - Upon full implementation, as a condition for full apportionment for students in TK, a school district or charter school shall ensure that by the **2025-26 school year**, TK is available to all children who will have their fourth birthday by September 1 of the school year.
 - **A new provision authorizing enrollment of “early enrollment” students will be updated to allow LEAs to enroll these students.** The CDE is working with the Legislature to clarify this and will update this guidance upon further changes to the statute. These conditions include but are not limited to, conditions for the TK classrooms in which these “early enrollment” students are placed.
- Yolo County Office of Education held an informational session for Family Childcare providers on July 25, 2023, to create a Childcare Connections Network to support childcare providers in Woodland and Rural Yolo County. This informative orientation gave providers an opportunity to engage and exchange practices with other childcare providers. The Network will be a place for providers to participate in ongoing training and professional development, network with other providers, and receive support for their childcare program. Regular meetings will be planned to support this network of family childcare providers.

Special Education

Marty Remmers, Director

- I'd like to formally introduce Edward "Eddie" Graziano, a new Principal for our programs, replacing Lisa Young. Eddie has been in education for 27 years, with 23 years serving in special education. He taught in county operated Special Day Classes (SPC) for 15 years and spent the last 7 years in various administrative positions. He's been happily married for 27 years, with 4 kids together (ranging from 20 to 27 years old and a 3-year-old grandson! He and his wife have 3 dogs and they love to bike ride, hike, kayak, and of course, he's a die-hard Raiders fan.
- On July 6, 2023, Jocelyn Barrios, our Board-Certified Behavior Analyst (BCBA), completed another round of Crisis Prevention Institute (CPI) training for 14 of our staff. Of those staff she trained 10 paraeducators, 1 educationally related mental health services (ERMHS) clinician, 1 occupational therapist and 1 teacher. Great work everyone!
- Extended School Year ended on July 14, 2023. (See pictures below.)



- On June 15, 2023, Jessica Bohatch, YCOE Principal and members of our YCOE Human Relations department, participated in a Job Fair at the Woodland Community and Senior Center.
- We will be hosting a voluntary New Year/New Staff training for new hires within the Sped Department. This training will be on August 9, 2023, from 8:30am - 4:00pm at the YCOE conference center. We are inviting all new hires to attend and some of the staff we hired through the 22-23 school year. There will be up to 25 participants. Para's, teachers, nurses, speech language pathologists were invited to learn about the Special Education Information System (SEIS), AERIES Information Software, verbal de-escalation skills, trauma informed practices, Outlook, classroom management, and job expectations. We have a bevy of highly qualified trainers creating content for the training, including:
 - **Jessica Bohatch** -YCOE Principal, **Jocelyn Barrios** -YCOE BCBA, **Laurie Butler-Enchandia** -YCOE ERMHS Clinician, **Cyndi Hale** - YCOE ERMHS Clinician, **Monica Phillips** -YCOE School Psychologist, **Alejandra Hernandez** - YCOE Secretary, **Kimberly Kimes** - YCOE Sr. Computer Systems Specialist, YCOE Information Technology (IT) providers. Thanks to all our training team for participating!

Inclusive Early Education Expansion Program (IEEEP)

Sara Portugal, Program Specialist II

Looking Ahead....

1. We will be hosting the Infant Toddler version of the teaching pyramid training for all Early Intervention specialists in Yolo County.
2. Budget Revisions have been submitted to California Department of Education for the 2023-2024 year.
3. Our Lending Library has been utilized by several Head Start and Early Head Start teachers, district teachers, and the Yolo Crisis Nursery.
4. We will be completing The Inclusion Mindset and Managing Challenging Behavior in Early Childhood Education for our Head Start and Early Head Start teachers in August.

Teaching & Learning

An Ta, Program Specialist III, Administrator, Teaching & Learning

From the College and Career Readiness (CCR) and Community and Adult Ed team:

- We completed a successful four-week summer intensive Community Health Worker Certificate program with ten participants earning their certificates. Participants included Transition Age Youth across Yolo, Solano, and Sacramento counties, community members returning to the workforce or who are pivoting industries, and current health practitioners from various community partner organizations which include Yolo County Children's Alliance, Communicare Health Centers, and Health Education Council.
- On Saturday, August 26, 2023, we will be awarding certificates to participants in our spring and summer community and adult education courses. The awarding of the certificates will be from 10am -11:30am at the Woodland Public Library Square One Maker Space.
- On Saturday, August 26, 2023, participants from the Entrepreneurship/Grow Your Own Small Business will be holding a Vendor Fair from 1pm - 5pm at Woodland Public Library Square One Maker Space and Leake Room. Come support our new local businesses!
- Our Transition Age Youth Collaborative will be wrapping up our final summer engagement this coming Tuesday, August 8 from 10am - 12pm at the Woodland Community and Senior Center. We will be sharing the data, feedback, and themes from previous engagement session conversations.
- Save the Date! The Transition Age Youth Summit is on Friday, October 27, 2023, from 9am - 3:30pm at the Yolo County Office of Education Conference Center!
- Yolo County Office of Education will be present at the upcoming Yolo County Fair. We will be sharing programs and resources from the Prevention and Wellness, Early Childhood Education/Head Start, College and Career Readiness, and Community and Adult Education. The Human Resources team will also be sharing employment openings and opportunities.

Teaching & Learning

Catherine Irwin, Program Coordinator, Multi-Tiered Systems of Support

- Several members of the Teaching and Learning team attended the California Multi-Tiered System of Support Conference, July 17-20. As well as building our understanding of Inclusive Academic, Behavior, and Social Emotional Learning practices, we hosted a networking session that connected Yolo County education leaders and practitioners with the support and technical assistance providers.
- During June and July, we provided professional learning and coaching for Winters Joint Unified School and Washington Unified School District to implement Multi-Tiered Systems of Support to develop procedures to efficiently connect students to academic and wellness resources and services.
- In August we will launch a year-long partnership with Esparto Unified School District and the Rural Math Collaborative to train lesson study facilitators to provide student and teacher centered professional learning.
- Our monthly meetings connecting Expanded Learning Coordinators from across the county to share best practices and collaborate will restart in August.

Education Services Programs – School Sites Opening Days

Program	School Site	Start Date
Early Childhood Education		
HeadStart	Winters-Wolfskill Center	14-Aug
	Esparto Center	14-Aug
	Alyce Norman Center	14-Aug
	Plainfield Center	14-Aug
	Prairie Center	14-Aug
	Greengate Center	14-Aug
	Woodland Central Center	14-Aug
	Montgomery Center	14-Aug
Special Education		
Adult Living Skills	SolWest-Davis	22-Aug
Autism	Greengate School	14-Aug
Deaf & Hard of Hearing	Plainfield	14-Aug
	Greengate School	14-Aug
Horizon	Whitehead Elementary	14-Aug
	Lee Middle	14-Aug
	Woodland High	14-Aug
	Davis Senior High	22-Aug
	Yolo Education Center	16-Aug
Infant Program	Greengate School	14-Aug

Multiple Disability Program	Greengate School	14-Aug
	Riverbank High School	16-Aug
	Yolo Education Center	16-Aug
Alternative Education		
Alternative Education	Chavez	14-Aug
	Dan Jacobs (Year-Round)	14-Aug

Yolo County

OFFICE OF EDUCATION

Board Calendar (Meetings, Events and Special Dates)

Back to School

August 9 – Esparto Unified School District

August 9 – Winters Joint Unified School District

August 14 – Woodland Joint Unified School District

August 16 – Washington Unified School District (West Sacramento)

August 22 – Davis Joint Unified School District

* Reminder: YCOE school and program sites are aligned with the district where the program resides.

August

Friday, August 11, **YCOE Orientation**, location: YCOE Conference Center

August 16-20, Yolo County Fair (Woodland), www.yolocountyfair.net – YCOE programs + Head Start will be tabling in the Main Exposition Building

September

Saturday, September 9, 9:00 am-3:00 pm, Adulting 101: Life Skills for Teens, location: Woodland Community and Senior Center ([register](#))

Tuesday, September 12, 3:30 pm, **Board Meeting**

Sunday, September 17, 5:30-9:30 pm, Woodland's Dinner on Main, location: Heritage Plaza ([register](#))

Tuesday, September 19, Building a Resilient Yolo Summit, location: Davis Veterans Memorial Center, bry2023.eventbrite.com

Wednesday, September 20, Empty Bowls Fundraiser with Fourth & Hope, lunch at noon, dinner at 5:30 pm, location: Life Pointe Church, fourthandhope.org/emptybowls2023

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, Yolo Youth Empowerment Summit, location: UC Davis ARC Ballroom, yolosaysyes.com

October

Friday, October 6, 8:00 am-noon, CSAC Statewide Financial Aid Workshop, location: YCOE Conference Center ([register](#))

Tuesday, October 10, 3:30 pm, **Board Meeting**

Saturday, October 21, 3:00-6:00 pm, YoloArts Farm Gala, location: Gibson House ([register](#))

Friday, October 27, 9:00 am-3:30 pm, Transition Age Youth Summit, location: YCOE Conference Center ([register](#))

Saturday, October 28, 10:00 am-4:00 pm, Sacramento Black College Expo, location: Sacramento State University ([register](#))

November

Tuesday, November 14, 3:30 pm, **Board Meeting**

Saturday, November 18, 8:00 am-noon, West Sacramento Community Giveaway Day (hosted by Yolo County Children's Alliance), location: Sutter Health Park

December

Tuesday, December 12, 3:30 pm, **Board Meeting (Organizational Meeting)**

Saturday, December 16, 8:00 am-noon, West Sacramento Holiday Toy Distribution (hosted by Yolo County Children's Alliance), location: Alyce Norman Education Center

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:

- a. June 13, 2023 Special Board Meeting
- b. June 27, 2023 Regular Board Meeting
- c. June & July 2023 Temporary County Certificates (TCC's)

Supporting Documents



6-13-23 Minutes



6-27-23 Minutes



TCC's June 2023 6 totals



TCC's July 2023 4 totals

YOLO COUNTY BOARD OF EDUCATION
Special Meeting: June 13, 2023
MINUTES

1.0 OPENING PROCEDURES

1.1 Call to Order and Roll Call. The Yolo County Board of Education met on June 13, 2023, at 3:32 p.m. at a Special Board meeting session in person. Board Members present were Elizabeth Esquivel, Melissa Moreno, Armando Salud-Ambriz, Shelton Yip. Tico Zendejas is absent. Vice President Yip presided. Superintendent Garth Lewis was present. (Roll Call held).

1.3 Indigenous Land Acknowledgement Statement. The land acknowledgement statement was conducted.

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

1.5 Approval of Agenda.
Motion to Approve agenda.

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

2.0 RECOGNITION OF GUESTS AND PRESENTATIONS

2.1 Introduction of new staff
Crissy Huey, Associate Superintendent, Administrative Services introduced Frances Palu, new hire for the Director of Internal Fiscal Services who is replacing Debra Hinely. Staff welcomed Ms. Palu who introduced herself. She thanked everyone and is excited to be at Yolo County Office of Education (YCOE). Stan Mojsich, Assistant Superintendent, Equity and Support Services introduced Jared Coughlan, new Principal of Alternative Education. Mr. Coughlan introduced himself and discussed his experience, which includes the Teacher of the Year. He is excited to be working in alternative education.

President Zendejas arrived at 3:37 pm

3.0 Public Comment

None

4.0 A public hearing will be conducted to receive comment from parents, teachers, members of the community, and bargaining unit leaders regarding spending regulations for supplemental and concentration grants; to notify the public of the opportunity to submit written comments regarding the specific actions and expenditures to be included in the Local Control and Accountability Plan.

Public Hearing opened at 3:39 PM and closed at 3:40 PM.

5.0 A public hearing will be conducted to receive comment from parents, teachers, members of the community, and bargaining unit leaders regarding the 2023-24 Proposed Yolo County Office of Education’s Budget.

Public Hearing opened at 3:40 PM and closed at 3:41 PM.

6.0 ACTION ITEMS

6.1 Consolidated Application Winter Release

Motion to approve Consolidated Application Winter Release.

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

7.0 INFORMATION ITEMS

7.1 2023 Local Control and Accountability Plan (LCAP)

Stan Mojsich, Assistant Superintendent, Equity and Support Services and Gayelynn Gerhart, Director, Special Projects presented this item. Thanked Internal Fiscal and External Business departments for their work on the LCAP along with Sonia Pizano, who was responsible for data for the LCAP.

Items reviewed:

- LCAP Plan Summary
- Budget Overview for parents
- LCAP reflections
- Educational Partner feedback
- Educational Partner student feedback
- Educational Partner staff feedback
- Educational Partner Community feedback
- Comprehensive support and Improvement plan – areas to be addressed with the implementation of evidence based.
- YCOE LCAP goals
- LCAP Revised Actions – each goal reviewed.
- Next steps
 - Request board approval at June 27, 2023, meeting.

Questions

Trustee Moreno stated that there is obviously much care and engagement at school. She had questions on hiring another youth advocate part time or full time. Is the position less hours than current youth advocate? Trustee Moreno asked if it makes sense to hire another youth advocate. Staff stated that hiring another full-time employee makes a difference and it is based on experience. Mr. Mojsich stated that

we are giving additional time to advocate to help during peak hours. Trustee Moreno asked about LCAP goals – Goals need to be more specific and not general. Staff stated that goals are achievable in four (4) years. Items are meant to be broad, and actions should be more specific.

Trustee Esquivel commented on Goal 1 additions (are there any changes). She did not see it reflected. Staff commented it was an oversight and will add the Goal 1 additions.

Vice President Yip commented on strengthening trauma informed care for students. Aces scores done during intake by therapist. Staff stated that it is not in LCAP but is part of the process under Social Emotional Learning (SEL).

Trustee Salud-Ambriz commented that he is new to the education world. Acronyms are not always known. He asked if staff could explain acronyms in future.

Trustee Zendejas commented that it is challenging to update and gain access to facilities like the gym where students can walk to or get memberships based on feedback. Mr. Mojsich stated that it is possible, and the staff is trying to engage students outside of campus. Staff will investigate gym memberships and Ms. Gerhart stated that there are new groups that students can and will participate in, for example the Boys and Girls club.

Vice President Yip commented on graduation at detention center and if the facility could be open to community for clubs, events, etc.

Trustee Esquivel thanked the staff for the document.

Vice President Yip commented on the listening tour from students and appreciated needs and wants that were expressed.

Trustee Moreno commented on how the students are asking for ethnic studies and who is developing curriculum. Youth can also be connected to the freedom center. Working with curriculum is part of Equity and Support team per Mr. Mojsich. Culturally relevant action items are part of the LCAP and there is collaboration with the Freedom Center and UC Davis for Chicano studies. This item is part of Interim Principal Schlaman's to do list.

7.2 2023 School Plan for Student Achievement

Stan Mojsich, Assistant Superintendent, Equity and Support Services presented this item. There were no questions. There are no substantive changes from last year. Item will be brought back to Board as action item on June 27, 2023.

7.3 Proposed 2023-24 Budget for the Yolo County Office of Education

Debra Hinely, Director, Internal Fiscal Services presented this item. Item will be brought back to Board as action item on June 27, 2023.

- Overview of Budget Adoption and Reporting Process
- Budget Development Assumptions
 - YCOE ADA History 2020/21 and 2023/24
 - Revenues 2023-24 County School Service – Fund 01
 - Expenditures
 - 2023-24 Components of Ending Fund Balance
 - Estimated Actuals & Proposed Budget Variance
 - Multi Year Projections
 - Budget Assumptions are for outyears.
 - CalPERS
 - CalSTRS
 - 2023-24 Proposed Budget & Multi Year Projection (MYP)
 - Summary of all funds

Questions from Board included:

Carryover funds for COVID. ELAC dollars are also part of the carryover per staff. What are carryover funds. Ms. Hinely commented on spending and stated that next year it will be mainly used for staff. ELOP dollars are for TK – 6th extended day.

Trustee Salud-Ambriz asked about the lottery line. Staff stated funds are received based on students that YCOE serves. Once funds are received, they are allocated to programs. The second question includes a meeting with him regarding understanding Page 275 & 276 and the funds being spent and proposed for College and Career. Ms. Hinely stated that in the budget we round everything up. You will sometimes see 0 since we are rounding down and up. This is how we track funds.

Vice President Yip asked about funds collected with school based medical dollars and reimbursements. Mr. Mojsich stated that this is being worked on with the Prevention and Wellness team. Trustee Moreno asked if emergency reserve funds could be used for Yolo COE. Staff stated that reserve is 3% and it is for economic uncertainty. YCOE is at minimum amount. The Board can always raise the amount if they so choose.

President Zendejas commented on understanding county budget. Do department heads quantify what is wanted but are sometimes not able to fund? Are the needs and services not allowed within budget. Does that happen here? Ms. Hinely stated that programs are involved in budget processes, for example Head Start starts process in November and the needs and wants or discussed during budget development.

7.4 Declaration of Need for Fully Qualified Educators of 2023-24

Superintendent Garth Lewis presented this item. This is an Information item. We simply missed bringing forward this item last month. Allows YCOE to seek emergency permits due to staff shortages. President Zendejas asked if this is a requirement or are there restrictions with exemptions or waivers. Site principals do

need a graduate degree. That is firm. Trustee Moreno had a question on page 373 where it lists colleges and universities participating. She asked about Yolo Solano Teaching Credentialing program. Superintendent Lewis stated that it is a qualifying program.

8.0 ADJOURNMENT. The meeting was adjourned at 4:45 PM.

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

Garth Lewis, Superintendent

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: June 27, 2023
MINUTES

1.0 OPENING PROCEDURES

1.1 Call to Order and Roll Call. The Yolo County Board of Education met on June 27, 2023, at 3:31 p.m. at a Regular Board meeting session in person and via Zoom. Board Members present were Elizabeth Esquivel, Melissa Moreno, Shelton Yip, Armando Salud-Ambriz, 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: Yip **SECOND:** Salud-Ambriz **AYES:** Yip, Salud-Ambriz, Esquivel, Yip, Zendejas **NOES:** None **ABSENT:** None

2.0 RECOGNITION OF GUESTS AND PRESENTATIONS

2.1 Introduction of New Staff
Superintendent Lewis introduced Cindy Nguyen, the new Interim Executive Director for Human Resources and Crissy Huey, Associate Superintendent, Administrative Services introduced Lorelle Mudd, the new Director of External Business Services.

2.2 Presentation on the Plan for the Mixed Delivery Grant on Behalf of the Yolo Childcare Planning Council (LPC). Shannon McClarin, Director, Early Childhood Education presented the PowerPoint in the Board packet. Trustee Salud-Ambriz congratulated staff on the grant. Vice President Yip commented that we have been pushing a foundational program for early childhood education for years and he is happy to hear about the program and work. President Zendejas thanked Ms. McClarin for her leadership on the project.

3.0 Public Comment.
None

4.0 REPORTS

4.1 Board Reports

Vice President Yip

- Attended YCOE Staff appreciation on May 18.

- Attended CSBA delegate assembly and CCBE on May 20.
- Attended celebration of two (2) students who got AA degree.
 - One of the students was accepted to San Diego State University.
- Attended facility committee meeting.
- Attended YCOE retirement celebration on June 1.
 - 125 years of service and memories.
- Attended graduations for ALS, Horizon, etc.

Trustee Salud-Ambriz

- The Board meeting is the second meeting he participated in after surgery.
- Attended facility committee meeting and it was great to hear from Ms. Huey on what has been done to upgrade facilities and plan for the future.
- Attended brunch event with Senator Dodd. It was great to continue conversations.
- Attended some graduations and looks forward to providing more reports in the future.

Trustee Esquivel

- Attended State of City of West Sacramento address.
- Attended CCBE annual conference planning meeting.
- Attended CSBA Policy committee platform meeting.
 - Discussed how do we continue to move advocacy efforts forward. Excited to be more engaged at county level.
 - Also discussed staff shortages and how to provide incentives and promote within.
- Attended a scholarship ceremony for a Latino student studying political science on behalf of family.
- Attended press conference in West Sacramento to launch statewide efforts regarding library imagination.
 - Beautiful to see young kids participate along with the state senator.
- Attended Cesar Chavez Community School graduation.
 - Great to see the support from families and students and to hear testimonials from mentors and teachers.
- Attended son's TK graduation.
- Attended West Sacramento's Juneteenth event.
- Attended West Sacramento's Roundtable even on mental health care.
 - Representatives from Yolo County were at the event who discussed services and continued conversation on topic. There was also a report on the Roadmap to the Future.
- Discussed the Governor and legislative budget agreement.
 - Eighty (80) million go to community schools. Happy to see that amount is being provided.
 - Currently working on accountability language. It was great to see all of the county board resolutions which took a lot of effort and legwork. County board members played a big part in support.

Trustee Moreno

- Attended Greengate graduation.
- Secured keynote presenter for California Latino School Boards Association (CLSBA) conference in Long Beach this year. Silvia Mendez will be keynote. She received the medal of freedom award from President Obama. The Board was invited to attend the conference.
- Served as master of ceremonies for Cesar Chavez bilingual school. This graduation was at the same time as Cesar Chavez Community School graduation, and she was not able to attend. Promotion of bicultural education was celebrated.
- Attended Davis Joint USD district award ceremony for ethnic studies to celebrate Yolo Academy youth for work being done.
- Attended 3-day ethnic studies event at UC Davis Institute. Connected with Humboldt COE on their work with ethnic studies to develop and improve curriculum.
- Recommended two (2) people to become teachers and to go through COE program for teaching.

President Zendejas

- Currently recruiting Executive Director for RISE and has accepted a new position on July 3 as the Yolo County Diversity, Equity and Inclusion manager.

Superintendent

- Congratulated President Zendejas on his new position.
- Attended graduations.
- Thanked Crissy Huey, Associate Superintendent, Administrative Services and Debra Hinley, Director, Internal Fiscal Services for all their hard work and congratulated them on their upcoming retirement.
- Discussed two (2) day retreat for leadership alongside union leadership.
 - Focused on welcoming new members of team, highlights and looking forward to new year with the evolving role of COEs. The focus was on driving culture of One YCOE – interdependence and value of diversity of perspective and expertise. Promoted and practiced continuous improvement with the Excel lab. Reviewed vision of model service, innovation, and impact.
- Trustee Esquivel commented on funding for COEs.

SAT

Administrative Services

- Crissy Huey, Associate Superintendent, Administrative Services reviewed her Board report.
- Acknowledged and praised the SOS department and Matt Juchniewicz, Director, SOS with his success on internships. Three (3) students have joined the SOS department. Ms. Huey commented on the upcoming

beautification by front entrance being done by SOS and interns and is excited and embraced participating in interns' growth.

Educational Services

- Maria Arvizu-Espinoza, Associate Superintendent, Educational Services reviewed her Board report.
- Discussed graduations, Special Education, Cesar Chavez Community School and thanked staff and families for support.
- Congratulated retirees.
- Discussed summer programs.
 - Head Start and preschool are still open. Special education team ESY still ongoing.

Committees

Trustee Salud-Ambriz stated that there are no updates on student board representatives or facilities. Will explore process to see what state is doing with this issue. More information will be reported later this fall.

- 2.2 Associations
None.

5.0 CONSENT AGENDA

Motion to Approve Consent Agenda.

Motion to approve consent agenda with Trustee Moreno's amendment to her report.

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

6.0 ACTION ITEMS

- 6.1 2023-2024 Local Control and Accountability Plan
Gayelynn Gerhart, Director, Special Projects presented this item. Changes were made from feedback at the last meeting.

Trustee Moreno had questions on page 57 in regard to Cesar Chavez mobility at 54% need and the impact vs. statewide average. Also, a question on page 122 on the social and emotional funds for students. Ms. Gerhart answered and discussed the LCAP funding in which she stated that most funding is done by grants, etc. and is not reflected in LCAP. Funding could be out of different sources for staff. Funding can also be shifted. Trustee Moreno also commented that students are asking to go beyond Chicano studies and she has never heard about Chicano studies in curriculum. The first time this subject has come up was in the last meeting in terms of data or feedback survey results. She stated that it is important

to clarify what survey and when it was presented in LCAP.

Ms. Gerhart discussed the specific tasks to get input from staff and community on this topic. Interviews, meetings, gatherings were scheduled to meet goals and find out what students are feeling. Trustee Moreno thought it would be interesting to tell the story of students in a document or in the future to present a report to measure accountability, graduation, and attendance. Ms. Gerhart discussed the large markers and measurements for Chavez including Star testing (annual), math test, consolidated application report showing measurements. Other ways to measure student growth is circle time, individual data. credits, attendance, home data, etc. Staff try to look beyond the dashboard and talk to students who they follow day by day. She stated that there is data, it just looks different from traditional school data.

Motion to approve 2023-2024 Local Control and Accountability Plan.

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

6.2 2023 School Plan for Student Achievement

Motion to approve 2023 School Plan for Student Achievement.

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

6.3 2023-2024 Budget Adoption for Yolo County Office of Education

Trustee Moreno had questions on the funding for COVID-19. Debra Hinely, Director, Internal Fiscal Services, commented on the funds and how they are shown in the report. She discussed the needs of YCOE, how long deficit is reflected and program needs. She also discussed the planning process for carryover in prior years and revenue for next year and how the lotto funds work for schools.

Motion to approve 2023-2024 Budget Adoption for Yolo County Office of Education.

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

6.4 2023-2024 Education Protection Account Spending Plan

Motion to approve 2023-2024 Education Protection Account Spending Plan

MOTION: Yip **SECOND:** Salud-Ambriz **AYES:** Yip, Salud-

Ambriz, Moreno, Esquivel, Zendejas **NOES:** None **ABSENT:** None

6.5 Temporary Interfund Cash Transfers

Trustee Salud-Ambriz asked if the Board received a report on when staff has to make these transfers? Trustee Moreno asked if this practice can be proposed in case it is needed. Debra Hinely, Director, Internal Fiscal Services stated that past practice is for this to happen at the beginning of the fiscal year to cover year and yes staff would report to the Board when cash is transferred out.

Motion to approve the Temporary Interfund Cash Transfers.

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

6.6 Second Reading of Board Policies (9000 series)

Motion to approve Board Policies:

BB 9000 - Role of the Board
BB 9005 - Governance Standards
BB 9010 - Public Statements
BB 9011 - Disclosure of Confidential/Privileged Information
BB 9012 - Board Member Electronic Communication

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

7.0 **INFORMATION ITEMS**

7.1 Attendance Board Report – June 2023

Interim Principal Heather Schlaman, Cesar Chavez Community School (CCCS) presented this item. She thanked the Board for attending the CCCS graduation. Trustee Moreno asked if students are involved in multiple programs. Staff stated it is usually one program or the other, for example YCCP. Most students take core work and participate in the YCCP program. She also stated that four (4) YCCP students are interning this summer. Trustee Moreno asked about dual enrollment courses and if they are offered to students from Chavez? Ms. Schlaman stated that there has been a conversation currently on this topic and more information will come to the Board on dual enrollment and college access. Staff have also discussed Chicano studies and are currently working on curriculum to support the new principal.

Trustee Esquivel left at 4:37 PM returned at 4:40 PM

7.2 Head Start/Early Head Start Reports

Director McClarin presented this item.

Items discussed included:

- QRIS grant and continued funding.
- Current support for preschool programs. President Zendejas asked which summer programs are closed. Ms. McClarin discussed the schedule.
- Superintendent Lewis asked a question about the QRIS grant and which programs are supported. Ms. McClarin commented that all California State preschool programs are eligible. YCOE supports Washington USD, Woodland, Esparto and Winters. The Shores of Hope School in West Sacramento is also supported.
- YCOE Head Start federal programs. Superintendent Lewis discussed the mixed delivery model access and quality and the role Ms. McClarin, and her team would play across Yolo County.
- The Local Planning Committee (LPC) community needs assessment. Where the programs are located and what the children need in community and LEAs.

7.3 Section 52066 LEA Support Plan

Maria Arvizu-Espinoza, Associate Superintendent, Educational Services presented this item. She discussed the annual report under the education code and the levels of support. Trustee Moreno asked about the increase in administration at YCOE. Ms. Arvizu-Espinoza commented on the increase of services to districts and the state increasing the requirements of services and reports to the districts. There is a changing role of leadership for county offices of education. Funding was also discussed and when it is available, we do hire. Sometimes the need to hire is absorbed within the office also.

Trustee Esquivel asked about Differentiated Assistance. Staff discussed the dashboard at the state level for district schools and students. Results update every fall from school districts and items reported include absenteeism, suspension rate and the graduation rate. YCOE provides technical assistance to districts and the districts can request support to address certain issues. Trustee Moreno asked if districts pay for this service. YCOE receives state funding for this assistance and to train staff. Trustee Moreno asked if an LCAP has not been approved in the past? Ms. Arvizu-Espinoza stated that she is not aware of that happening. Superintendent Lewis stated that YCOE has sent LCAPs back to a district to make changes which have been done on occasion. The team works with districts and guides them through the process to avoid any issues.

7.4 2023 Local Indicators

Staff described the data gathering process for this report. Trustee Moreno asked about the response rate from students. Staff stated that eleven (11) responded out of a possible twenty-five (25) so it's about 50% response rate. Staff stated that it is a voluntary survey for staff and students. Vice President Yip commented on the percentages of climate and culture and asked the possible reasons why voluntary.

Staff stated that the survey is anonymous and that they are trying to understand measures of effectiveness and ideally, we would want all students to answer survey but given circumstances they are given a three (3) week window.

Trustee Esquivel commented and stated that she is concerned about the comments on campus climate, ethnicity and consistency on campus and there is still a good number of students who feel different about cultural background. Those items stand out and is good information to know as staff prepares for a new school year especially with the change in leadership. Staff stated this is all a work in progress.

Trustee Salud-Ambriz stated that he doesn't rely on surveys. They don't always show the full situation. He asked if he could see results from the last two (2) years if possible. Staff stated that the surveys are not a direct comparison they use various tools dependent on LEA's discretion. President Zendejas stated that maybe next year they could use a like survey for comparison, and maybe this would be more concise could be a good baseline for improvement. Trustee Moreno stated that it is very important to have conversations and measure perception. She stated she is glad she has visited CCCS for context and has seen the caring education given to students. Staff stated that the survey is not a research tool, it is a self-assessment of staff and students and not part of metrics on LCAP. Ms. Arvizu-Espinoza clarified the deadline to the state.

- 7.5 Williams Quarterly Report on Yolo County Schools in Decile 1-3; Covering the months of April, May and June.
No findings. Staff stated that all districts were in compliance.
- 7.6 Monthly Board Financial Report
Debra Hinely, Director Internal Fiscal Services presented this item. There were no questions.
- 7.7 Statement Certifying Insurance to Cover Assets Purchased with Certificates of Participation
Crissy Huey, Associate Superintendent, Administrative Services presented this item. She gave context on the financing of property at Santa Anita and the requirements were reviewed.
- 7.8 No Event of Default Certification
Crissy Huey, Associate Superintendent, Administrative Service presented this item. No questions.
- 7.9 Covenant to Budget and Appropriate for the 2023-2024 Fiscal Year
Crissy Huey, Associate Superintendent, Administrative Service presented this item. No questions.
- 7.10 First Reading of Board Bylaws (9000 Series)
Superintendent Lewis reviewed the first reading of Board Bylaws (9000 Series):

BB 9100 - Organization
BB 9121 - President and other Officers
BB 9130 - Board Committees
BB 9140 - Board Representatives
BB 9200 - Limits of Board Members Authority

Policies will come back to the Board as an action item at the next meeting.

8.0 Suggested future agenda items.

- Turnover and emergency credential conditions in YCOE – Future meeting.
- EL RISE – Future meeting.
- Organ donation resolution for August meeting.

Shelton thanked staff for a successful year supporting families.

9.0 ADJOURNMENT. The meeting was adjourned at 5:22 PM.

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

Garth Lewis, Superintendent

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

June 2023

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Carlos Flores Jr.	30-Day Substitute Permit
Kevin Farris	Single Subject Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Anthony Amato	Career Substitute Permit
Veronica Aceves	30-Day Substitute Permit
John Wallen	30-Day Substitute Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Kimberly George	30-Day Substitute Permit

Total TCC's for the Month of June 2023: 6

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

July 2023

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Marla Bowen	Pupil Personnel Services Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Alberto Tamayo	Administrative Services Credential

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Rocio Jacobo Perales	CD Site Supervisor Permit
Jared Coughlan	Administrative Services Credential

Total TCC's for the Month of July 2023: 4

6. ACTION ITEMS

6. 1. RESOLUTION #23-24/4 California Native American Day - September 22, 2023 

Description

Approve RESOLUTION #23-24/4 California Native American Day - September 22, 2023

Recommendation

Staff recommends approval of RESOLUTION #23-24/4 California Native American Day - September 22, 2023

Supporting Documents



CA Native American Day Resolution 2023

Contact Person

Trustee Melissa Moreno will present this resolution to:

Juliet Maestras, Executive Director, California Tribal College, and member of the Hoopa Valley Tribe.



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

**Resolution #23/24-4
California Native American Day
September 22, 2023**

WHEREAS, an official state holiday, California Native American Day is a time-honored tradition in the California Native American community and provides an opportunity to learn about the history of the original stewards of our land and their vibrant cultures, rich traditions and deep-rooted heritages; and

WHEREAS, Native American Day began in California in 1939 when Governor Culbert Olson dedicated October 1st as “Indian Day”; and

WHEREAS, in 1968, California Tribal Leaders and Governor Ronald Reagan declared the fourth Friday of September as “California Indian Day”; and

WHEREAS, Native Americans are considered to be the first Americans to live in and populate the United States and by the time the first explorers and settlers arrived from Europe, Native Americans had populated the entire North American continent, from the Atlantic to the Pacific, and from the Gulf of Mexico all the way to the northern reaches of Canada; and

WHEREAS, the Yolo County Board of Education recognizes that our county office of education is located on the territory of the Patwin people, including the Yocha Dehe Wintun Nation; and

WHEREAS, the Yocha Dehe Wintun Nation is preserving Patwin traditions and cultures by helping families, protecting the environment and supporting communities in need; and

WHEREAS, the theme for the 56th annual California Native American Day on September 22, 2023 is “Protecting Our People Through Sovereignty: Past, Present and Future” and is presented by the California Tribal Chairpersons’ Association; and

WHEREAS, the Yolo County Board of Education takes great pride in recognizing California Native American Day on September 22, 2023 and calls upon educators and the community to observe this day with appropriate activities and programs, and to educate students about California tribes and the California Native American way of life;

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools honor California Native American Day on September 22, 2023, to mark the achievements and contributions of Indigenous peoples in California.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 8, 2023, by the following vote:

AYES: Esquivel, Moreno, Salud-Ambriz, Yip, Zendejas

NOES:

ABSTAIN:

ABSENT:

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

6. 2. RESOLUTION #23-24/5 In Support of California High School Voter Weeks, September 20-30, 2023 

Description

Approve RESOLUTION #23-24/5 In Support of California High School Voter Weeks, September 18-29, 2023.

Recommendation

Staff recommends approval of RESOLUTION #23-24/5 In Support of California High School Voter Weeks, September 18-29, 2023.

Supporting Documents



HS Voters Weeks Sept 18-29 (2023 Version)

Contact Person

President Tico Zendejas to present to Tom Adams.



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

Resolution #23-24/5

In Support of California High School Voter Weeks, September 18-29, 2023

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

WHEREAS, it is vital that youth in Yolo County play a critical role in our democracy by helping to choose the people who will lead us by voicing their opinions on the issues that are important to them; and

WHEREAS, eligible 16- and 17-year-olds can pre-register to vote and then automatically become active voters once they turn 18; and

WHEREAS, High School Voter Week are an opportunity for schools and civic organization to use traditional and nontraditional methods to focus on increasing voter registration and voter turnout, and work to educate communities on the importance of voting; and

WHEREAS, with the passage of Senate Bill 955 in 2022, students in grades 6-12 are now allowed to have one excused absence per year to participate in a civic or political event, provided that the student notifies the school ahead of the absence; and

NOW, THEREFORE, LET IT BE RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools endorse and support the High School Voter Weeks of September 18-29, 2023.

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

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 8, 2023, by the following vote:

AYES: Esquivel, Moreno, Salud-Ambriz, Yip, Zendejas

NOES:

ABSTAIN:

ABSENT:

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

6. 3. RESOLUTION 23-24/6 In Support of School Attendance 

Description

Approve RESOLUTION 23-24/6 In Support of School Attendance.

Recommendation

Staff recommends approval of RESOLUTION 23-24/6 In Support of School Attendance.

Supporting Documents



School Attendance 2023 version

Contact Person

Vice President Shelton Yip will present this resolution to:

Gayelynn Gerhart, Director, Special Projects, YCOE.



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

Resolution #23-24/6: In Support of School Attendance

WHEREAS, the Yolo County Board of Education believes that attendance is a critical element within the school system for the purpose of obtaining meaningful exposure to the core curriculum; and

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

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

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

WHEREAS, research shows that students who are chronically absent are at the greatest risk of falling behind and dropping out of school, which directly impacts low-income, students with disabilities, and English language learners; and

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

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

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 8, 2023, by the following vote:

AYES: Esquivel, Moreno, Salud-Ambriz, Yip, Zendejas

NOES:

ABSTAIN:

ABSENT:

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

6. 4. RESOLUTION 23-24/7 In Recognition of National Hispanic Heritage Month - September 2023 


Description

Approve RESOLUTION 23-24/7 In Recognition of National Hispanic Heritage Month - September 2023.

Recommendation

Staff recommends approval of RESOLUTION 23-24/7 In Recognition of National Hispanic Heritage Month - September 2023.

Supporting Documents

 In Recognition of National Hispanic Heritage Month - September 2023

Contact Person

Trustee Elizabeth Esquivel to present this resolution to:

Vicky Fernandez, Mayor, City of Woodland, CA.



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

**Resolution #23-24/7
In Recognition of National Hispanic Heritage Month
September 15 – October 15, 2023**

WHEREAS, National Hispanic Heritage Month was proposed in 1968 by U.S. Congressman Edward R. Roybal and enacted into law on August 17, 1988; and

WHEREAS, the United States celebrates National Hispanic Heritage Month for a 30-day period starting on September 15 and ending on October 15, which celebrates the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America; and

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

WHEREAS, Hispanic and Latina/o populations have been integral to the prosperity of the United States, and their contributions to the nation are immeasurable; and

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

WHEREAS, Hispanic and Latina/o population continue to make important contributions to our society in American government, business, agriculture, commerce, Armed Forces, education, the arts, science, and sports; and

WHEREAS, based on 2022-23 school year data, the State of California is home to approximately 3,284,788 Hispanic or Latina/o students from kindergarten through grade twelve, which is 56.1% of the student population in California; and

WHEREAS, based on 2022-23 school year data, Yolo County enrolls 14,278 Hispanic or Latina/o students from kindergarten through grade twelve, which is 47.9% of the student population in Yolo County; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools proclaims the month beginning September 15 and ending on October 15, 2023, as National Hispanic Heritage Month and encourages all educational communities to commemorate this occasion with appropriate instructional activities.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 8, 2023, by the following vote:

AYES: Esquivel, Moreno, Salud-Ambriz, Yip, Zendejas

NOES:

ABSTAIN:

ABSENT:

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

6. 5. RESOLUTION 23-24/8 In Recognition of National Multicultural Organ Donor Awareness Month – August 2023 

Description

Approve In Recognition of National Multicultural Organ Donor Awareness Month – August 2023.

Recommendation

Staff recommends approval of In Recognition of National Multicultural Organ Donor Awareness Month – August 2023.

Supporting Documents

 National Multicultural Organ Donor Awareness Month

Contact Person

Trustee Armando Salud-Ambriz will present this resolution to:

Kyla Aquino Irving, External Affairs Director, Sierra Donor Services & Sylvia Dinozo, kidney transplant recipient and Donate Life Ambassador.



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

**Resolution #23-24/8
In Recognition of National Multicultural Organ Donor
Awareness Month – August 2023**

WHEREAS, one organ donor can save the lives of eight people through the donation of organs, and improve the lives of up to 75 people with eye and tissue donation; and

WHEREAS, every day 22 people die on the waitlist because of the shortage of organ donors; and every year one-million people need cornea or tissue transplants; and

WHEREAS, on the national waitlist, more than 62,000 patients of color continue to wait for life-saving organ transplants, making up 60% of the those on the waitlist; and

WHEREAS, on the state waitlist, more than 16,000 patients of color continue to wait for life-saving organ transplants, making up 80% of the those on the waitlist; and

WHEREAS, there are 1,400 patients of color waiting for life-saving organ transplants in our local service area; and

WHEREAS, Sierra Donor Services serves the Northern California and Northern Nevada communities and is the center of a dynamic, interconnected system supporting donor families, local hospitals, and transplant centers in the vital mission of saving and improving lives through organ, eye, and tissue donation; and

WHEREAS, in 2022, Sierra Donor Services facilitated the transplant of 438 organs with a record number of heart, lung and pancreas transplants, saving more lives than ever before thanks to the selfless generosity of 190 organ donors and 881 tissue donors; and

WHEREAS, Californians can register to be donors regardless of their age or medical history; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools proclaim August 2023 as National Multicultural Organ Donor Awareness Month and encourages all residents in Yolo County to register as organ, eye, and tissue donor; and

BE IT FURTHER RESOLVED, the Yolo County Board of Education and the Yolo County Superintendent of Schools encourage every Californian to register as organ, eye, and tissue donors on their driver's license or ID card at the Department of Motor Vehicles, and to talk to their family about giving the Gift of Life through organ, eye and tissue donation; and

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on August 8, 2023, by the following vote:

AYES: Esquivel, Moreno, Salud-Ambriz, Yip, Zendejas

NOES:

ABSTAIN:

ABSENT:

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

6. 6. Second Reading of Board Policies (9000 series) 

Quick Summary / Abstract

- BB 9100 - Organization
- BB 9121 - President and other Officers
- BB 9130 - Board Committees
- BB 9140 - Board Representatives
- BB 9200 - Limits of Board Members Authority

Description

The Board Bylaws for the 9000 series have been updated. Staff will be bringing five (5) policies to the Board for information and action each month. The second set of Board Bylaws for Action are:

- BB 9100 - Organization
- BB 9121 - President and other Officers
- BB 9130 - Board Committees
- BB 9140 - Board Representatives
- BB 9200 - Limits of Board Members Authority

Also, the old policies below have been renumbered/combined into the bylaws already adopted by the YCOE in the past few years and will be discontinued:

- BB 9250 - Renumeration Reimbursement
- BB 9251e - Process for setting Superintendent's compensation
- BB 9271 - Code of Ethics
- BB 9300 - Methods of Operation
- BB 9311 - Formulation, Adoption, Amendment of Bylaws and Policies
- BB 9312 - Formulation, Adoption, Amendment of Bylaws
- BB 9314 - Suspension of Policies, Bylaws, Administrative Regulations
- BB 9320e - Meeting outside of School Boundaries
- BB 9324 - Advance delivery of meeting materials
- BB 9325 - Meeting Conduct
- BB 9326 - Actions by the Board
- BB 9330 - Membership in Associations
- BB 9330.1 - Representation to the YCSBA Executive Board
- BB 9400 - Board Self Evaluation
- BB 9510 - County Board Elections
- BB 9511 - Candidate Statement of Qualifications
- BB 9512 - Calendar Governing County Board Elections
- BB 9513 - Tie Votes in Board Member Elections
- BB 9600 - County Committee on School District Organization

Recommendation

Staff recommends that the Board adopt the above Board policies.

Supporting Documents

 Board Bylaws BB 9100 final 8-23

 Board Bylaws BB 9121 Final 8-23

 Board Bylaws BB 9130 Final 8-23

 Board Bylaws BB 9140 Final 8-23

 Board Bylaws BB 9200 Final 8-23

Contact Person

Superintendent Garth Lewis will present this item.

Organization

Annual Organizational Meeting

The Yolo County Board of Education (“County Board”) shall hold an annual organizational meeting, which shall be the first meeting on or after the second Friday in December. (Education Code 1009)

At the organizational meeting, the County Board shall:

1. Elect a president and a vice president by annual rotation

*Trustee Area 1 – Term Expires 12/26
President/VP rotation 2026 President*

*Trustee Area 2 - Term Expires 12/26
President/VP rotation 2027 President*

*Trustee Area 3 - Term Expires 12/24
President/VP rotation 2023 President*

*Trustee Area 4 - Term Expires 12/24
President/VP rotation 2024 President*

*Trustee Area 5 - Term Expires 12/26
President/VP rotation 2025 President*

2. Appoint the Yolo County Superintendent of Schools as secretary to the County Board

3. Authorize signatures

4. Develop a schedule of regular meetings for the year

5. Develop a governance calendar for the year

6. Designate County Board representatives to County Board standing committees and, as appropriate, other public agencies or organizations of which the County Board is a member or to which the County Board is invited to participate

Election of officers shall not be done by secret ballot.

Legal Reference:

Education Code, 1007, 1009, 1010, 1011

Government Code, 54953

Attorney Generals Opinions, 68 Ops.Cal.Atty.Gen. 65 (1985)

Management Resources:

Websites

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

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

Adopted: June 29, 2017

Revised: December 14, 2020, August 8, 2023

President and Other Officers

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

President

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

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

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

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

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

Vice President

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

Secretary/Executive Officer

The Yolo County Superintendent of Schools (“Superintendent”) shall serve as the ex officio secretary and executive officer of the County Board. As ex officio secretary and executive officer, the Superintendent shall:

1. In conjunction with the president of the County Board, construct the County Board agendas.
2. Prepare and handle the County Board minutes.
3. Act as custodian for all County Board records and documents.
4. Prepare a tentative calendar of County Board meeting dates for the year next ensuing for the consideration of the County Board at its annual organization meeting.
5. Submit to the president of the County Board all correspondence addressed to the president or County Board.
6. Handle any other duties or activities as authorized by the County Board.

Legal Reference:

Education Code, 1009, 1012, 5094

Government Code, 54950-54963

Management Resources:

CSBA Publications A Call to Order, revised 2015

CSBA Professional Governance Standards, 2000 Maximizing School Board Leadership: Boardsmanship, 1996

Websites

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

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

Adopted: June 29, 2017

Revised: August 8, 2023

Board Committees

The Yolo County Board of Education (“County Board”) may establish County Board committees on matters whenever it determines that such a committee is within its jurisdiction and would benefit the Yolo County Office of Education (“YCOE”). The County Board shall define the duties, responsibilities, authority, and term of a committee at the time of the committee's establishment. Unless specifically authorized by the County Board to act on its behalf, such committees shall act in an advisory capacity only.

The County Board president shall appoint all committees with County Board approval. The president may be a member of any such committee, and shall have the right to attend the meetings of any committee as a participating but non-voting member.

Whenever so charged, County Board committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

At the request of the County Board, the Yolo County Superintendent of Schools may serve and/or designate or nominate any YCOE staff member to serve as an advisor to or as a non-voting member of a County Board committee.

Committee Meetings

County Board committees, other than advisory committees with less than a majority of Board members as discussed below, shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws. An agenda of any such committee meeting shall be posted not less than 24 hours prior to the meeting. Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting shall be considered as regular meetings of the committee for purposes of the Brown Act. (Government Code 54954)

Standing committees with continuing subject matter jurisdiction include, but are not limited to, those which at the County Board's request are responsible for providing advice on finance, policy, governmental relations, curriculum development, and program evaluation. An ad hoc committee formed for a limited term and charged with accomplishing a specific task in a short period of time is not a standing committee. Advisory committees composed solely of less than a quorum of the members of the County Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the County Board. (Government Code 54952)

When a majority of the members of the County Board attend an open and noticed meeting of a standing committee, the County Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever so charged, County Board committees may actively seek input and participation from parents/guardians, staff, community and students and may consult with local public boards and agencies.

Committee Reports and Recommendations

County Board committees shall report their activities and/or recommendations to the County Board at an open meeting of the County Board, except in matters on which a closed session is required or allowed by law.

When an item has already been considered at a public meeting by a County Board committee composed exclusively of County Board members, and the meeting provided for public comment on the item before or during the committee's consideration of the item, the County Board may or may not provide for additional public comment on the item at a subsequent County Board meeting. Public comment shall be afforded, however, if the County Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

Legal Reference:

Education Code, 1040, 1042

Government Code 54952, 54952.2, 54954, 54954.3, 54956, 54956.5

Attorney General Opinions, 81 Ops.Cal.Atty.Gen. 156 (1998) 80 Ops.Cal.Atty.Gen. 308 (1997)
79 Ops.Cal.Atty.Gen. 69 (1996)

Management Resources:

Websites

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

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

Adopted: June 29, 2017

Revised: August 8, 2023

Board Representatives

The Yolo County Board of Education (“County Board”) recognizes that effective performance of its community leadership responsibilities may require its participation on various committees on matters of concern to the County Board, the Yolo County Office of Education (“YCOE”), or the districts, schools, and students within its jurisdiction. The County Board may appoint any of its members to serve as its representative on a committee of another public agency or organization of which the County Board is a member or to which the County Board is invited to participate.

If a committee discusses a topic on which the County Board has taken a position, the County Board member shall express the position of the County Board. When contributing their own ideas or opinions, the representative shall very clearly indicate that they are expressing their individual idea or opinion and not the opinions of the County Board.

When making such appointments, the County Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the County Board regarding committee activities and/or actions. County Board representatives shall not exercise the authority of the County Board without prior County Board approval.

County Board members serving on these bodies shall act in an advisory or liaison capacity only, and no action by these bodies shall be binding on the County Board, except in those cases where the County Board has entered into a proper agreement with an autonomous body and the County Board appointee serves as an equal voting member along with representatives from other jurisdictions.

Legal Reference:

Education Code, 1040-1047, 35160-35160.2

Government Code, 54952.2

Management Resources:

Websites

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

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

Adopted: June 29, 2017

Revised: August 8, 2023

Limits of Board Member Authority

The Yolo County Board of Education (“County Board”) recognizes that it has authority only as unit and that a County Board member has no individual authority. County Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the County Board as a whole, individual members of the County Board shall not exercise any authority with respect to any matter within the jurisdiction of the County Board. In appropriate circumstances individual County Board members may independently submit requests for information to the secretary of the County Board.

A County Board member is elected to represent the residents of the trustee area that elects them. The collective County Board should act in the best interests of the community at large.

Individual County Board members do not have the authority to resolve complaints. Any County Board member approached directly by a person with a complaint should refer the complainant to the Yolo County Superintendent of Schools (“Superintendent”) or designee so that the problem may receive proper consideration and be handled through the appropriate process. For the purpose of requesting information, County Board members shall also refer County Board-related correspondence to the president and the secretary of the County Board for dissemination to the rest of the County Board or placement on the agenda, as appropriate.

A County Board member whose child is attending a school within the jurisdiction of the Yolo County Office of Education (“YCOE”) should be aware of his/her role as a County Board member when interacting with YCOE employees about his/her child. The County Board member should inform the Superintendent before volunteering in his/her child's classroom.

Legal Reference:

Education Code, 200-262.4, 1040-1042, 35160-35160.2, 51101

Government Code, 54950-54962

Management Resources:

CSBA Publications, Professional Governance Standards for County Boards, October 2014

California County Boards of Education Publications County Board Member Handbook: A Guide to Effective Governance, 2015

Websites

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

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

Adopted: June 29, 2027

Revised: August 8, 2023

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

Recommendation

For Information.

Supporting Documents



Nicole PC Report June 2023



July Director's Report



May 2023 PC Monthly Financial Report



May 2023 PC Carryover Financial Report



6.29.23 Agenda



5.25.2023 Meeting Minutes

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: 6/23/2023				Report Outcomes for the month of May, 2023			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over Income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	18 – 36 months	C4 (2)	96.33%	12	12
2	EHS/State	Alyce Norman	6 wk. – 36 months	C7 (3)	90%	27	23
1	EHS/State	Montgomery	24-36 months	C5 (0)	75.3%	12	7
0	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C4 (0)	NA	37	35
SUB TOTAL				C20 (5)	87.21%	88	77

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C11(1)	91%	20	16
2					85%	20	14
3					91%	20	19
4					85%	19	18
13	State ONLY	Alyce Norman	3 – 5	C11(1)	80%	16	16
11	HS/State	Alyce Norman	3 – 5		90%	20	20
12				80%	20	17	
1	HS/State	Esparto	3 - 5	C2 (0)	91%	16	15
1	HS/State	Greengate	3 – 5	C6(2)	88.00%	16	16
2					89%	20	14
1	HS/State	Plainfield	3 – 5	C3 (0)	93%	16	9
1	HS/State	Prairie	3 – 5	C1 (0)	91%	20	20
1	HS/State	Woodland Central	3 – 5	C1 (0)	89%	20	15
1	HS/State	Montgomery	3 - 5	C1 (0)	90%	20	20
1	State ONLY	Wolfskill	3-5	4 (0)	90%	16	12
SUB TOTAL				C29 (3)	87.21%	263	241
PROGRAM TOTAL				C40 (8)	88.20%	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.



July 2023

Quality Grants

We provided a three-day Summer Session of professional development focusing on *Building a Strong Foundation for School Success* for Transitional Kindergarten (TK) Teachers and Paraprofessionals working in Transitional Kindergarten during July to 20 participants. This professional development was funded through our Early Education Teacher Development Grant, and we partnered with Kelly Twibell Sanchez at the UCD Lab School to offer this experience in-person at the Lab School.

Four Early Learning and Care staff are enrolled in YCOE's Early Education Teacher Development Grant (EETD) program and are pursuing their Bachelor's Degree with the California State University Sacramento Child and Adolescent Development (CHAD) program.

During July we completed program and fiscal reporting for FY 22-23 and are preparing FY 23-24 program goals for quality improvement. Orientations will be held in August.

Head Start Program

During the month of July we have our three Extended School Year preschool programs at Alyce Norman operating, as well as our two Early Head Start (EHS) programs at Alyce Norman and our EHS classrooms at Lemen and Montgomery. We provided pre-service training to our EHS teachers on July 3 to get them

started on their new school year. Our 10-month program teachers will return August 1 for nine days of pre-service training, classroom set-up and home visits. Our management team has been working diligently to plan pre-service and get everything ready for all staff to return. Furthermore, our management team has been able to take some well deserved vacation days in order to return in August rejuvenated and refreshed!

Our Family Support Staff have been actively recruiting for our Head Start and Early Head Start programs. July is one of the busiest months for recruiting as our goal is to be 100% enrolled by the beginning of the school year.

**Executive Summary
2022/2023 Fiscal Year
May 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	\$	124,818.12	\$ 1,304,129.50
Benefits/Beneficios	\$	51,675.78	\$ 535,563.21
Supplies/Provisiones	\$	6,625.76	\$ 51,724.09
<i>Parent Activities/Actividades de los padres</i>	\$	191.47	\$ 404.58
Site Supplies/Articulos de oficina para el centro	\$	6,434.29	\$ 51,319.51
Contracted Services/Servicios Contratados	\$	57,102.40	\$ 213,401.16
Operations/Gastos de Operacion	\$	15,052.78	\$ 266,639.09
Building/Land Improvements	\$	-	\$ 4,850.00
Indirect Costs/Costos Indirectos	\$	-	\$ 200,230.62
Cafeteria Fund/transerencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	255,274.84	\$ 2,576,537.67

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	\$	74,009.62	\$ 477,448.33
Benefits/Beneficios	\$	17,773.78	\$ 190,303.93
Supplies/Provisiones	\$	10,882.31	\$ 32,800.63
<i>Parent Activities/Actividades de los padres</i>	\$	46.71	\$ 93.44
Site Supplies/Articulos de oficina para el centro	\$	10,835.60	\$ 32,707.19
Contracted Services/Servicios Contratados	\$	14,281.86	\$ 101,881.00
Operations/Gastos de Operacion	\$	3,031.10	\$ 53,312.91
Building/Land Improvements	\$	-	\$ -
Indirect Costs/Costos Indirectos	\$	-	\$ 73,960.24
Cafeteria Fund/transerencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	119,978.67	\$ 929,707.04

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	\$	43.90	\$ 2,179.88
<i>Parent Activities/Actividades de los padres</i>	\$	43.90	\$ 454.79
Site Supplies/Articulos de oficina para el centro	\$	-	\$ 1,725.09
Contracted Services/Servicios Contratados	\$	2,602.87	\$ 8,014.45
Operations/Gastos de Operacion	\$	3,929.09	\$ 14,488.70
Indirect Costs/Costos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	6,575.86	\$ 24,683.03

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	\$	96.07	\$ 1,656.21
<i>Parent Activities/Actividades de los padres</i>	\$	31.75	\$ 177.18
Site Supplies/Articulos de oficina para el centro	\$	64.32	\$ 1,479.03
Contracted Services/Servicios Contratados	\$	838.87	\$ 4,523.11
Operations/Gastos de Operacion	\$	3,300.63	\$ 14,838.02
Indirect Costs/Costos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	4,235.57	\$ 21,017.34

Credit Cards	Monthly Expense
Visa	\$ 23,945.81
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 809.82
Interstate Oil	\$ 294.95
Total Credit Cards	\$ 25,050.58

Calculation of In-Kind Contributions		
	Dollars Expended Year-To-Date	In-Kind Required
Head Start	\$ 2,576,537.67	\$ 644,134.42
HS T & TA	\$ 24,683.03	\$ 6,170.76
Early HS	\$ 929,707.04	\$ 232,426.76
EHS T & TA	\$ 21,017.34	\$ 5,254.34
Total	\$ 3,551,945.08	\$ 887,986.27
Amount Required:	\$ 887,986.27	
Actual In-Kind:	\$ 949,374.84	
*Surplus/(Deficit):	\$ 61,388.57	

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

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

**Executive Summary
2022/2023 Fiscal Year
May 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	\$ 255,275	\$ 2,576,538	\$ 422,007	\$ 342,302	77.12%	12.63%	10.25%
Early Head Start/Quality Improvement	\$ 1,284,535	\$ 119,979	\$ 929,707	\$ 143,268	\$ 191,560	73.52%	11.33%	15.15%
Head Start Supp American Rescue Plan	\$ 123,210	\$ 19,864	\$ 69,185	\$ 47,880	\$ 6,145	56.15%	38.86%	4.99%
Head Start Non-Competing New	\$ 100,825	\$ 3,275	\$ 65,367	\$ 29,890	\$ 5,568	64.83%	29.65%	5.52%
Head Start T&TA	\$ 34,913	\$ 6,576	\$ 24,683	\$ 8,835	\$ 1,395	70.70%	25.31%	4.00%
Early Head Start T&TA	\$ 25,983	\$ 4,236	\$ 21,017	\$ 4,067	\$ 899	80.89%	15.65%	3.46%
Total Grant	\$ 4,890,313	\$ 409,203	\$ 3,686,497	\$ 655,947	\$ 547,869	75.38%	13.41%	11.20%

Credit Cards	Monthly Expense
Visa	\$ 23,945.81
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 809.82
Interstate Oil	\$ 294.95
Total Credit Card Expense	\$ 25,050.58

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

Calculation of In-Kind Contributions		
	Dollars Expended	
	Year-To-Date	In-Kind Required
Head Start & Quality Improvement:	\$ 2,576,537.67	\$ 644,134.42
Head Start T & TA:	\$ 24,683.03	\$ 6,170.76
Early Head Start & Quality Improvement:	\$ 929,707.04	\$ 232,426.76
Early Head Start T & TA:	\$ 21,017.34	\$ 5,254.34
Total	\$ 3,551,945.08	\$ 887,986.27
	Amount Required:	\$ 887,986.27
	Actual In-Kind:	\$ 949,374.84
	*Surplus/(Deficit):	\$ 61,388.57
If deficit: will be returned to Federal Government from unrestricted dollars		

Executive Summary
2022/2023 Fiscal Year
May 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	750,244	0	514,291	40.67%
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	750,244	0	514,291	40.67%
Expenditures								
Salaries	525,020	0	525,020	74,010	477,448	41,635	5,937	1.13%
Benefits	224,623	0	224,623	17,774	190,304	17,690	16,629	7.40%
Supplies	124,166	0	124,166	10,882	32,801	60,139	31,227	25.15%
Parent Activity Supplies & Food for Parent Meetings	1,991	0	1,991	47	93	1,515	383	19.22%
Site Supplies	122,175	0	122,175	10,836	32,707	58,624	30,844	25.25%
Travel & Conference	7,981	0	7,981	680	4,191	0	3,790	47.48%
Dues & Memberships	3,212	0	3,212	0	3,210	0	2	0.05%
Insurance	3,051	0	3,051	0	0	0	3,051	100.00%
Operations and Housekeeping	467	0	467	155	464	0	3	0.66%
Rentals, Leases, Repairs & Noncapitalized Improvements	494	0	494	270	415	77	1	0.23%
Direct Costs for Transfer of Services	56,083	0	56,083	1,925	45,032	0	11,051	19.70%
Professional/Contracted Services & Operating Expenditures	150,462	0	150,462	14,282	101,881	1,990	46,591	30.97%
Intergovernmental Fees	2,486	0	2,486	0	0	186	2,300	92.51%
Indirect Costs	120,309	0	120,309	0	73,960	0	46,349	38.52%
Equipment	46,181	0	46,181	0	0	21,551	24,630	53.33%
Total Expenditures	1,264,535	0	1,264,535	119,979	929,707	143,268	191,560	15.15%

PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2022/2023

Recurso 5212 & 5229	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
CATEGORÍA								
Ingresos:								
Todos los otros Federales	1,264,535	0	1,264,535	0	750,244	0	514,291	40.67%
	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	750,244	0	514,291	40.67%
Gastos:								
Salarios	525,020	0	525,020	74,010	477,448	41,635	5,937	1.13%
Beneficios	224,623	0	224,623	17,774	190,304	17,690	16,629	7.40%
Provisiones	124,166	0	124,166	10,882	32,801	60,139	31,227	25.15%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	1,991	0	1,991	47	93	1,515	383	19.22%
<i>Artículos de oficina para el centro</i>	122,175	0	122,175	10,836	32,707	58,624	30,844	25.25%
Viaje y Conferencia	7,981	0	7,981	680	4,191	0	3,790	47%
Cuotas y Membresías	3,212	0	3,212	0	3,210	0	2	0%
Seguro	3,051	0	3,051	0	0	0	3,051	100%
Operations and Housekeeping	467	0	467	155	464	0	3	1%
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	494	0	494	270	415	77	1	0%
Costos Directos para Transferencias de Servicios	56,083	0	56,083	1,925	45,032	0	11,051	20%
Servicios Profesionales/Contratados y Gastos de	150,462	0	150,462	14,282	101,881	1,990	46,591	31%
Cuotas Intergubernamentales	2,486	0	2,486	0	0	186	2,300	93%
Gastos Indirectos	120,309	0	120,309	0	73,960	0	46,349	39%
Equipment	46,181	0	46,181	0	0	21,551	24,630	53%
Total de Gastos	1,264,535	0	1,264,535	119,979	929,707	143,268	191,560	15%

Executive Summary
 2022/2023 Fiscal Year
 May 2023

HEAD START T&TA

Resource 5208		Expended/Received							%
CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Encumbered	Balance	%	
Revenues									
All Other Federal	34,913	0	34,913	0	16,267	0	18,646	53.41%	
COLA	0	0	0	0	0	0	0		
Total Revenues	34,913	0	34,913	0	16,267	0	18,646	53.41%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	2,672	0	2,672	44	2,180	490	3	0.10%	
<i>Parent Activity Supplies & Food for Parent</i>									
<i>Meetings</i>	456	0	456	44	455	0	1	0.27%	
<i>Site Supplies</i>	2,216	0	2,216	0	1,725	490	1	0.06%	
Travel & Conference	19,093	0	19,093	3,929	14,489	3,220	1,384	7.25%	
Contracted Services	13,148	0	13,148	2,603	8,014	5,125	8	0.06%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	34,913	0	34,913	6,576	24,683	8,835	1,395	4.00%	

Executive Summary
2022/2023 Fiscal Year
May 2023

PROGRAMA HEAD START T&TA

Recurso 5208	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
CATEGORÍA								
Ingresos:								
Todos los otros Federales	34,913	0	34,913	0	16,267	0	18,646	53%
COLA	0	0	0	0	0	0	0	0%
Total de Ingresos	34,913	0	34,913	0	16,267	0	18,646	53%
Gastos:								
Salarios	0	0	0	0	0	0	0	0%
Beneficios	0	0	0	0	0	0	0	0%
Provisiones	2,672	0	2,672	44	2,180	490	3	0%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	456	0	456	44	455	0	1	0%
<i>Articulos de oficina para el centro</i>	2,216	0	2,216	0	1,725	490	1	0%
Viaje y Conferencia	19,093	0	19,093	3,929	14,489	3,220	1,384	7%
Servicios Contratados	13,148	0	13,148	2,603	8,014	5,125	8	0%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	34,913	0	34,913	6,576	24,683	8,835	1,395	4%

Executive Summary
2022/2023 Fiscal Year
May 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	2,033,785	0	1,307,062	39.12%
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	2,033,785	0	1,307,062	39.12%
Expenditures:								
Salaries	1,438,171	0	1,438,171	124,818	1,304,130	117,489	16,553	1.15%
Benefits	639,683	0	639,683	51,676	535,563	54,520	49,600	7.75%
Supplies	165,880	0	165,880	6,626	51,724	104,051	10,105	6.09%
Parent Activity Supplies & Food for Parent Meetings	6,594	0	6,594	191	405	4,616	1,573	23.86%
Site Supplies	159,286	0	159,286	6,434	51,320	99,435	8,531	5.36%
Travel & Conference	15,243	0	15,243	1,155	8,316	773	6,154	40.37%
Dues & Memberships	10,895	0	10,895	0	10,892	0	3	0.02%
Insurance	0	0	0	0	0	0	0	#DIV/0!
Operations & Housekeeping	1,905	0	1,905	614	1,878	20	7	0.36%
Rentals, Leases, Repairs & Noncapitalized Improvements	2,516	0	2,516	948	1,451	1,055	10	0.38%
Direct Costs for Transfer of Services	264,323	0	264,323	12,263	242,591	0	21,732	8.22%
Professional/Contracted Services & Operating Expenditures	306,545	0	306,545	57,102	213,401	44,762	48,382	15.78%
Intergovernmental Fees	4,042	0	4,042	73	1,511	906	1,624	40.18%
Equipment	177,765	0	177,765	0	4,850	98,430	74,485	41.90%
Indirect Costs	313,879	0	313,879	0	200,231	0	113,648	36.21%
Improvements	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	3,340,847	0	3,340,847	255,275	2,576,538	422,007	342,302	10.25%

PROGRAMA HEAD START

Recurso 5210	CATEGORIA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%
Ingresos:	Todos los otros Federales	3,340,847	0	3,340,847	0	2,033,785	0	1,307,062	39%
	COILA	0	0	0	0	0	0	0	0%
	Total Revenues/Total de Ingresos	3,340,847	0	3,340,847	0	2,033,785	0	1,307,062	39%
Gastos:									
	Salarios	1,438,171	0	1,438,171	124,818	1,304,130	117,489	16,553	1%
	Beneficios	639,683	0	639,683	51,676	536,953	54,520	49,600	8%
	Provisiones	165,880	0	165,880	6,626	51,724	104,051	10,105	6%
	Articulos para las actividades de los padres y comido para las juntas	6,594	0	6,594	191	405	4,616	1,573	24%
	Articulos de oficina para el centro	159,286	0	159,286	6,434	51,320	99,435	8,531	5%
	Viaje y Conferencia	15,243	0	15,243	1,155	8,316	773	6,154	40%
	Cuotas y Membresias	10,895	0	10,895	0	10,892	0	3	0%
	Seguro	0	0	0	0	0	0	0	0%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	1,905	0	1,905	614	1,878	20	7	0%
		2,516	0	2,516	948	1,451	1,055	10	0%
	Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	264,323	0	264,323	12,263	242,591	0	21,732	8%
	Cuotas Intergubernamentales	306,545	0	306,545	57,102	213,401	44,762	48,382	16%
	Mejoras a los Terrenos	4,042	0	4,042	73	1,511	906	1,624	40%
	Gastos Indirectos	177,765	0	177,765	0	4,850	98,430	74,485	42%
	transferencia al fondo del café	313,879	0	313,879	0	200,231	0	113,648	36%
		0	0	0	0	0	0	0	0%
	Total de Gastos	3,340,847	0	3,340,847	255,275	2,576,538	422,007	342,302	10%

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	13,360	0	12,623	48.58%	
Total Revenues	25,983	0	25,983	0	13,360	0	12,623	48.58%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	1,817	0	1,817	96	1,656	224	(63)	-3.46%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	261	0	261	32	177	83	1	0.35%	
<i>Site Supplies</i>	1,556	0	1,556	64	1,479	141	(64)	-4.10%	
Travel & Conference	18,181	0	18,181	3,301	14,838	2,390	953	5.24%	
Contracted Services	5,985	0	5,985	839	4,523	1,453	8	0.14%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	25,983	0	25,983	4,236	21,017	4,067	899	3.46%	

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PROGRAMA EARLY HEAD START T&TA

Recurso 5218	CATEGORIA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido	Balance	%
						Sobrecargado			%
Ingresos:	Todos los otros Federales	25,983	0	25,983	0	13,360	0	12,623	49%
	Total de Ingresos	25,983	0	25,983	0	13,360	0	12,623	49%
Gastos:	Salarios	0	0	0	0	0	0	0	0%
	Beneficios	0	0	0	0	0	0	0	0%
	Provisiones	1,817	0	1,817	96	1,696	224	(63)	-3%
	Articulos para las actividades de los poderes y comido para las juntas	261	0	261	32	177	83	1	0%
	Articulos de oficinas para el centro	1,556	0	1,556	64	1,479	141	(64)	-4%
	Viaje y Conferencia	18,181	0	18,181	3,301	14,838	2,390	953	5%
	Servicios Contratados	5,985	0	5,985	839	4,523	1,453	8	0%
	Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
	Total de Gastos	25,983	0	25,983	4,236	21,017	4,067	899	3%

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	35,361	0	87,849	71.30%
All other Fed Rev Carryover				0	0	0	0	
Total Revenues	123,210	0	123,210	0	35,361	0	87,849	71.30%
Expenditures								
Salaries	0	0	0	0	0	0	0	0.00%
Benefits	0	0	0	0	0	0	0	0.00%
Supplies	73,475	0	73,475	19,864	51,058	22,090	326	0.44%
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	73,475	0	73,475	19,864	51,058	22,090	326	0.44%
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	40,424	0	40,424	0	14,634	25,790	1	0.00%
Building & Improvements	0	0	0	0	0	0	0	#DIV/0!
Other Transfers & Indirect Total	9,311	0	9,311	0	3,493	0	5,818	62.49%
			0					
Total Expenditures	123,210	0	123,210	19,864	69,185	47,880	6,145	4.99%

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	62,092	0	38,733	38.42%
All other Fed Rev Carryover	0	0	0	0	0	0	0	
Total Revenues	100,825	0	100,825	0	62,092	0	38,733	38.42%
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%
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	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	28,115	0	28,115	3,275	20,880	7,235	0	0.00%
Other Transfers & Indirect Costs	9,959	0	9,959	0	4,392	0	5,567	55.90%
Equipment	40,286	0	40,286	0	17,631	22,655	0	
Total Expenditures	100,825	0	100,825	3,275	65,367	29,890	5,568	5.52%

HEAD START/EARLY HEAD START
 CREDIT CARD REPORT

MANAGER	VISA
Shannon McClarin	
Travel/Conference	\$ 2,963.75
Center Supplies	<u>\$ 6,573.38</u>
TOTAL	\$ 9,537.13
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	<u>\$ 2,473.93</u>
TOTAL	\$ 2,473.93
Katrina Hopkins	
Travel/Conference	\$ 1,461.39
Center Supplies	<u>\$ 882.90</u>
TOTAL	\$ 2,344.29
Jade Mehl	
Travel/Conference	\$ 818.73
Center Supplies	<u>\$ 1,671.28</u>
TOTAL	\$ 2,490.01
Naomi Gonzalez	
Travel/Conference	\$ 848.73
Center Supplies	<u>\$ 1,629.77</u>
TOTAL	\$ 2,478.50
Connie Luna	
Travel/Conference	\$ -
Center Supplies	<u>\$ 2,467.67</u>
TOTAL	\$ 2,467.67
Nicole Castrejon	
Travel/Conference	\$ -
Center Supplies	<u>\$ 2,154.28</u>
	\$ 2,154.28
VISA Grand Total	\$ 23,945.81
Nugget/Food4Less	\$ 809.82
InterState Oil	\$ 294.96
TOTAL MONTHLY EXPENDITURES:	\$ 25,050.58

**Credit card statements available upon request

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

SUPERVISOR	VISA
Shannon McClarin	
Viaje/Conferencia	\$ 2,963.75
Artículos para el centro	<u>\$ 6,573.38</u>
	\$ 9,537.13
Gustavo Melgoza	
Viaje/Conferencia	\$ -
Artículos para el centro	<u>\$ 2,473.93</u>
Total	\$ 2,473.93
Katrina Hopkins	
Viaje/Conferencia	\$ 1,461.39
Artículos para el centro	<u>\$ 882.90</u>
Total	\$ 2,344.29
Jade Mehl	
Viaje/Conferencia	\$ 818.73
Artículos para oficina	<u>\$ 1,671.28</u>
Total	\$ 2,490.01
Naomi Gonzalez	
Viaje/Conferencia	\$ 848.73
Artículos para oficina	<u>\$ 1,629.77</u>
Total	\$ 2,478.50
Connie Luna	
Viaje/conferencia	\$ -
Artículos para oficina	<u>\$ 2,467.67</u>
Total	\$ 2,467.67
Nicole Castrejon	
Viaje/conferencia	\$ -
Artículos para oficina	<u>\$ 2,154.28</u>
Total	\$ 2,154.28
VISA Grand Total	\$ 23,945.81
NUGGET/FOOD 4 LESS	\$ 809.82
INTERSTATE OIL	\$ 294.95

Total de Gastos Mensuales: \$ 25,050.58 ***

***Estados de cuenta de las tarjetas de crédito, están despinibles, si son solicitadas.**

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	\$ 14,445.98	\$ 189.89

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 379,203.47	All Grants
Required 20 percent NFS	\$ 94,800.87	Non Federal Share
Total Approved Costs	\$ 474,004.34	
15% Administrative Cost Limitation	\$ 71,100.65	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 189.89	Per Above Calculation in step 1
School Admin	\$ 20,582.64	Staff charged to Administration
General Admin	\$ 35,341.76	Indirect
Total	\$ 56,114.29	

Grant Expenditures	\$ 379,203.47
Less Capital Outlay	\$ -
= Expenditures subject to indirect	\$ 379,203.47

Currently Charged Admin Costs	\$ 56,114.29
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	\$ 56,114.29

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

Maximum allowed Administrative Percent:	15%
Calculated Percentage to date:	12%

April 2023

Calculation of Administrative Salaries

\$	11,202.90	Per Budget Report Object code 1xxx
\$	7,416.27	Per Budget Report Object code 2xxx
\$	7,431.03	Per Budget Report Object code 3xxx
\$	<u>26,050.20</u>	Total Salary Costs Charged to Admin
\$	26,050.20	Per Employer Paid Benefit History Report
		Adjustments - See FAR110 Report for Details
\$	<u>26,050.20</u>	

Salary Costs that should be Program Support

\$	26,050.20	Total 1-6xxx admin costs from Budget Report
\$	2,104.73	Less 50% - Vanessa Lopez Program Support
		Less 50% Kathleen Glassman - Program Support
\$	-	Less 50% Ehteram Hashemipour - Program Support
\$	1,479.57	Less 50% Yolizma Villegas Flores - Program Support
		Less 50% Sue Lomax - Program Support
\$	1,883.26	Less 50% Maria Cardenas - Program Support
\$	-	Less 50% Angelica Lara - Intern
		Less 50% Andres Martinez - Program Support
		Less 50% Kim Magallanes - Program Support
\$	<u>20,582.64</u>	Total Administrative Costs

Executive Summary
2022/2023 Fiscal Year
May 2023

HEAD START/EARLY HEAD START

Month	Year	Location										Grand Total
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Montgomery	Prairie/Plainfield	WCC/Winters	Greengate		
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	\$ 7,326.57	\$ -	\$ -	\$ 876.30	\$ 3,516.75	\$ 1,816.51	\$ 1,276.25	\$ 520.84	\$ -	\$ 31,317.22
February	2023	\$ 18,107.53	\$ 11,404.20	\$ -	\$ 1,277.13	\$ 795.34	\$ 3,585.69	\$ 2,614.04	\$ 1,521.95	\$ 1,620.38	\$ -	\$ 40,926.26
March	2023	\$ 221,807.92	\$ 9,905.05	\$ -	\$ 938.27	\$ 639.33	\$ 2,529.38	\$ 1,852.09	\$ 2,554.91	\$ 2,581.76	\$ -	\$ 242,808.71
April	2023	\$ 18,872.32	\$ 9,092.20	\$ -	\$ 874.77	\$ 691.69	\$ 3,456.53	\$ 2,209.73	\$ -	\$ 2,491.20	\$ -	\$ 37,888.44
May	2023	\$ 18,544.18	\$ 12,197.21	\$ -	\$ 965.54	\$ 701.29	\$ 4,444.75	\$ 2,043.67	\$ 807.34	\$ 2,747.16	\$ -	\$ 42,451.14
June	2023	\$ 15,984.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,984.00
		\$ 847,499.02	\$ 49,925.23	\$ -	\$ 4,055.71	\$ 3,703.95	\$ 17,533.10	\$ 10,536.04	\$ 6,160.45	\$ 9,961.34	\$ -	\$ 949,374.84

Total Contribution Due based on actual dollars claimed:

	Dollars Expended as of 3/31/23	In-Kind Required
Head Start & Quality Improvement:	2,576,537.67	644,134.42
Head Start T & TA:	24,683.03	6,170.76
Early Head Start & Quality Improvement:	929,707.04	232,426.76
Early Head Start T & TA:	21,017.34	5,254.34
Total:	3,551,945.08	887,986.27

Amount Required: 887,986.27
Actual In-Kind: 949,374.84

*Surplus/(Deficit): 61,388.57

Surplus(Deficit): 61,388.57

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

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
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ 5,976.76
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ 359.00
Building/Land Improvements	\$	-	\$ 4,850.00
Indirect Costs/Costos Indirectos	\$	-	\$ 694.40
Cafeteria Fund/transferencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ 11,880.16

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
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ 1,588.76
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Building/Land Improvements	\$	-	\$ 174.13
Indirect Costs/Costos Indirectos	\$	-	\$ -
Cafeteria Fund/transferencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ 1,762.89

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/Costos 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/Costos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ -

Executive Summary
2022/2023 Fiscal Year
May 2023

Program	Working Budget	Current Expenditures	Year-To-Date Expenditures	Encumbered	Balance	% of Budget Spent	% of Budget Encumbered	Unspent or Not Obligated
CARRY OVER FUNDS:								
Head Start/Quality Improvement	\$ 173,108	\$ -	\$ 11,880	\$ 86,450	\$ 74,778	6.86%	49.94%	43.20%
Early Head Start/Quality Improvement	\$ 46,520	\$ -	\$ 1,763	\$ 20,320	\$ 24,437	3.79%	43.68%	52.53%
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	\$ -	\$ 13,643	\$ 106,770	\$ 99,574	6.20%	48.53%	45.26%

Executive Summary
2022/2023 Fiscal Year
May 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	1,763	0	44,757	96.21%
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	1,763	0	44,757	96.21%
Expenditures								
Salaries	0	0	0	0	0	0	0	#DIV/0!
Benefits	0	0	0	0	0	0	0	#DIV/0!
Supplies	1,589	0	1,589	0	1,589	0	0	0.02%
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!
Site Supplies	1,589	0	1,589	0	1,589	0	0	0.02%
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	174	0	(174)	#DIV/0!
Equipment	44,931	0	44,931	0	0	20,320	24,611	54.77%
Total Expenditures	46,520	0	46,520	0	1,763	20,320	24,437	52.53%

Executive Summary
2022/2023 Fiscal Year
Mayo 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	obrecarga		
Ingresos:								
Todos los otros Federales	46,520	0	46,520	0	1,763	0	44,757	96.21%
	0	0	0	0	0	0	0	#DIV/0!
	0	0	0	0	0	0	0	
Total de Ingresos	46,520	0	46,520	0	1,763	0	44,757	96.21%
Gastos:								
Salarios	0	0	0	0	0	0	0	#DIV/0!
Beneficios	0	0	0	0	0	0	0	#DIV/0!
Provisiones	1,589	0	1,589	0	1,589	0	0	0.02%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	#DIV/0!
<i>Artículos de oficina para el centro</i>	1,589	0	1,589	0	1,589	0	0	0.02%
Viaje y Conferencia	0	0	0	0	0	0	0	#DIV/0!
Cuotas y Membresías	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	174	0	(174)	#DIV/0!
Improvements	44,931	0	44,931	0	0	20,320	24,611	54.77%
Total de Gastos	46,520	0	46,520	0	1,763	20,320	24,437	52.53%

Executive Summary
2022/2023 Fiscal Year
May 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	359	100.00%	
COLA	0	0	0	0	0	0	0		
Total Revenues	359	0	359	0	0	0	359	100.00%	
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	359	0	359	0	0	0	359	100.00%	
Contracted Services	0	0	0	0	0	0	0	#DIV/0!	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	359	0	359	0	0	0	359	100.00%	

PROGRAMA HEAD START T&TA

CARRY OVER FUNDS:

Recurso 5208

CATEGORIA	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
May 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		Balance	%
						Encumbered			%
Revenues									
All Other Federal	173,108	0	173,108	0	11,880	0	161,228	93.14%	
Indirect		0	0	0	0	0	0	0.00%	
COLA	0	0	0	0	0	0	0	0.00%	
Total Revenues	173,108	0	173,108	0	11,880	0	161,228	93.14%	
Expenditures:									
Salaries	0	0	0	0	0	0	0	#DIV/0!	
Benefits	0	0	0	0	0	0	0	#DIV/0!	
Supplies	5,977	0	5,977	0	5,977	0	0	0.00%	
Parent Activity Supplies & Food for Parent Meetings	0	0	0	0	0	0	0	#DIV/0!	
Site Supplies	5,977	0	5,977	0	5,977	0	0	0.00%	
Travel & Conference	359	0	359	0	359	0	0	0.00%	
Dues & Memberships	0	0	0	0	0	0	0	#DIV/0!	
Insurance	0	0	0	0	0	0	0	#DIV/0!	
Operations & 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!	
Equipment	165,784	0	165,784	0	4,850	86,450	74,484	44.93%	
Indirect Costs	988	0	988	0	694	0	294	29.72%	
Improvements	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	173,108	0	173,108	0	11,880	86,450	74,778	43.20%	

Executive Summary
2022/2023 Fiscal Year
Mayo 2023

PROGRAMA HEAD START

CARRY OVER FUNDS:
Recurso 5210

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	sobrecargad		
Ingresos:								
Todos los otros Federales	173,108	0	173,108	0	11,880	0	161,228	93.14%
COLA	0	0	0	0	0	0	0	#DIV/0!
Total Revenues/Total de Ingresos	173,108	0	173,108	0	11,880	0	161,228	
Gastos:								
Salarios	0	0	0	0	0	0	0	#DIV/0!
Beneficios	0	0	0	0	0	0	0	#DIV/0!
Provisiones	5,977	0	5,977	0	5,977	0	0	0.00%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	0	0	0	0	0	0	0	0.00%
<i>Artículos de oficina para el centro</i>	5,977	0	5,977	0	5,977	0	0	0.00%
Viaje y Conferencia	359	0	359	0	359	0	0	0.00%
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	165,784	0	165,784	0	4,850	86,450	74,484	44.93%
Gastos Indirectos	988	0	988	0	694	0	294	29.72%
Improvements	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	173,108	0	173,108	0	11,880	86,450	74,778	43.20%

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
June 29, 2023, from 9:30 a.m. to 11:00 a.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.

3.1 Approval – June 29, 2023, Agenda

M1: M2:

3.2 Approval – May 25, 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.

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

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

**Discussion &
Possible Action**

5.0 Adjourn to Closed Session: 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:

Open Session

**Information,
Discussion &
Possible Action**

6.0 Financial Reports: - Sonya Martinez, Sr. Bus. Service Tech

6.1 Monthly Financial Report

6.2 Monthly Financial Report Carry Over

**Information,
Discussion &
Possible Action**

7.0 Regular Session

7.1 Old Business:

7.2 New Business: 2022-2023 DRDP Data Review -Jade Meihl

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

Information,
Discussion &
Possible Action 9.0 Suggested Future Agenda Item(s)

Discussion 10.0 Program Reports – Shannon McClarin, Director ECE/HS/EHS

- 10.1 Community Updates- Community Members
- 10.2 Alyce Norman EHS & HS Representative
- 10.3 Esparto Center HS Representative
- 10.4 Home Base EHS Representative
- 10.5 Greengate Center HS Representative
- 10.6 Lemen Center EHS Representative
- 10.7 Marguerite Montgomery EHS & HS Representative
- 10.8 Plainfield Center HS Representative
- 10.9 Prairie Center HS Representative
- 10.10 Wolfskill Center HS Representative
- 10.11 Woodland Central Center HS Representative

Information 11.0 Confirmation Next Meeting Date

**Regular Meeting- Thursday July 27, 2023, at 9:30am*

M1: M2:

Action 12.0 Motion for Adjournment

M1: M2:

*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 Vanessa Lopez as soon as possible and preferably at least 24 hours prior to the meeting. (Government Code § 54954.2)

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

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
May 25, 2023, at 9:30 am - 11:00 am
1280 Santa Anita Court Suite 140 Woodland CA 95776**

Council Members Present:

Alysia Damián
Maria Llamas
Eidy Carrillo
Maria Hernandez
Christian Iris Gabriel
Lorena Leon Vargas

YCOE Administration:

Shannon McClarin, Director ECE
Katrina Hopkins, Program Administrator
Margie Valenzuela, HR Executive Director

YCOE Staff:

Marco Raya, Interpreter
Maria Cardenas, Administrative Sec.
Sonya Martinez, Sr. Bus. Service Tech.
Vanessa Lopez, Secretary HS/EHS
Claudia Grimaldi, Accountant IFS
Jade Meihl, Education Service Manager
Naomi Gonzalez, Disability/Mental Health Manager
Patti Robles, HR Analyst

AFSCME Council 57:

Community Members Present:

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 – May 25, 2023, Agenda

M1: Maria Llamas

M2: Christian Iris Gabriel

3.2 Approval – April 26, 2023, Minutes

M1: Maria Hernandez

M2: Christian Iris Gabriel

Action **4.0** **Public Comment:** None

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

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

Discussion & Possible Action **5.0 Adjourn to Closed Session:** *Margie Valenzuela, HR Executive Director*

5.1 Employment of New Hires:

M1: Maria Llamas

M2: Christian Iris Gabriel

5.2 Employment of Substitutes: *None*

5.3 Employment of Various Service Providers

M1: Maria Hernandez

M2: Maria Llamas

Open Session
Information,
Discussion &
Possible Action

6.0 Financial Reports: - *Sonya Martinez, Sr. Bus. Svcs. Tech.*

6.1 Monthly Financial Report

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

6.2 Monthly Financial Report Carry Over

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

Claudia Grimaldi asked members if they would like anything to be changed in the financial report.

Maria Hernandez suggested for the report to stay the same.

Alysia Damian suggested that at least once or twice a year, fiscal should give a more detailed explanations on the report. Just so members may have a better understanding of the budget.

Shannon, proposed in the months of October/November and in March of every year.

**Discussion &
Possible Action**

7.0 Regular Session:

7.1 Old Business: None

7.2 New Business:

7.2.1 Approval of Job Description for Health services/Quality Assurance Manager HS/EHS – *Margie Valenzuela*

M1: Maria Llamas

M2: Lorena Leon Vargas

7.2.2 CDE and CDSS Annual Program Self-Evaluation – *Katrina Hopkins*

Information

8.0 Program Operations: Service Area Reports

8.1 Program Director/ECE – Shannon McClarin

Shannon reported, on Tuesday May 23, 2023, there was a job fair at the YOCE office. Was excited to interview people to consider hiring for our program.

Alysia asked if this was done on an annual basis?

Shannon replied with yes and considering if we can do this twice a year.

8.2 Program Administrator HS/EHS – Katrina Hopkins

Katrina shared that HS/EHS had the End of the Year Professional Development Training, and it was a wonderful outcome. Got to celebrate with one another, had Coach Al and Lynn Arner as a speaker, and did some Zumba and Sip and Paint to relax. *Shannon* shared, there was a Mental Health and Wellness survey sent out to staff and program used this information to plan the Professional Development Training. *Alysia* asked if this training is done every year? *Katrina* responded, yes and the plan is to set it up with our YCOE Appreciation Day the same day.

8.3 Family Support Services Manager – Nicole Castrejon

8.4 Health Services Manager – Gustavo Melgoza

8.5 Education Services Manager – Jade Meihl

Jade read the report.

8.6 Disabilities/Mental Health Manager – Naomi Gonzalez

Naomi read the report. *Alysia* mentioned that the timing for parenting is a pleasure was difficult to be able to attend. *Naomi* responded that there have been changes made. When the sessions were in the evening not many parents participated. Now that we made the change to the morning, we are still seeing the same outcome. There will be a survey going out to all parents to see what time would be best. *Christian Iris* mention if teacher's will be getting extra help with children that have an IEP? *Naomi* said yes, there will be more support for the teachers.

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**

9.1 Community Updates- Community Members- None

9.2 Alyce Norman EHS & HS Representative- *Christian Iris Gabriel* shared that one day she noticed that there were substitute teachers in the classroom and that one of the teachers handed her the wrong child. She suggested, if possible, to give training to the substitute teachers in regards of the protocol when parents picking up children.

9.3 Esparto Center HS Representative- None

9.4 Home Base EHS Representative – *Eidy Carrillo* shared that her child is ready to start the program.

9.5 Greengate Center HS Representative – None

9.6 Lemen Center EHS Representative- None

9.7 Marguerite Montgomery EHS & HS Representative-None

9.8 Plainfield Center HS Representative – *Lorena Leon Vargas* shared that she is very happy with the program. She has noticed that the children have become more independent. Also asked if at the end of the school year celebration parents can provide food? Katrina shared that there will be activities for families and there will not be any cap and gowns, but children will have a presentation for their families.

9.9 Prairie Center HS Representative- None

9.10 Wolfskill Center HS Representative-None

9.11 Woodland Central Center – *Shannon* reported that she received an email from *Lorena Rico Vargas*. *Lorena* is concerned about the food being served from the menu. Foods are being repeated two to three times a week and some are not healthy meals for our children. *Alysia* shared that some are packaged foods and is concerned with the number of children are intaking of sugar. *Christian Iris* was also concerned that the children are being served churros for breakfast and child is not wanting to eat healthy meals at home. *Shannon* explained that we receive the meals from the school districts and menu subject to change. Program will schedule a meeting with the school district food services leads to go over concerns.

Action **10.0 Confirmation Next Meeting Date** *June 29, 2023, at 9:30 AM*

M1: Maria Llamas M2: Christian Iris Gabriel

Action 11.0 Motion for Adjournment: 10:46 A.M.

M1: Maria Hernandez M2: Christian Iris Gabriel

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

7. 2. 2022-2023 Fourth Quarter - Quarterly Report on Williams Uniform Complaints for YCOE Schools

Description

Statutory changes to the Williams Settlement as stated in California Education Code 35186 (d) requires that a school district report summarizes 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 in the general subject area with the number of resolved and unresolved complaints. The complaints and written responses must be available as public records. Education Code 35186 (a) states that a school district shall use the Uniform Complaint process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, with modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. The 20-21 YCOE Fourth Quarter on Williams Uniform Complaints Education Code 35186 is attached.

Recommendation

For Information only.

Supporting Documents



Q4_YCBE_UCP

Contact Person

Heather Schlaman, Program Coordinator II.

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: **Yolo County Board of Education**

Person completing this form: Heather Schlaman Title: Coordinator of Language & Literacy

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: August 8th 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

Date

7. 3. 2022-2023 Annual Average Daily Attendance (ADA) Report

Description

Attached is the 2022-2023 Annual ADA Report.

Recommendation

For information only.

Supporting Documents



Annual ADA

Contact Person

Frances Palu, Director, Internal Fiscal Services, will present this item.

YOLO COUNTY OFFICE OF EDUCATION
Average Daily Attendance (ADA)
2022/2023 Annual
June 30, 2023

2022/23 Adopted Budget (A)	2022/23 Period 1 Actual (B)	2022/23 Period 2 Actual (C)	2022/23 Period 2 Revised	2022/23 Annual Actual (D)
-------------------------------------	--------------------------------------	--------------------------------------	--------------------------------	------------------------------------

PROGRAM

Cesar Chavez Community School (CCC)	12.00	12.36	13.25	13.31	15.75
Cesar Chavez Extension Program	10.00	7.11	6.91		6.55
Yolo County Career Program (YCCP)	4.00	8.33	8.10		7.74
	<u>26.00</u>	<u>27.80</u>	<u>28.26</u>		<u>30.04</u>
Juvenile Hall	0.50	2.33	2.10		2.10
Special Education		124.37	124.53	124.82	
Special Education - ESY		10.41	10.41	10.41	

Special Education
ADA by District

	ESY	P1	P2	P2 COR	ANNUAL
Davis	1.99	21.51	21.92	21.9	21.99
Esparto	0.33	5.57	5.66		5.84
Washington	1.75	30.53	29.89	29.86	30.26
Winters	1.21	13.94	14.44		14.82
Woodland	5.13	52.82	52.62	52.96	52.87
	<u>10.41</u>	<u>124.37</u>	<u>124.53</u>	<u>124.82</u>	<u>125.78</u>

7. 4. Monthly Board Financial Report

Description

Per request of the County Board of Education, attached is the current financial report for June 2023 and July 2023.

Recommendation

For information only.

Supporting Documents



August Board Meeting (June 2023)



August Board Meeting (July)

Contact Person

Frances Palu, 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	5,290,940.60	17,989,723.60	13,473,304.30	4,516,419.30	74.89
	FEDERAL REVENUES :	6,380,955.00	4,976,966.00-	1,403,989.00	1,092,025.90	311,963.10	77.78
	OTHER STATE REVENUES :	6,556,114.00	533,901.06-	6,022,212.94	4,197,857.00	1,824,355.94	69.70
	OTHER LOCAL REVENUES :	8,753,499.00	2,040,928.00	10,794,427.00	3,981,278.16	6,813,148.84	36.88
* TOTAL YEAR TO DATE REVENUES		* * 34,389,351.00 *	1,821,001.54 *	36,210,352.54 *	22,744,465.36 *	13,465,887.18 *	62.81

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	8,116,816.00	2,021,025.21-	6,095,790.79	5,719,891.26	375,899.53	93.83
	CLASSIFIED SALARIES :	9,438,386.00	1,148,007.61-	8,290,378.39	7,906,208.60	384,169.79	95.36
	EMPLOYEE BENEFITS :	8,380,397.00	1,989,397.26-	6,390,999.74	5,199,041.81	1,191,957.93	81.34
	BOOKS AND SUPPLIES :	952,709.00	518,345.11	1,471,054.11	1,065,945.36	405,108.75	72.46
	SERVICES, OTHER OPER. EXPENSE:	7,109,263.00	4,819,729.28	11,928,992.28	7,234,122.57	4,694,869.71	60.64
	CAPITAL OUTLAY :	476,231.00	1,188,431.00	1,664,662.00	515,331.20	1,149,330.80	30.95
	DIRECT SUPPORT/INDIRECT COSTS:	418,129.00-	639,452.67-	1,057,581.67-	659,998.58-	397,583.09-	62.40
* TOTAL YEAR TO DATE EXPENDITURES		* * 34,055,673.00 *	728,622.64 *	34,784,295.64 *	26,980,542.22 *	7,803,753.42 *	77.56

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	7,625,847.60	3,491,596.29	11,117,443.89

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
	REVENUE LIMIT SOURCES :	16,474,243.00		16,474,243.00	.00	16,474,243.00	0.00
	FEDERAL REVENUES :	1,146,648.00		1,146,648.00	.00	1,146,648.00	0.00
	OTHER STATE REVENUES :	5,120,484.00		5,120,484.00	.00	5,120,484.00	0.00
	OTHER LOCAL REVENUES :	10,743,111.00		10,743,111.00	6,030.12	10,737,080.88	0.05
* TOTAL YEAR TO DATE REVENUES		* * 33,484,486.00 *	.00 *	33,484,486.00 *	6,030.12 *	33,478,455.88 *	0.01

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	6,737,281.00		6,737,281.00	204,317.98	6,532,963.02	3.03
	CLASSIFIED SALARIES :	9,653,285.00		9,653,285.00	439,879.47	9,213,405.53	4.55
	EMPLOYEE BENEFITS :	7,967,238.00		7,967,238.00	256,653.48	7,710,584.52	3.22
	BOOKS AND SUPPLIES :	1,165,502.00		1,165,502.00	5,834.20	1,159,667.80	0.50
	SERVICES, OTHER OPER. EXPENSE:	8,180,450.00		8,180,450.00	223,947.17	7,956,502.83	2.73
	CAPITAL OUTLAY :	1,426,082.00		1,426,082.00	.00	1,426,082.00	0.00
	DIRECT SUPPORT/INDIRECT COSTS:	989,797.00-		989,797.00-	.00	989,797.00-	0.00
* TOTAL YEAR TO DATE EXPENDITURES		* * 34,140,041.00 *	.00 *	34,140,041.00 *	1,130,632.30 *	33,009,408.70 *	3.31

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY		1,646,909.09-	1,646,909.09-

The External Business Services Department provides the estimated beginning balance. The beginning balance will be shared during the August board meeting. Once the books are closed, the actual beginning balance will be reflected on the financial report.

7. 5. Public Disclosure of Costs Associated with the 2022-23 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and California School Employees Association (CSEA), Chapter #639 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and CSEA, Chapter #639, for the 2022-2023 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



2324 Disclosure CSEA

Contact Person

Frances Palu, Director, Internal Fiscal Services, will present this item.

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

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

Bargaining Unit	CSEA Classified
------------------------	-----------------

Unit of Settlement	Fiscal Year of Settlement	FISCAL IMPACT	OTHER	ON-GOING OR ONE-TIME
CSEA	2023-24	6.17%	Salary schedule increase effective 7/1/2023	ONGOING
CSEA	2023-24		\$2,000 retention payment to unit members that continue their employment with YCOE in 2023-24	ONE-TIME
CSEA	2023-24		\$50 increase to monthly employer contribution for health benefits; \$9,600 annual benefit cap	ONGOING
CSEA	2023-24		\$150 increase to AA stipend; \$300 increase to BA stipend	ONGOING
CSEA	2024-25	2.96%	Salary schedule increase effective 7/1/2024	ONGOING
CSEA	2024-25		\$25 increase to monthly employer contribution for health benefits; \$9,900 annual benefit cap	ONGOING

NEXT MONETARY REOPENER AND DATE	7/1/2025
--	----------


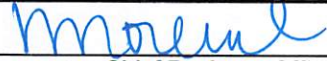
COSTS OF SETTLEMENT	ACCOUNT CODES	CURRENT YEAR	YEAR TWO	YEAR THREE
Certificated Salaries	1000-1999	-	-	-
Classified Salaries	2000-2999	547,219	565,746	574,232
Employee Benefits	3000-3999	221,999	310,697	317,453
Total		769,218	876,443	891,685

State Reserve Standard	
a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 34,728,204
b. State Standard Minimum EUR Percentage	3%
c. State Standard Minimum EUR amount	\$ 1,041,846

Budgeted Unrestricted Reserve (after impact of proposed agreement)	
a. General Fund budgeted Unrestricted EUR	\$ 1,042,000
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ -
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
e. Total County Office budgeted Unrestricted reserves.	\$ 1,042,000

CERTIFICATION

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

	7/31/23		7-31-23
Superintendent	Date	Chief Business Official	Date

Tentative Agreement

May 3, 2023

The Yolo County Office of Education (“YCOE”) and the California School Employees Association, and its YCOE Chapter #639 (“CSEA”) (YCOE and CSEA collectively the “Parties”) agree on May 3, 2023 to conclude successor contract negotiations for the 2022-2023, 2023-2024, and 2024-2025 school years, as follows:

(1) Article 9 and 11 - Salary and Benefits.

2023-2024

- 1) The salary schedule will be increased by 75% of the final COLA for the 2023-2024 school year, effective July 1, 2023 (75% of the currently projected COLA of 8.13% = 6.1%); AND
- 2) A one-time retention payment of \$2,000 to all unit members employed anytime during the 2022-2023 school year that continue their employment with YCOE throughout the 2023-2024 school year (payment to be issued in October 2023); AND
- 3) \$50 increase to the monthly employer contribution for health benefits (monthly from \$750 to \$800; annually from \$9,000 to \$9,600); AND
- 4) Increase the associate’s degree stipend from \$300 to \$450, and the bachelor’s stipend from \$600 to \$900.

2024-2025

- 1) The salary schedule will be increased by 75% of the final COLA for the 2024-2025 school year, effective July 1, 2024 (75% of the currently projected COLA of 3.54% = 2.7%); AND
- 2) \$25 increase to the monthly employer contribution for health benefits (monthly from \$800 to \$825; annually from \$9,600 to \$9,900); AND
- 3) The YCOE agrees that if the YEA unit receives a greater increase to salary and benefits for 2024-2025 than provided in 1) and 2) above, CSEA will receive the same increase.

(2) Article 2: Term of Agreement. *The Parties agree to revise Article 2 as follows:*

2.1 Term of Agreement

This Agreement shall remain in full force and effect up to and including June 30, 2025.

2.2 Reopener

Strike current language and replace with:

The parties agree the contract is closed.

(3) Article 14: Leaves. *The Parties agree to revise Article 14 as follows:*

14.14 Prior Notice, Permission and Verification of Absences

14.14.3.2

Any employee absent because of illness for ~~more than~~ five (5) consecutive workdays shall provide a physician's certification that the employee was ill and unable to work, **and which will also include** a release to return to work, on his/her **the day they** return to work.

14.1 Bereavement Leave (revise sentences below as follows to address AB 1949)

The leave shall be for a period not to exceed ~~three (3)~~ **five (5)** days **(three (3) days are without loss of pay with the additional two (2) days from the employees other available and qualifying leaves)**, or not more than five (5) days if unless the death occurs out of the state or outside a radius of 300 miles from the YCOE office **in which case the leave shall be for not more than five (5) days without loss of pay.**

(4) Article 5: Organizational Rights. *The Parties agree to add the applicable terms of their AB 119 MOU starting under a new sub-article beginning with 5.3 Notice to CSEA of New Hires as follows:*

5.3 Notice to CSEA of New Hires

5.3.1 The YCOE shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Notification shall include the following information: full legal name, date of hire, job title, and site.

5.4 Employee Information

5.4.1 "Newly hired employee" or "new hire" means any classified employee whether permanent, full time, part time, hired by the YCOE, and who is still employed as of the date of the new employee orientation It also includes all employees who are or have been previously employed by the YCOE and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

5.4.2 The YCOE shall provide CSEA Headquarters with contact information on the new hires. The information will be provided to CSEA Headquarters electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

- i. **First Name;**
- ii. **Middle Initial;**
- iii. **Last Name;**
- iv. **Suffix (e.g. Jr., III)**
- v. **Job Title;**
- vi. **Department;**
- vii. **Primary Worksite Name;**
- viii. **Work Telephone Number;**
- ix. **Home Street Address (Incl. Apartment #)**
- x. **City;**
- xi. **State;**
- xii. **Zip Code (5 Or 9 Digits);**
- xiii. **Home Telephone Number (10 Digits);**
- xiv. **Personal Cellular Telephone Number (10 Digits);**
- xv. **Personal Email Address Of The Employee;**
- xvi. **Last Four Numbers Of The Social Security Number;**
- xvii. **Birth Date;**
- xviii. **Employee ID;**
- xix. **CalPERS Status (Y/N);**
- xx. **Hire Date.**

5.4.2.1 This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the YCOE.

5.4.2.2 In the event no one is hired on any particular month, the YCOE shall send an e-mail to CSEA confirming they did not hire any new staff that month.

5.4.3 Periodic Update of Contact Information: The YCOE shall provide CSEA and its Chapter 639 with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA Chapter 639 electronically. This contact information shall also include the following information, with each field listed in its own column:

- xxi. **First Name;**
- xxii. **Middle Initial;**
- xxiii. **Last Name;**
- xxiv. **Suffix (e.g. Jr., III)**
- xxv. **Job Title;**
- xxvi. **Department;**

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138*

- xxvii. Primary Worksite Name;
- xxviii. Work Telephone Number;
- xxix. Home Street Address (Incl. Apartment #)
- xxx. City;
- xxxi. State;
- xxxii. Zip Code (5 Or 9 Digits);
- xxxiii. Home Telephone Number (10 Digits);
- xxxiv. Personal Cellular Telephone Number (10 Digits);
- xxxv. Personal Email Address Of The Employee;
- xxxvi. Last Four Numbers Of The Social Security Number;
- xxxvii. Birth Date;
- xxxviii. Employee ID;
- xxxix. CalPERS Status (Y/N);
- xl. Hire Date.

5.5 New Employee Orientation

5.5.1 "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

5.5.2 The YCOE shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the YCOE's operations that was not reasonably foreseeable.

5.5.2.1 In the event the YCOE conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

5.5.2.2 In the event the YCOE conduct one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

5.5.3 The YCOE shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet

of YCOE materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the YCOE for distribution.

5.5.4 The orientation shall be held on YCOE property during the workday of the employee(s), who shall be on paid time.

5.5.5 During CSEA's orientation session, no YCOE manager or supervisor or non-unit employee shall be present.

- (5) **Article 4: Personnel Files.** *The Parties agree to amend this sentence in Article 4.2 as follows:*

It is understood that in signing the Evaluation Report Form (**Appendix A**), the employee's signature does not necessarily imply agreement with the conclusions of the supervisor/evaluator.

The Parties also agree to amend the Classified Employee Evaluation Form, as attached.

- (6) **Article 25: Professional Growth.** *The Parties agree to amend Article 25.1 as follows:*

The employee shall submit a completed Professional Growth form (**Appendix B**) to his/her manager for approval prior to course enrollment and, after receiving approval, shall submit the form to Human Resources at least five working days prior to the commencement of the course.

The Parties also agree to amend the Classified Request For Professional Growth Incentive Form, as attached.

- (7) **Article 19: Layoff and Reemployment.** *The Parties agree to amend Article 19.2 and 19.20 as follows:*

19.2 Notice of Layoff

When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, or when there is a lack of funds, affected employees shall be given notice of layoff **on or before March 15th in accordance with Education Code section 45117 (excluding those employees in specially funded programs which shall receive notice** not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights). **The layoff notices will include the contact information for the Chapter President and Labor Relations Representative (failure to include this contact information shall not invalidate the layoff).** Failure to give written notice to the affected employee(s) under the provisions of this section shall invalidate the layoff.

19.20 Seniority List

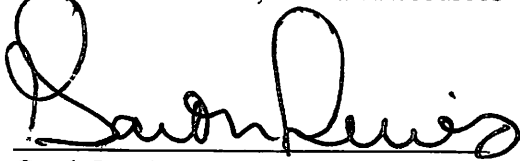
A seniority list of the classification(s) where layoff will occur shall be made available to CSEA at least five (5) working days prior to sending out layoff notices to the affected employees and will be posted at all the following work sites: ~~Greengate, Plainfield, Infant Program and at a work site in West Sacramento.~~

The Parties agree this Tentative Agreement is subject to ratification by the unit and approval of the Superintendent.

For YCOE

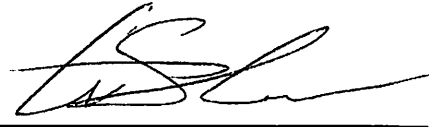


Margie Valenzuela
Executive Director, Human Resources




Garth Lewis
Superintendent

For CSEA



Austin Creamer
President, YCOE Chapter #639



Crystal Ferrer
Labor Relations Representative

7. 6. Public Disclosure of Costs Associated with the 2022-23 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and American Federation of State, County and Municipal Employees (AFSCME) Union 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and AFSCME, for the 2022-2023 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



2324 Disclosure AFSCME.v2

Contact Person

Frances Palu, Director, Internal Fiscal Services, will present this item.

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

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

Bargaining Unit	AFSCME Classified and Certificated
------------------------	------------------------------------

Unit of Settlement	Fiscal Year of Settlement	FISCAL IMPACT	OTHER	ON-GOING OR ONE-TIME
AFSCME	2023-24	10.0%	Salary schedule increase effective 7/1/2023	ON-GOING
AFSCME	2023-24		\$50 increase to monthly employer contribution for health benefits; \$9,600 annual benefit cap	ON-GOING
AFSCME	2023-24		\$2,000 retention payment to unit members that continue their employment with YCOE in 2023-24	ONE-TIME
AFSCME	2023-24		Step 6 to Salary Schedule effective 7/1/23	ON-GOING
AFSCME	2023-24		Longevity for 15 years at 4%	ON-GOING
AFSCME	2023-24		\$250 increase to MA stipend	ON-GOING
AFSCME	2023-24		Initial step placement increased from "up to Step 2" to "up to step 5" effective 7/1/23	

NEXT MONETARY REOPENER AND DATE	7/1/2024
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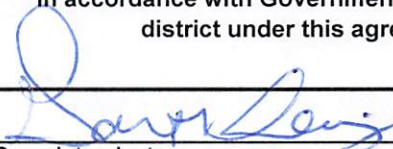
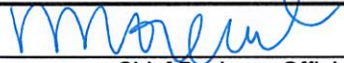
COSTS OF SETTLEMENT	ACCOUNT CODES	CURRENT YEAR	YEAR TWO	YEAR THREE
Certificated Salaries	1000-1999	454,958	443,838	447,104
Classified Salaries	2000-2999	181,674	172,682	173,320
Employee Benefits	3000-3999	201,505	221,663	225,566
Total		838,137	838,183	845,990

State Reserve Standard	
a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 34,171,059
b. State Standard Minimum REU Percentage	3%
c. State Standard Minimum REU amount	\$ 1,025,500.00

Budgeted Unrestricted Reserve (after impact of proposed agreement)	
a. General Fund budgeted Unrestricted EUR	\$ 1,025,500
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ -
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
e. Total County Office budgeted Unrestricted reserves.	\$ 1,025,500

CERTIFICATION

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

	8/12/23		8.2.23
Superintendent	Date	Chief Business Official	Date

TENTATIVE AGREEMENT
YOLO COUNTY SUPERINTENDENT OF SCHOOLS
AND AFSCME CLASSIFIED CHAPTER
RE 2023-2024 NEGOTIATIONS

May 9, 2023

The Parties agree to conclude negotiations for the 2023-2024 school year as follows:

(1) Salary and Benefits for 2023-2024

2023-2024 Increase salary schedule by Head Start COLA of 5.6% plus 4.4%, for a total increase of 10%, effective July 1, 2023; and
\$50 increase to monthly employer contribution for health benefits (monthly from \$750 to \$800; annually from \$9,000 to \$9,600); and
Add a Step 6 to the salary schedule effective July 1, 2023; and
Add Longevity for 15 years at 4%; and
Increase master's stipend from \$500 to \$750; and
A one-time retention payment of \$2,000 to all unit members employed anytime during the 2022-2023 school year that continue their employment with YCOE throughout the 2023-2024 school year (payment to be issued in October 2023); AND
Initial step placement will be increased from "up to step 2" to "up to step 5" effective July 1, 2023. [Prior experience must be comparable.]

(2) Article 14: Leaves. *The Parties agree to revise Article 14 as follows:*

14.1 Bereavement Leave (revise sentences below as follows to address AB 1949)

The leave shall be for a period not to exceed ~~three (3)~~ five (5) days (~~three (3) days are without loss of pay with the additional two (2) days from the employees other available and qualifying leaves~~), ~~or not more than five (5) days if unless the death occurs out of the state or outside a radius of 300 miles from the YCOE office in which case the leave shall be for not more than five (5) days without loss of pay.~~

14.14 Prior Notice, Permission and Verification of Absences

14.14.3.2 Any employee absent because of illness for ~~more than five (5)~~ consecutive workdays shall provide a physician's certification that the employee was ill and unable to work, and which will also include a release to return to work, on his/her the day they return to work.

(3) AB 119 MOU. *The Parties agree add the applicable terms of the MOU to Article 5 Organizational Rights under a new sub-article 5.3 New Employee Orientation.*

(4) **Article 13.3 Vacation Accumulation.** *The Parties agree to revise Article 13 as follows:*

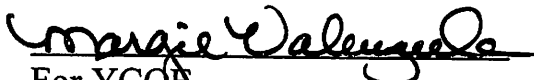
13.3.1 From the first month through the fifth year of continuous service, Vvacation time shall be earned and accumulated at the rate of 1.25 days of vacation for each month of regular full-time service not to exceed fifteen (15) days per fiscal year ~~commencing July 1, 2006.~~

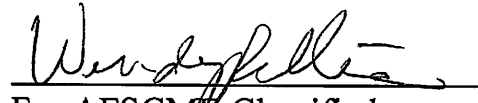
13.3.1.1 Commencing with the sixth year of continuous service, vacation time shall be earned and accumulated at the rate of 1.50 days of vacation for each month of regular full-time service not to exceed eighteen (18) days per fiscal year.


(5) *The Parties agree to add Information Specialists to Calendar One. The employees in this classification will continue to earn vacation days as stated in the contract and as revised above in #4, and will work a 260 day contract year with vacation flexibility in lieu of per diem payment.*

(6) **Article 19.1 Layoff.** *The Parties agree to amend Article 19.1 to amend reference to Ed Code section 8366, to 8303.*

The Parties agree that this Tentative Agreement is subject to ratification by the Association and approval by the Superintendent.


For YCOB


For AFSCME Classified


Superintendent


For AFSCME Classified

TENTATIVE AGREEMENT
YOLO COUNTY SUPERINTENDENT OF SCHOOLS
AND AFSCME CERTIFICATED CHAPTER
RE 2023-2024 NEGOTIATIONS

May 9, 2023

The Parties agree to conclude negotiations for the 2023-2024 school year as follows:

(1) Salary and Benefits for 2023-2024

2023-2024 Increase salary schedule by Head Start COLA of 5.6% plus 4.4%, for a total increase of 10%, effective July 1, 2023; and

\$50 increase to monthly employer contribution for health benefits (monthly from \$750 to \$800; annually from \$9,000 to \$9,600); and

Add a Step 6 to the salary schedule effective July 1, 2023; and

Add Longevity for 15 years at 4%; and

Increase master's stipend from \$500 to \$750; and

A one-time retention payment of \$2,000 to all unit members employed anytime during the 2022-2023 school year that continue their employment with YCOE throughout the 2023-2024 school year (payment to be issued in October 2023); AND

Initial step placement will be increased from "up to step 2" to "up to step 5" effective July 1, 2023. [Prior experience must be comparable and obtained while holding the required child development permit.]

(2) Article 14: Leaves. *The Parties agree to revise Article 14 as follows:*

14.1 Bereavement Leave (revise sentences below as follows to address AB 1949)

The leave shall be for a period not to exceed ~~three (3)~~ five (5) days (three (3) days are without loss of pay with the additional two (2) days from the employees other available and qualifying leaves), ~~or not more than five (5) days if unless~~ the death occurs out of the state or outside a radius of 300 miles from the YCOE office in which case the leave shall be for not more than five (5) days without loss of pay.

14.14 Prior Notice, Permission and Verification of Absences

14.14.3.2 Any employee absent because of illness for ~~more than five (5)~~ consecutive workdays shall provide a physician's certification that the employee was ill and unable to work, and which will also include a release to return to work, on his/her the day they return to work.

(3) AB 119 MOU. *The Parties agree add the applicable terms of the MOU to Article 5 Organizational Rights under a new sub-article 5.3 New Employee Orientation.*

(4) **Article 13.3 Vacation Accumulation.** *The Parties agree to revise Article 13 as follows:*

13.3.1 From the first month through the fifth year of continuous service, ~~V~~vacation time shall be earned and accumulated at the rate of 1.25 days of vacation for each month of regular full-time service not to exceed fifteen (15) days per fiscal year commencing July 1, 2006.

13.3.1.1 Commencing with the sixth year of continuous service, vacation time shall be earned and accumulated at the rate of 1.50 days of vacation for each month of regular full-time service not to exceed eighteen (18) days per fiscal year.


(5) **Article 18 Classification and Changes in Classification.** *The Parties agree to revise Article 18.3 by adding the following sentence to the end of 18.3:*

Associate Teachers with an AA or Bachelor's degree shall be placed on range 31.

(6) **Article 19.1 Layoff.** *The Parties agree to amend Article 19.1 to amend reference to Ed Code section 8366, to 8303.*


The Parties agree that this Tentative Agreement is subject to ratification by the Association and approval by the Superintendent.


For YCOE


Superintendent


For AFSCME Certificated


For AFSCME Certificated

7. 7. Public Disclosure of Costs Associated with the 2022-23 Collective Bargaining Agreement between the Yolo County Office of Education (YCOE) and Yolo Education Association (YEA), Chapter #71 

Description

The Board meeting is being used as a public forum to disclose the costs associated with the collective bargaining agreement between YCOE and YEA, Chapter #71, for the 2022-2023 fiscal year (refer to attachment).

Recommendation

For information only.

Supporting Documents



2324 Disclosure YEA

Contact Person

Frances Palu, Director, Internal Fiscal Services, will present this item.

SUMMARY

NOTICE OF COLLECTIVE BARGAINING AGREEMENT

COUNTY OFFICE	Yolo County Office of Education
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Bargaining Unit	YEA Certificated
------------------------	------------------

Unit of Settlement	Fiscal Year of Settlement	FISCAL IMPACT	OTHER	ON-GOING OR ONE-TIME
YEA	2023-24	6.17%	Salary schedule increase effective 7/1/2023	ONGOING
YEA	2023-24		\$2,000 retention payment to unit members that continue their employment with YCOE in 2023-24	ONE-TIME
YEA	2023-24		\$50 increase to monthly employer contribution for health benefits; \$9,600 annual benefit cap	ONGOING
YEA	2023-24		\$500 increase to master's/doctorate stipends; \$1,500 annual stipend	ONGOING

NEXT MONETARY REOPENER AND DATE	7/1/2024
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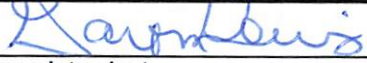
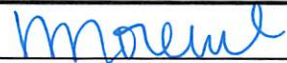
COSTS OF SETTLEMENT	ACCOUNT CODES	CURRENT YEAR	YEAR TWO	YEAR THREE
Certificated Salaries	1000-1999	337,192	266,997	271,002
Classified Salaries	2000-2999		-	-
Employee Benefits	3000-3999	95,100	92,240	93,210
Total		432,292	359,237	364,212

State Reserve Standard	
a. Total expenditures, transfers out, and uses (including cost of proposal)	\$ 34,728,204
b. State Standard Minimum EUR Percentage	3%
c. State Standard Minimum EUR amount	\$ 1,041,846

Budgeted Unrestricted Reserve (after impact of proposed agreement)	
a. General Fund budgeted Unrestricted EUR	\$ 1,042,000
b. General Fund budgeted Unrestricted Unappropriated amount	\$ -
c. Special Reserve Fund budgeted EUR	\$ -
d. Special Reserve Fund budgeted Unappropriated amount	\$ -
e. Total County Office budgeted Unrestricted reserves.	\$ 1,042,000

CERTIFICATION

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

	7/31/23		7-31-23
Superintendent	Date	Chief Business Official	Date

TENTATIVE AGREEMENT

April 5, 2023

The Yolo County Office of Education (“YCOE”) and the Yolo Education Association (“YEA”) (YCOE and YEA collectively the “Parties”) agree on April 5, 2023 to conclude negotiations for the 2023-2024 school year as follows.

(1) Salary and Benefits.

- 1) The salary schedule will be increased by 75% of the final COLA for the 2023-2024 school year, effective July 1, 2023 (75% of the currently projected COLA of 8.13% = 6.1%); AND
- 2) A one-time retention payment of \$2,000 to all unit members employed anytime during the 2022-2023 school year that continue their employment with YCOE throughout the 2023-2024 school year (payment to be issued in October 2023); AND
- 3) \$50 increase to the monthly employer contribution for health benefits (monthly from \$750 to \$800; annually from \$9,000 to \$9,600); AND
- 4) Increase the master’s degree stipend from \$1,000 to \$1,500, and the Ph.D. and Ed.D. stipend from \$1,000 to \$1,500.

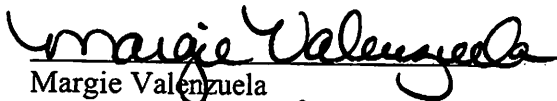
(2) Article 22.6.

Maintain status quo.

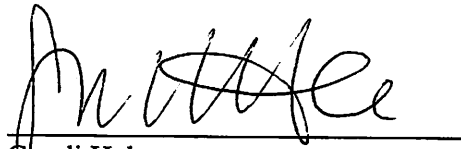
The Parties agree this Tentative Agreement is subject to ratification by the unit and approval of the Superintendent.

For YCOE

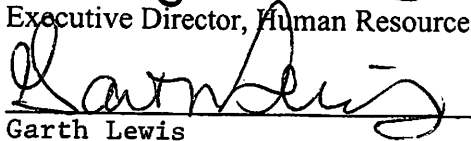
For YEA



Margie Valenzuela
Executive Director, Human Resources



Cyndi Hale
President, YEA



Garth Lewis
Superintendent

7. 8. 2023-24 Yolo COE Organizational Charts 

Description

2023-24 Yolo COE Organizational Charts.

Recommendation

For information only.

Supporting Documents



2023-24 Org Charts_All

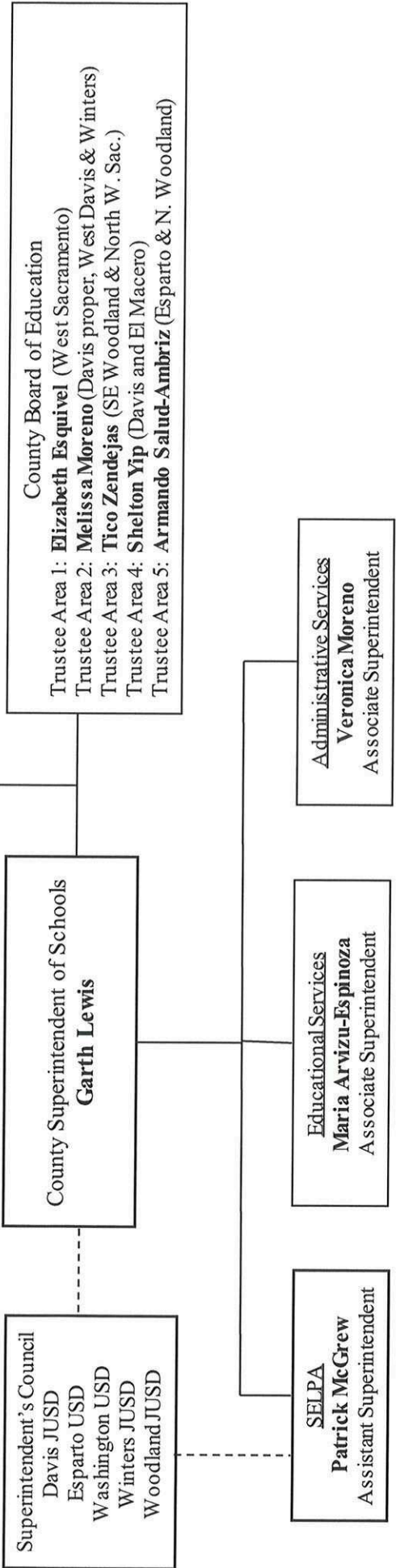
Contact Person

Superintendent Garth Lewis will present this item.



2023-24

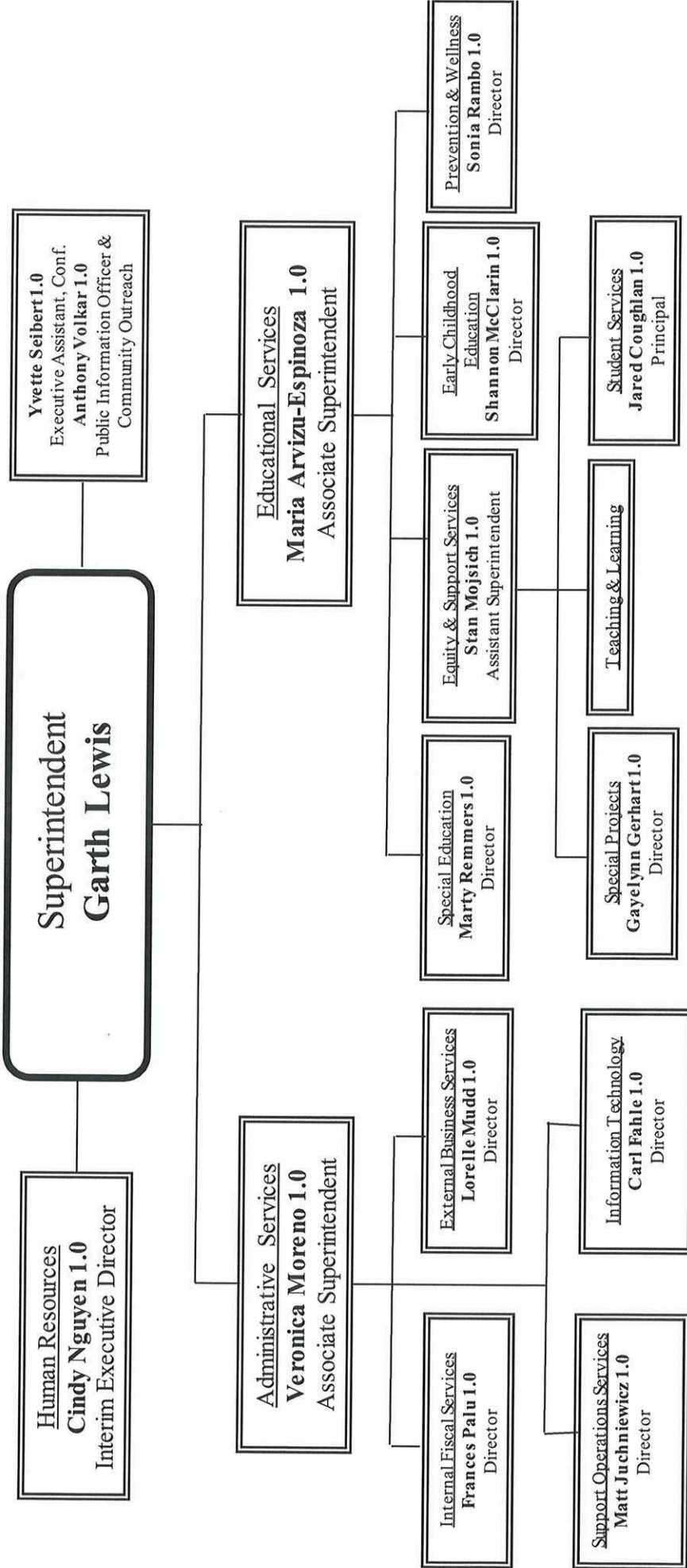
Yolo County Voters and Residents





2023-24

County Superintendent





2023-24

Educational Services Division

Maria Arvizu-Espinoza, 1.0
Associate Superintendent

Catherine Vibert 1.0
Administrative Assistant

Prevention & Wellness
Sonia Rambo 1.0
Director
Andrew Martinez 1.0
Program Specialist I
VACANT 1.0
Program Specialist I –
Social Emotional Learning
& Mental Health

Administrative Secretary 1.0
Classified 1.0

Anissa Del Castillo 1.0
Administrative Assistant
Sonia Pizano .50
Program Data Analyst

Equity & Support Services
Stan Mojsich, 1.0
Assistant Superintendent
Gaylynn Gerhart 1.0
Director Special Projects-Student Services
Vacancy 1.0
Program Specialist I

Student Services
Jared Coughlan 1.0
Principal
Alejandra Lopez 1.0
Program Specialist I

Administrative Secretary 1.0
Certificated 6.0
Classified 4.0

Teaching & Learning
Eric Banuelos 1.0
Adult Education Workforce Specialist
Catherine Irwin 1.0
Program Coordinator II–Multi-Tiered
Systems of Support
Heather Schlamman 1.0
Program Coordinator II–Language &
Literacy
Edwin Ortega Beltran 1.0
Program Specialist I–College & Career
Readiness
Karen Swan 1.0
Program Coordinator I–College & Career
Readiness
An Ta 1.0
Program Specialist III/Administrator

Administrative Secretary 1.0

Special Education
Marty Remmers 1.0
Director
Edward Graziano 1.0
Principal
Jessica Bohatch-Easton 1.0
Principal
Vacancy 1.0
Principal
Jocelyn Barrios 1.0
Behavior Analyst
Robyn Grippa 1.0
Behavior Analyst
Sarah Portugal 1.0
Program Specialist
III/Administrator Early
Childhood

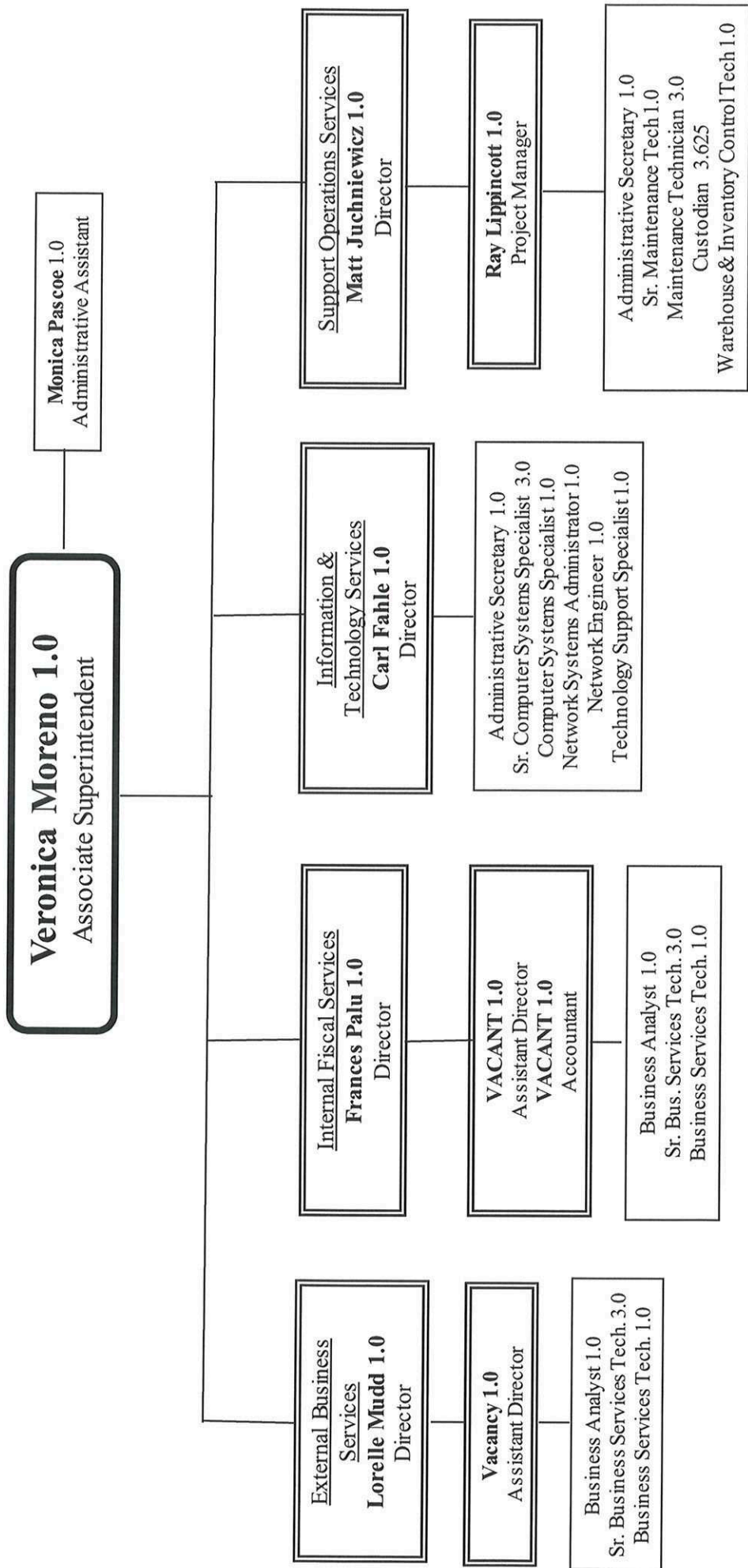
Administrative Secretary 2.0
Secretary 1.0
Certificated 39.60
Classified 69.8125

Early Childhood Education
Shannon McClarin 1.0
Director/LCCPC Coordinator
Katrina Hopkins 1.0
Program Administrator HS/EHS
Kathleen Glassman 1.0
Program Administrator Early
Learning & Care
Naomi Gonzalez 1.0
Disabilities/Mental Health Manager
Jade Mehl 1.0
Education Services Manager
Nicole Castrejon 1.0
Family Support Services Manager
Gustavo Melgoza 1.0
Health Services/Quality Assurance
Manager
M. Connie Luna-Garcia 1.0
Site Coordinator
Jacqueline Tam 1.0
Site Coordinator
Silvia Meza Lara 1.0
Site Coordinator
Sandra Hernandez 1.0
Site Coordinator

Administrative Secretary 1.0
Secretary 1.0
Certificated 70.1563
Classified 14.5

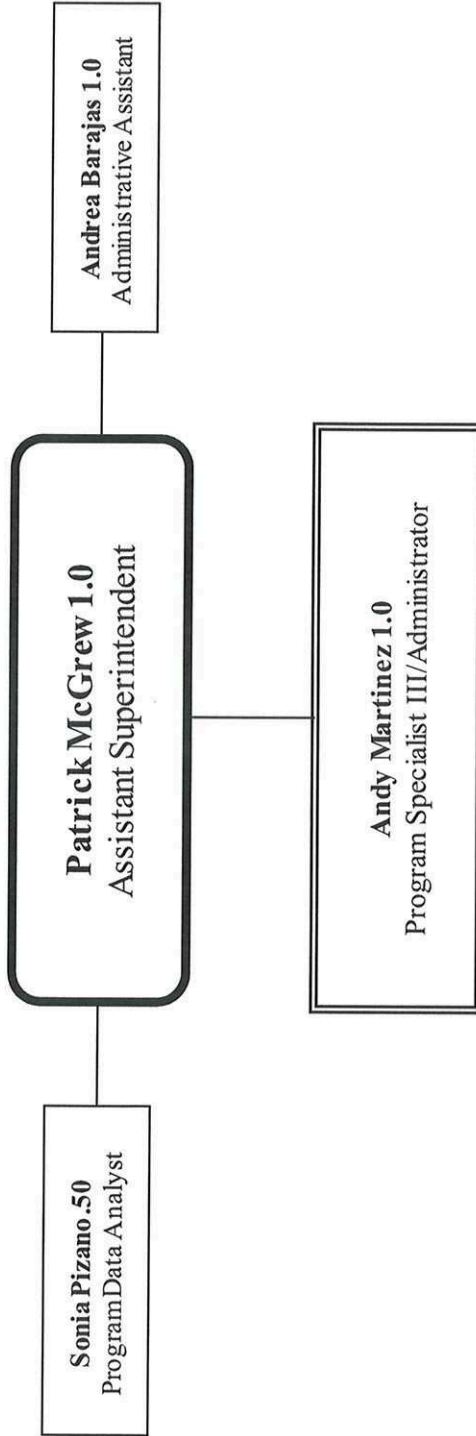
2023-24

Administrative Services Division



Yolo County
OFFICE OF
EDUCATION

2023-24
SELPA





2023-24

Human Resources

Patti Robles 1.0
Human Resources Analyst

Cindy Nguyen 1.0
Interim Executive Director

HR Credentials Technician (Conf.) 1.0
Sr. Payroll Technician (Conf.) 1.0
Payroll Technician (Conf.) 1.0

Bebe Reveles 1.0
Administrative Secretary (Confidential)
Iris Tapia-Ramirez 1.0
Administrative Secretary (Confidential)
VACANT 1.0
Secretary

7. 9. First Reading of Board Bylaws (9000 series)

Quick Summary / Abstract

BB 9220 - Governing Board Elections
BB 9222 - Resignation
BB 9223 - Filling Vacancies
BB 9224 - Oath or Affirmation
BB 9230 - Orientation

Description

The Board Bylaws for the 9000 series have been updated. Staff will be bringing five (5) policies to the Board for information and action each month. The third set of Board Bylaws for information are:

BB 9220 - Governing Board Elections
BB 9222 - Resignation
BB 9223 - Filling Vacancies
BB 9224 - Oath or Affirmation
BB 9230 - Orientation

These will come back to the Board for action at the September 12, 2023 Regular Board meeting.

Also, the old policies below have been renumbered/combined into the bylaws already adopted by the YCOE in the past few years and will be discontinued:

BB 9250 - Renumeration Reimbursement
BB 9251e - Process for setting Superintendent's compensation
BB 9271 - Code of Ethics
BB 9300 - Methods of Operation
BB 9311 - Formulation, Adoption, Amendment of Bylaws and Policies
BB 9312 - Formulation, Adoption, Amendment of Bylaws
BB 9314 - Suspension of Policies, Bylaws, Administrative Regulations
BB 9320e - Meeting outside of School Boundaries
BB 9324 - Advance delivery of meeting materials
BB 9325 - Meeting Conduct
BB 9326 - Actions by the Board
BB 9330 - Membership in Associations
BB 9330.1 - Representation to the YCSBA Executive Board
BB 9400 - Board Self Evaluation
BB 9510 - County Board Elections
BB 9511 - Candidate Statement of Qualifications
BB 9512 - Calendar Governing County Board Elections
BB 9513 - Tie Votes in Board Member Elections

BB 9600 - County Committee on School District Organization

Recommendation

For information. The Board will be asked to consider adopting these policies at the Regular Board Meeting on August 8, 2023.

Supporting Documents

 Board Bylaws BB 9220

 BB 9220

 Board Bylaws BB 9222

 BB 9222

 Board Bylaws BB 9223

 BB 9223

 Board Bylaws BB 9224

 BB 9224

 Board Bylaws BB 9230

 BB 9230

Contact Person

Superintendent Garth Lewis will present this item.

Governing Board Elections

The Yolo County Board of Education (“County Board”) shall consist of five (5) members whose terms shall be staggered so that, as nearly as practicable, one half of the members shall be elected at each regular County Board election. (Education Code 1000, 1007).

Election procedures shall be followed in accordance with state and federal law.

Board Member Qualifications

Any person other than the Yolo County Superintendent of Schools (“Superintendent”), a member of the Yolo ~~e~~County ~~o~~Office of ~~e~~Education (“YCOE”), staff, or an employee of a school district that is within the jurisdiction of the County Board is eligible to be a member of the County Board if that person is an elector of the trustee area to be represented and is not legally disqualified from holding civil office. (Education Code 1000, 1006)

Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a County Board member unless granted a pardon in accordance with law. (Elections Code 20)

The County Board encourages all candidates to become knowledgeable about the role of the County Board. Upon request, all candidates shall be provided with information that will enable them to understand the responsibilities and expectations of being a County Board member, including information regarding available workshops, seminars, and/or training, the county election official's contact information, and general information about school programs, YCOE operations, and County Board responsibilities.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Election Date

To reduce costs associated with conducting elections, the election of County Board members shall be consolidated with the local municipal or statewide primary or general election in accordance with a County Board resolution approved by the County Board of Supervisors. (Elections Code 1302, 10404.5)

However, if a regularly scheduled County Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the County Board shall take action

to consolidate County Board elections with statewide elections in accordance with Elections Code 14051-14052. (Elections Code 14051-14052)

Term of Office

The term of office for members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 1007, 5017)

A member whose term has expired shall continue to discharge the duties of the office until a successor has qualified by taking the oath of office. (Government Code 1302, 1360)

Campaign Conduct

All candidates, including current County Board members running as incumbents, shall abide by local, state, and federal requirements regarding campaign donations, funding, and expenditures.

No candidate shall expend or accept any public money for the purpose of seeking elective office, ~~unless the COE has established a dedicated fund for those seeking election to the County Board and such funds are available to all qualified candidates without regard to incumbency or political preference.~~ (Government Code 85300)

Commented [DS11]: Part of statute allowing dedicated fund held invalid by Howard Jarvis Taxpayers v. Newsom, (2019) 38 Cal.App.5th 158

In order to help protect the public's trust in the electoral process as well as the public's confidence in the County Board and the YCOE, the County Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general election, the County Board secretary or designee shall deliver a notice, bearing the secretary's signature and seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the County Board to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the County Board or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the County Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

The County Board shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the County Board may require candidates to pay their estimated pro rata share of these costs to the County Board in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the County Board, the County Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the County Board. At that time the County Board shall determine the winner by lot. (Education Code 5016)

Legal Reference:

Education Code, 1000, 1002, 1006, 1007, 1017, 5000-5033, 5220-5231, 5300-5304, 5320-5329, 5340-5345, 5360-5363, 5380, 5390, 5420-5426, 5440-5442

Elections Code, 20, 321, 1302, 2201, 4000-4004, 10400-10418, 10509, 10600-10604, 13307, 13309, 14025-14032, 20440

Government Code, 1021, 1302, 1303, 1360, 12940, 81000-91014

Penal Code, 68, 74, 424, 661

California Constitution, Article 2, Section 2; Article 7, Section 7; Article 7, Section 8

United States Code, Title 52 10301-10508

Court Decisions, *Shelby County v. Holder*, (2013) 133 S. Ct. 2612 *Rey v. Madera Unified School District*, (2012) 138 Cal. Rptr. 3d 192 *Randall v. Sorrell*, (2006) 126 S.Ct. 2479 *Sanchez v. City of Modesto*, (2006) 51 Cal.Rptr.3d 821 *Dusch v. Davis*, (1967) 387 U.S. 112

Attorney Generals Opinions, 85 Ops.Cal.Atty.Gen. 49 (2002) 83 Ops.Cal.Atty.Gen. 181 (2000) 81 Ops.Cal.Atty.Gen. 98 (1998) 69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

Websites

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

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

California Secretary of State's Office: <http://www.ss.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

Adopted: June 29, 2017

Revised: November 8, 2022; June 27, 2023

GOVERNING BOARD ELECTIONS

The County Board of Education shall consist of five (5) members whose terms shall be staggered so that, as nearly as practicable, one half of the members shall be elected at each regular County Board election. (Education Code 1000, 1007).

To reduce costs associated with conducting elections, the County Board election may be consolidated with the local municipal or statewide primary or general election upon adoption of a resolution by the County Board and approval of the County Board of Supervisors. (Elections Code 1302, 10404.5)

Election procedures shall be followed in accordance with state and federal law.

Eligibility

Any person other than the County Superintendent of Schools, a member of his/her staff, or an employee of a school district that is within the jurisdiction of the County Board, is eligible to be a member of the County Board if he/she is an elector of the trustee area he/she is to represent and is not legally disqualified from holding civil office. (Education Code 1006)

Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a County Board member except when he/she has been granted a pardon in accordance with law. (Elections Code 20, 321)

Term of Office

The term of office for members elected in regular elections shall be four years, commencing on the last Friday in November following their election. (Education Code 1007, 5017)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360)

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the County Board and the county office of education, the County Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

GOVERNING BOARD ELECTIONS (continued)**Statement of Qualifications**

The County Board shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the County Board may require candidates to pay their estimated pro rata share of these costs to the County Board in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general election, the County Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the County Board to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the County Board or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the County Board, the County Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the County Board. At that time the County Board shall determine the winner by lot. (Education Code 5016)

*Legal Reference:***EDUCATION CODE**

- 1000 *Composition, and trustee area, county board of education*
- 1002 *Trustee area boundaries and membership changes*
- 1006 *Qualifications for holding office, county board of education*
- 1007 *Elections*
- 1017 *Expiration of terms*
- 5000-5033 *Elections*
- 5220-5231 *Elections*
- 5300-5304 *General provisions (conduct of elections)*
- 5320-5329 *Order and call of elections*
- 5340-5345 *Consolidation of elections*
- 5360-5363 *Election notice*
- 5380 *Compensation (of election officer)*

GOVERNING BOARD ELECTIONS (continued)

5390 *Qualifications of voters*

5420-5426 *Cost of elections*

5440-5442 *Miscellaneous provisions*

ELECTIONS CODE

20 *Public office eligibility*

321 *Electors*

1302 *Local elections*

2201 *Grounds for cancellation*

4000-4004 *Elections conducted wholly by mail*

10400-10418 *Consolidation of elections*

10509 *Notice of election by secretary*

10600-10604 *School district elections*

13307 *Candidate's statement*

13309 *Candidate's statement, indigence*

14025-14032 *California Voting Rights Act*

20440 *Code of Fair Campaign Practices*

GOVERNMENT CODE

1021 *Conviction of crime*

1302 *Continuance in office until qualification of successor*

1303 *Exercising functions of office without having qualified*

1360 *Necessity of taking constitutional oath*

12940 *Nondiscrimination, Fair Employment and Housing Act*

81000-91014 *Political Reform Act*

PENAL CODE

68 *Bribes*

74 *Acceptance of gratuity*

424 *Embezzlement and falsification of accounts by public officers*

661 *Removal for neglect or violation of official duty*

CALIFORNIA CONSTITUTION

Article 2, Section 2 *Voters, qualifications*

Article 7, Section 7 *Conflicting offices*

Article 7, Section 8 *Disqualification from office*

UNITED STATES CODE, TITLE 52

10301-10508 *Voting Rights Act*

COURT DECISIONS

Shelby County v. Holder, (2013) 133 S. Ct. 2612

Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 *Ops. Cal. Atty. Gen. 49 (2002)*

83 *Ops. Cal. Atty. Gen. 181 (2000)*

81 *Ops. Cal. Atty. Gen. 98 (1998)*

69 *Ops. Cal. Atty. Gen. 290 (1986)*

Management Resources:

WEB SITES

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

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

GOVERNING BOARD ELECTIONS (continued)

California Secretary of State's Office: <http://www.ss.ca.gov>
Fair Political Practices Commission: <http://www.fppc.ca.gov>
Institute for Local Self Government: <http://www.ca-ilg.org>

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

Resignation

A Yolo County Board of Education (“County Board”) member who wishes to resign shall file a written resignation with the Yolo County Superintendent of Schools (“Superintendent”). (Education Code 1008, 5090) The resigning County Board member shall also give a copy of the written resignation to the County Board president.

The resignation shall become effective when filed with the ~~County~~ Superintendent unless a deferred effective date is specified in the resignation. The effective date may not be deferred for more than 60 days after filing. (Education Code 5090, 5091)

A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable once filed. (Education Code 5090)

A County Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office except those involving the provisional appointment of his/her successor.

A County Board member who resigns shall file a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement and the date he/she leaves office within 30 days of leaving office. (Government Code 87302, 87500)

Legal Reference:

Education Code, 1008, 5090-5095, 35178

Government Code, 1770, 87300-87313, 87500

Management Resources:

Websites

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

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

Adopted: June 29, 2017

Revised: June 27, 2023

RESIGNATION

A County Board of Education member who wishes to resign shall file a written resignation with the County Superintendent of Schools. (Education Code 1008, 5090)

The resignation shall become effective when filed with the County Superintendent unless a deferred effective date is specified in the resignation. The effective date may not be deferred for more than 60 days after filing. (Education Code 5090, 5091)

A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable once filed. (Education Code 5090)

A County Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office except those involving the provisional appointment of his/her successor.

A County Board member who resigns shall file a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement and the date he/she leaves office within 30 days of leaving office. (Government Code 87302, 87500)

Legal Reference:

EDUCATION CODE

1008 Vacancies; procedure for filing

5090-5095 Definition (vacancy)

35178 Resignation with deferred effective date

GOVERNMENT CODE

1770 Vacancies: definition

87300-87313 Conflict of interest code

87500 Statements of economic interests

Management Resources:

WEB SITES

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

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

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

Filling Vacancies

Events Causing a Vacancy

A vacancy on the Yolo County Board of Education (“County Board”) may occur for any of the following events:

1. The death of an incumbent. (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term. (Government Code 1770)
3. A County Board member's resignation. (Government Code 1770)
4. A County Board member's removal from office, including by recall. (Elections Code 11384; Government Code 1770)
5. A County Board member's ceasing to inhabit the trustee area which he/she represents on the County Board. (Government Code 1770)
6. A County Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon County Board business with the approval of the County Board.
 - b. With the consent of the County Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the County Board, for an additional period not to exceed 30 days.
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard.

If the absence of the County Board member for military deployment exceeds six months, the County Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the County Board may appoint an interim member to serve in his/her absence.

If two or more members of the County Board are absent by reason of military deployment, and those absences result in the inability to establish a quorum at a regular meeting, the County Board may immediately appoint one or more interim members as necessary to enable the County Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent County Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A County Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state without the permission required by law. (Government Code 1770)

8. A County Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770, 3000-3003)

9. A County Board member's refusal or neglect to file his/her required oath within the time prescribed. (Government Code 1770)

10. The decision of a competent tribunal declaring void a County Board member's election or appointment. (Government Code 1770)

11. A County Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a County Board seat(s). (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the County Board shall take the following action, as appropriate: (Education Code 1008)

1. When a vacancy occurs within four months of the end of a County Board member's term, the County Board shall take no action. (Education Code 5093)

2. When a vacancy occurs more than four months before the end of a County Board member's term, the County Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation unless a special election as described in item #3 below is required. (Education Code 5091, 5093)

3. When a vacancy occurs between six months and 130 days before a regularly scheduled County Board election but the vacant position is not scheduled to be filled during that election, a special election to fill the position shall be consolidated with the regular election. The person

elected shall take office at the first regularly scheduled County Board meeting following the certification of the election and shall serve until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the County Board, a person must meet the eligibility requirements specified in Education Code 1000 and 1006 and described in Board Bylaw 9220.

Provisional Appointments

When a special election is not required, the County Board is authorized by law to make a provisional appointment to fill a vacancy on the County Board. Before making a provisional appointment, the County Board shall advertise in the local media to solicit candidate applications or nominations. The County Board shall ensure that applicants are eligible for County Board membership, interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

The person appointed shall be afforded all the powers and duties of a County Board member immediately upon appointment and shall hold office until the next regularly scheduled election for County Board members. (Education Code 5091)

Within 10 days after the appointment is made, the County Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the jurisdiction of the County Board. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date that the vacancy occurred or the date of the filing of, and the effective date of, the resignation
2. The full name of the provisional appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the Yolo County Superintendent of Schools within 30 days of the provisional appointment, the appointment shall become effective

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and an election will not be held, the County Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the County Board shall publish a notice once in a newspaper of general circulation published in the county, or if no such newspaper exists, in a newspaper having general circulation within the county. This notice shall state that the County Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures specified above in the "Provisional Appointments" section.

Legal Reference:

Education Code, 1000, 1006, 1007, 5090-5095, 5300-5304, 5320-5329, 5340-5345

Elections Code, 10600-10604, 11381-11386

Government Code, 1064, 1770, 3000-3003, 3060-3075, 6061, 54950-54963

Penal Code, 88

United States Code, Title 18 704

Attorney Generals Opinions 58 Ops.Cal.Atty.Gen. 888 (1975) 81 Ops.Cal.Atty.Gen. 98 (1998)

Management Resources:

CSBA Publications, Filling a Board Vacancy, rev. May 2012

Websites

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

California State Attorney General's Office, Quo Warranto Applications:
http://ag.ca.gov/opinions/quo_warranto.php

Adopted: June 29, 2017

Revised: June 27, 2023

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the County Board of Education may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A County Board member's resignation (Government Code 1770)
4. A County Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A County Board member's ceasing to inhabit the trustee area which he/she represents on the County Board (Government Code 1770)
6. A County Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon County Board business with the approval of the County Board
 - b. With the consent of the County Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the County Board.
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the County Board member for military deployment exceeds six months, the County Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the County Board may appoint an interim member to serve in his/her absence.

If two or more members of the County Board are absent by reason of military deployment, and those absences result in the inability to establish a quorum at a regular meeting, the County Board may immediately appoint one or more interim members as necessary to

FILLING VACANCIES (continued)

enable the County Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent County Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A County Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state without the permission required by law (Government Code 1770)
8. A County Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A County Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a County Board member's election or appointment (Government Code 1770)
11. A County Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a County Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the County Board shall take the following action, as appropriate: (Education Code 1008)

1. When a vacancy occurs within four months of the end of a County Board member's term, the County Board shall take no action. (Education Code 5093)
2. When a vacancy occurs more than four months before the end of a County Board member's term, the County Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation unless a special election as described in item #3 below is required. (Education Code 5091, 5093)

FILLING VACANCIES (continued)

3. When a vacancy occurs between six months and 130 days before a regularly scheduled County Board election but the vacant position is not scheduled to be filled during that election, a special election to fill the position shall be consolidated with the regular election. The person elected shall take office at the first regularly scheduled County Board meeting following the certification of the election and shall serve until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the County Board, a person must meet the eligibility requirements specified in Education Code 1000 and 1006 and described in Board Bylaw 9220.

Provisional Appointments

When a special election is not required, the County Board is authorized by law to make a provisional appointment to fill a vacancy on the County Board. Before making a provisional appointment, the County Board shall advertise in the local media to solicit candidate applications or nominations. The County Board shall ensure that applicants are eligible for County Board membership, interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

The person appointed shall be afforded all the powers and duties of a County Board member immediately upon appointment and shall hold office until the next regularly scheduled election for County Board members. (Education Code 5091)

Within 10 days after the appointment is made, the County Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the jurisdiction of the County Board. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date that the vacancy occurred or the date of the filing of, and the effective date of, the resignation
2. The full name of the provisional appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant

FILLING VACANCIES (continued)

to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, the appointment shall become effective

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and an election will not be held, the County Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the County Board shall publish a notice once in a newspaper of general circulation published in the county, or if no such newspaper exists, in a newspaper having general circulation within the county. This notice shall state that the County Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures specified above in the "Provisional Appointments" section.

*Legal Reference:*EDUCATION CODE

1000 *Composition and trustee area, county board of education*
 1006 *Qualifications for holding office, county board of education*
 1007 *Elections*
 5090-5095 *Vacancies*
 5300-5304 *General provisions (conduct of elections)*
 5320-5329 *Order and call of election*
 5340-5345 *Consolidation of elections*

ELECTIONS CODE

10600-10604 *School district elections*
 11381-11386 *Candidates for recall*

GOVERNMENT CODE

1064 *Absence from state*
 1770 *Vacancies: definition*
 3000-3003 *Forfeiture of office*
 3060-3075 *Removal other than by impeachment*
 6061 *One time notice*
 54950-54963 *The Ralph M. Brown Act*

PENAL CODE

88 *Bribery, forfeiture from office*
UNITED STATES CODE, TITLE 18
 704 *Military medals or decorations*

FILLING VACANCIES (continued)

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

81 Ops.Cal.Atty.Gen. 98 (1998)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. May 2012

WEB SITES

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

California State Attorney General's Office, *Quo Warranto Applications:*

http://ag.ca.gov/opinions/quo_warranto.php

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

Oath or Affirmation

Prior to entering upon the duties of their office, all members of the Yolo County Board of Education (“County Board”) shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by any County Board member, the secretary or assistant secretary to the County Board, the Yolo County Superintendent of Schools, the Superintendent of Public Instruction, or any other person authorized in Education Code 60 or Government Code 1225. The executed oath shall be filed with the Yolo County Clerk. (Government Code 1363)

Legal Reference:

Education Code, 60

Government Code, 1225, 1303, 1360-1369, 3100-3109

California Constitution, Article 20, Section 3

Court Decisions, Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544 Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Adopted: June 29, 2017

Revised: June 27, 2023

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The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1225 Right to administer and certify oaths

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

Orientation

County Board Candidate Orientation

The Yolo County Board of Education (“County Board”) and Yolo County Superintendent of Schools (“Superintendent”) desire to provide County Board candidates with information that will enable them to understand the responsibilities and expectations of County Board membership. The ~~County~~ Superintendent or designee shall provide all candidates with general information about Yolo ~~e~~County ~~e~~Office of ~~e~~Education (“YCOE”) programs and operations, County Board member responsibilities, and the county election official's contact information.

The County Board encourages all candidates to attend public County Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to County Board and YCOE staff and information.

New County Board Member Orientation

The County Board shall provide an orientation and information to incoming County Board members to assist them in understanding the County Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming County Board members shall receive the YCOE policy manual and other materials related to the YCOE and County Board member responsibilities.

Upon their election, incoming County Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The ~~County~~ Superintendent may provide incoming County Board members with additional background and information regarding the YCOE's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, and policy.

Incoming members are encouraged to attend County Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the YCOE. Incoming members also may, at YCOE expense and with prior approval of the County Board, attend workshops and conferences relevant to their individual needs or to the needs of the County Board or the YCOE as a whole.

Legal Reference:

Education Code, 33360, 33362-33363

Elections Code, 13307, 20440

Government Code, 54950-54963

Management Resources:

CSBA Publications The Brown Act: School Boards and Open Meeting Laws, rev. 2007 A call to Order, 2015 Professional Governance Standards, 2000

CCBE Publications A Guide to Effective Governance, 2015

Websites

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

CCBE : <http://www.theccb.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Adopted June 29, 2017

Revised: June 27, 2023

ORIENTATION

County Board Candidate Orientation

The County Board of Education and County Superintendent of Schools desire to provide County Board candidates with information that will enable them to understand the responsibilities and expectations of County Board membership. The County Superintendent or designee shall provide all candidates with general information about county office of education programs and operations, County Board member responsibilities, and the county election official's contact information.

The County Board encourages all candidates to attend public County Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to County Board and COE staff and information.

New County Board Member Orientation

The County Board shall provide an orientation and information to incoming County Board members to assist them in understanding the County Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming County Board members shall receive the COE policy manual and other materials related to the COE and County Board member responsibilities.

Upon their election, incoming County Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The County Superintendent may provide incoming County Board members with additional background and information regarding the COE's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, and policy.

Incoming members are encouraged to attend County Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the COE. Incoming members also may, at COE expense and with prior approval of the County Board, attend workshops and conferences relevant to their individual needs or to the needs of the County Board or the COE as a whole.

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

ORIENTATION (continued)

13307 *Candidate's statement*
20440 *Code of Fair Campaign Practices*
GOVERNMENT CODE
54950-54963 *The Ralph M. Brown Act, especially:*
54952.1 *Member of a legislative body*
54952.7 *Copies of Brown Act to board members*

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, rev. 2007
A call to Order, 2015
Professional Governance Standards, 2000
CCBE PUBLICATIONS
A Guide to Effective Governance, 2015
WEB SITES
CSBA: <http://www.csba.org>
CCBE : <http://www.theccbe.org>
Fair Political Practices Commission: <http://www.fppc.ca.gov>

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

8. SUGGESTED FUTURE AGENDA ITEM(S)

Description

- Update on EL RISE - Future meeting
- Status of Juvenile Hall - Cost and How many students (Requested by Trustee Moreno at Board Retreat)
- Presentation on health benefits stipend and access to boards - Do years of service count towards PERS (Requested by President Zendejas at Board Retreat)

9. ADJOURNMENT
