



YOLO COUNTY BOARD OF EDUCATION REGULAR MEETING

09/12/2023 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.



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

BOARD MEMBERS

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

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

<https://ycoe.zoom.us/j/97637728971>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 976 3772 8971


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

- Before the meeting by google form:

http://bit.ly/Board_Comments

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

- In person at the Yolo County Office of Education, 1280 Santa Anita Court, Suite 120, Woodland, CA 95776.
 - To address the Board concerning an item on the agenda, please complete the form provided at the door.
 - The Board President will invite each speaker to the podium to make verbal comments that may not exceed three (3) minutes.

1. OPENING PROCEDURES	7
1. Call to Order and Roll Call	8
2. Indigenous Land Acknowledgement Statement	9
3. Pledge of Allegiance	10
4. Approval of Agenda Motion to approve Agenda.	11
2. RECOGNITION OF GUESTS AND PRESENTATIONS	12
1. YCOE Employee of the Month - September 2023  For information.	13
2. Introduction of New Staff For information.	15
3. Public Comment	16

This item is placed on the agenda for the purpose of providing visitors the opportunity to address the Board on any item(s) of business that does not appear on the formal agenda.

Visitors may also request recognition from the chairperson, to address the Board concerning an item on the agenda by completing the form provided at the door or following the public comment instructions below:

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

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

- Before the meeting by google form:

http://bit.ly/Board_Comments

- *Please submit your Google form by the Board meeting date. A moderator for the meeting will read your comments for the record.*

- In person at the Yolo County Office of Education, 1280 Santa Anita Court, Suite 120, Woodland, CA 95776.
 - To address the Board concerning an item on the agenda, please complete the form provided at the door.
 - The Board President will invite each speaker to the podium to make verbal comments that may not exceed three (3) minutes.

4. REPORTS 17

- 1. Board Member(s)/Superintendent/Superintendent's Advisory Team (SAT)/Committee(s) 18
 - a. Board Reports
 - b. Superintendent
 - c. Superintendent's Advisory Team (SAT)
 - i. Administrative Services Report
 - ii. Educational Services Report
 - d. Committees
- 2. Associations (This Item provides an opportunity for YEA/CSEA/AFSCME representatives to address the Board and Public) 29

5. CONSENT AGENDA 30

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. August 8, 2023 Regular Board Meeting Minutes
- b. August 2023 Temporary County Certificates (TCC's)

- 6. A public hearing will be conducted to receive comment from parents, teachers, members of the community, and bargaining unit leaders regarding the stipulation of the State Instructional Materials Program, and the sufficiency of instructional materials in the Yolo County Alternative Education Programs, Grades 9-12, Fiscal Year 2023-24. 42

7. ACTION ITEMS 43

- 1. Resolution #23-24/9 Regarding Sufficiency or Insufficiency of Instructional Materials 44
 Staff recommends approval of Resolution #23-24/9 Regarding Sufficiency or Insufficiency of Instructional Materials .

2. RESOLUTION #23-24/10 Indigenous People's Day, Monday, October 9, 2023 & RESOLUTION #23-24/11 National American Indian Heritage Month - November 2023	48
Staff recommends approval of RESOLUTION #23-24/10 Indigenous People's Day, Monday, October 9, 2023 & RESOLUTION #23-24/11 National American Indian Heritage Month - November 2023	
3. RESOLUTION 23-24/12 Filipino American History Month - October 2023	52
Staff recommends approval of RESOLUTION 23-24/12 Filipino American History Month - October 2023	
4. RESOLUTION 23-24/13 Bullying Prevention Month - October 2023	55
Staff recommends approval of RESOLUTION 23-24/13 Bullying Prevention Month - October 2023	
5. Second Reading of Board Policies (9000 series)	58
BB 9220 - Governing Board Elections	
BB 9222 - Resignation	
BB 9223 - Filing Vacancies	
BB 9224 - Oath or Affirmation	
BB 9230 - Orientation	
Staff recommends that the Board adopt the above Board policies.	
6. Grand Jury 2023-24 Report Response	71
Staff recommends approval of the Letter to the Grand Jury 2023-23 Report Response.	
8. INFORMATION ITEMS	82
1. Head Start/ Early Head Start Reports	83
For information.	
2. Foster Youth Presentation	113
For Information only.	
3. Roadmap to the Future Update	118
For information only.	
4. Consolidated Application Spring Release	128
This item is for information only.	
5. Quarterly Report of Investments for Period Ending June 30, 2023	135
For information only.	
6. Monthly Board Financial Report	159
For information only.	

7. 2023 Excellence In Education Announcement 	161
For information.	
8. First Reading of Board Bylaws (9000 series) 	163
BB 9240 - Board Development	
BB 9260 - Legal Protection	
BB 9270 - Filling Vacancies	
BB 9310 - Formulation and Adoption of Bylaws and Policies	
BB 9320 - Meetings and Notices	
For information. The Board will be asked to consider adopting these policies at the Regular Board Meeting on October 10, 2023.	
9. January 2024 Board meeting date	194
Discussion of January 2024 Board meeting date.	
10. Yolo County Superintendent of Schools' Compensation 	195
Approve Executive Committee's 2022-23 Salary and Benefits recommendation.	
9. SUGGESTED FUTURE AGENDA ITEM(S)	200
10. ADJOURNMENT	201

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 - September 2023

Description

Employee of the Month
September 2023

Nicole Castrejon, Family Support Services Manager
Early Childhood Education Department

Recommendation

For information.

Supporting Documents



September 2023_Nicole Castrejon

Contact Person

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



Employee of the Month September 2023

NICOLE CASTREJON FAMILY SUPPORT SERVICES MANAGER EARLY CHILDHOOD EDUCATION DEPARTMENT

Congratulations to our September 2023 Employee of the Month for Yolo County Office of Education. Nicole was nominated by her supervisor who has witnessed Nicole's exceptional dedication, compassion, and exemplary performance in supporting the program's mission. She is committed to family support and goes above and beyond to ensure that families are enrolled in our Head Start Program and receive the comprehensive support they need. Nicole possesses a remarkable ability to empathize, listens attentively, without judgement, and creates a safe and welcoming environment where parents and guardians feel comfortable sharing their concerns and seeking guidance. Nicole is incredibly resourceful in helping her team connect families with vital community services and her efforts have contributed significantly to improving the overall well-being of our families, thus creating a stable and nurturing environment for our children to thrive. Nicole leads by example promoting collaboration, teamwork and seeks opportunities for improvement and has developed a robust family recruitment plan that contributes to a supportive and cohesive team atmosphere. Please help us congratulate Nicole for a well-deserved acknowledgement of her outstanding efforts and supporting our children in Yolo County!

RECOGNITION

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

YOLO COUNTY BOARD OF EDUCATION MEETING

Tuesday, September
12, 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

Sarah Portugal, Principal, Special Education

Recommendation

For information.

Contact Person

Superintendent Garth Lewis will present this item.

3. Public Comment

Quick Summary / Abstract

This item is placed on the agenda for the purpose of providing visitors the opportunity to address the Board on any item(s) of business that does not appear on the formal agenda.

Visitors may also request recognition from the chairperson, to address the Board concerning an item on the agenda by completing the form provided at the door or following the public comment instructions below:

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

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

- Before the meeting by google form:

http://bit.ly/Board_Comments

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

- In person at the Yolo County Office of Education, 1280 Santa Anita Court, Suite 120, Woodland, CA 95776.
 - To address the Board concerning an item on the agenda, please complete the form provided at the door.
 - The Board President will invite each speaker to the podium to make verbal comments that may not exceed three (3) minutes.



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
- d. Committees

Supporting Documents

-  Admin Services update 9.2023
-  2308_Educational Services SEPTEMBER 23 Board Update FINAL

ADMINISTRATIVE SERVICES AUGUST 2023 UPDATES

Veronica Moreno - Associate Superintendent, Administrative Services

External Business Services

Director, Lorelle Mudd

- The Assistant Director position has been filled internally by Bridget Vaughan, which created an opening for Business Analyst. Posting closed on August 29th.

Internal Fiscal Services

Director, Frances Palu

- Three vacancies
 - Assistant Director
 - Accountant
 - Sr. Business Services Tech
- Re-posted Assistant Director and Accountant positions.
 - Open Until Filled
- Sr. Business Services Tech position closed.
 - Final candidate selected. Anticipated start date: Sept. 18th
- Focus on closing FY 22-23 while supporting programs.
- Debra Hinely continues to support the IFS Director and the IFS team during transition.

Information & Technology Services

Director, Carl Fahle

- **CATAPULT K12 INTRANET:** IT staff partnered with Catapult K12 developers to implement an Azure/Active Directory integration for login to Intranet resources using existing network credentials. Work on the design and build-out of the secure employee website is in progress with a planned launch later this month.
- **DISTRICT INCIDENT IQ ACCOUNTS:** Incident IQ accounts for key district contacts who work with the YCOE Data Services team and Network group are being rolled out this month so that inter-agency support requests and communication on the QSS financial system and network services can be tracked and consolidated within the new work order/support desk system.
- **CCS TECHNOLOGY STEERING COMMITTEE:** The Director of Information & Technology Services will be attending the California County Superintendent's Technology Steering Committee Colloquium this month in Placer County where members will receive updates on state Disaster Recovery Planning, Cybersecurity, Privacy Services, and Legislative Action Updates.
- **CENTRALIZED DEVICE MANAGEMENT:** IT staff continue to make progress rolling out Mosyle MDM for iOS and Apple Device Management and Microsoft Intune for Windows PC management. When fully implemented, these services will improve the speed and efficiency of device deployment, monitoring, security updates, asset tracking, and support.
- **TECHNOLOGY SUPPORT SPECIALIST:** A posting for a new Technology Support Specialist is scheduled for this month. The role involves providing employee training on agency business applications and hardware, as well as offering support augmentation for desktop and network systems functions.

Support Operations Services

Director, [Matt Juchniewicz](#)

- Greengate playground/sandbox extension is complete.
- Our new helpdesk, Incident IQ was successfully rolled out.
- Woodland Central Center playground construction is nearing completion. There were some delays regarding the playground equipment.
- Currently in the planning phase for Greengate Structural Repairs, Cesar Chavez Outdoor Environment and ECE Expansion Project.

**EDUCATIONAL SERVICES DIVISION
SEPTEMBER 2023
BOARD REPORT**

Cesar Chavez Community School

Jared Coughlin, Principal

- The school year started off with students participating in engaging lessons across all programs.
- We held Back to School Night on August 30th. The event was a time for families to meet the new Principal as well as spend time in classrooms meeting teachers and support staff. The families and Yolo County Office of Education team enjoyed a community building barbeque.



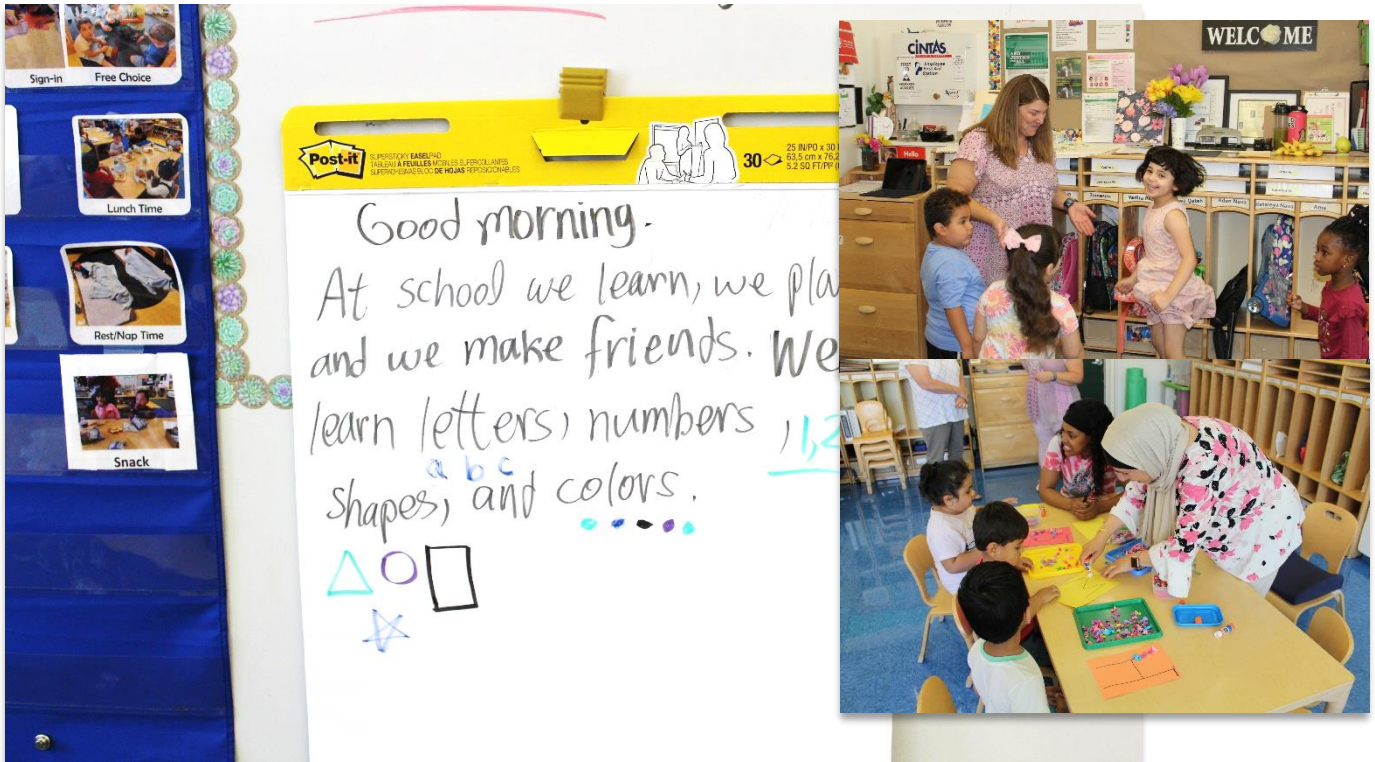
Back to School Night at Cesar Chavez School

Early Childhood Education

Shannon McClarin, Director

- We held orientations in August for our Quality Rating Improvement System program and our Quality Counts California Workforce Pathways program.

- All our Head Start sites began the school year and we successfully implemented digital sign in and out in all our classrooms.



First Day of School at Head Start

Equity & Support Services

Stan Mojsich, Assistant Superintendent

- We continued and facilitated collaboration between Yolo County Office of Education, UC Davis, County Assessor Office, and external community partners in Yolo County Youth Civics Initiative (YCYCI) to bring civic engagement into the high school classrooms of Yolo County. Youth Empowerment Through Action Grant (YEA!) is moving into tier 2.
- 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 have moved five community applications forward to tier 2 with a deadline to complete their applications by September 8. Final recommendations by the Youth Commission would occur at the regular scheduled meeting for Sept 23.

- Continued ongoing support to Cesar Chavez school program implementation including an updated Blueprint for Success, due to be completed soon, and staff commitment to renew their efforts in engaging students.



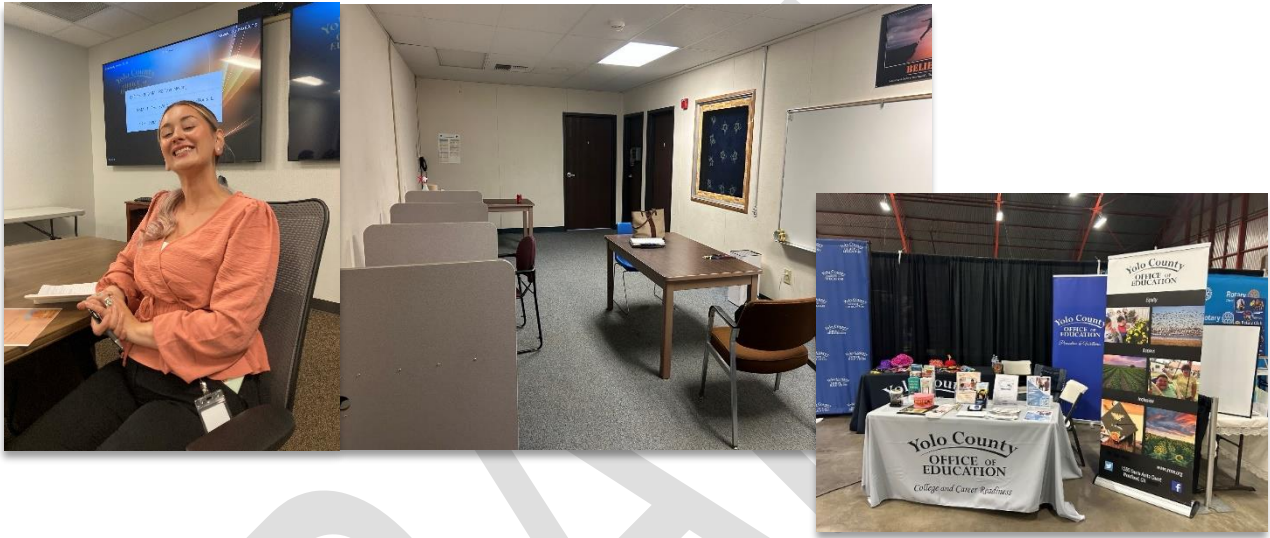
Members of the Yolo County Youth Commission meet with the Yolo County Youth Initiative Team

Prevention and Wellness

Sonia Rambo, Ed.D, Director

- Alicia Welch is joining our team as the new Program Specialist for Social Emotional Learning and Mental Health. Her official start date is September 11th and she spent a day shadowing to learn more about her position and her role as support for anchor sites and focal sites around the county who receive funding from our SBHIP (Student Behavior Health Incentive Program) and CalHOPE grants. Alicia comes to us out of the classroom, where she was a Paraeducator in the Yolo High School Horizon Program
- Start of year backpack distributions: We received donations of a hundred backpacks filled with school supplies from Schools First Federal Credit Union!
- Backpacks were delivered to Woodland Joint Unified School District, Washington Unified School District, and Empower Yolo to distribute to families in need.
- We also tabled at a variety of venues, including the Yolo County Career Academy (YCCA) Back to School Family Resource Fair in West Sacramento, the Yolo County Fair, and the Davis Family Fun Fair.

- We purchased a photo booth camera to draw in families to our county fair booth. We will be taking the booth to events around the county and at YCOE sites to share some fun and laughter, which support mental health and a sense of belonging and connectedness.
- Andrew Martinez, Yara Cortes, and Sonia Rambo attended Advocacy Day for Mental Health Awareness at the State Capitol.
- We received 18 boxes of free school supplies which we will be sharing with districts and YCOE families.
- Site visits have begun for wellness centers across the county. Pictured is the proposed space for Esparto.



Top Left: Our new program specialist, Alicia Welch.. **Middle:** Proposed site for an Esparto Wellness Center. (BEFORE renovations) **Bottom Right:** Prevention and Wellness Booth at the Yolo County Fair

Special Projects: Student Services

Gayelynn Gerhart, Director

- Attended the United Way / Washington Unified School District Community Schools Kick-off at Riverbank Elementary School.
- Spent half a day visiting the Head Start classrooms at the Alyce Norman site in West Sacramento with Program Administrator, Katrina Hopkins.
- Toured the Capay Valley Health and Community Center new facility in Esparto.
- Attended the full day UPK (Universal Pre-Kindergarten) Mixed Delivery Quality and Access Workgroup Meeting hosted by CDE (California Department of Education)
- Attended the Call to Action Community Meeting at Woodland Joint Unified School District regarding the Woodland Community Call to Action Plan
- Continued to support the work embedded in the Roadmap to the Future project.
- Continued to provide technical assistance and support for the districts implementing community schools.

- Completed the Consolidated Application with the support of Sonia Pizano, Anissa DelCastillo and Veronica Moreno.



The YCOE Team at the Community Schools Kickoff

Special Education

Marty Remmers, Director

- All programs have started the 23/24 school year. It was a good start to the year, with only minor road bumps on the way.
- I'd like to formally introduce Sarah Portugal. She is a new Principal for our programs and will be overseeing our Itinerant Deaf and Hard of Hearing (DHH) Program, Infant Program, West Sacramento multiple disability programs, and Plainfield DHH program. Sarah started with us last school year as the Program Specialist in charge of the Inclusive Early Education Expansion Program Grant (IEEEP Grant). She comes to the principal position with a wealth of experience in all facets of special education (paraprofessional, teacher, director, curriculum specialist, program specialist, etc.) Sarah has been married since 2015, they have two boys, ages 11 and 7, and the whole family is involved in a bevy of sports. Please join me in welcoming her to her new role!
- This summer, our special education program, in collaboration with Yolo County Office of Education's IT department, was able to collect and inventory/tag technological devices from 88 out of 110 possible special education staff. We catalogued, updated, and

redistributed the technology back to staff on August 10. This piece was a big first step in assessing technological needs and developing an overall technology plan for the department.

- On August 9, we hosted a voluntary New Year/New Staff training for new and a few select returning employees within the special education department. We had twenty-two staff attend this training. These staff members learned about the Special Education Information System (SEIS), student data management information system, verbal de-escalation skills, trauma informed practices, Outlook, classroom management, and job expectations. Thank you to all who participated!
- With the help from YCOE's human resource department, our special education department conducted walk-in interviews on 5 separate days over the summer. We offered three candidates paraeducator positions and were able complete the hiring process with one of those candidates.
- Our Deaf and Hard of Hearing program moved classroom locations this summer (all within the same building). The new configuration allowed that team to create a common office area with cubicles, and created a more free-flowing environment that is conducive to student learning.
- On August 30, Jessica Bohatch, YCOE Principal, conducted a Workability training for YCOE teachers and paraeducators.



First Day of School at Yolo County Office of Education Special Education Programs

Inclusive Early Education Expansion Program (IEEEP)

Sara Portugal, Principal

- The California Department of Education shared over summer that they will not be releasing a new Request for Application for this grant.
- With this information, there will be a shift in focus to providing sustainability in our inclusive practices in Early Childhood Education across Yolo County.

- Our Site leadership will meet to identify priorities for the 2023-2024 school year, which is the last full year for grant implementation.

Teaching & Learning

*Karen Swan, Coordinator - An Ta, Program Specialist
College and Career Readiness*

- The third Transitional Age Youth work group collaboration was held on August 7, bringing together community and school-based organizations to increase the coordination of supports for youth aged sixteen to twenty-four across the county.
- Yolo County Office of Education (YCOE) had a successful experience tabling at the Yolo County Fair August 16-20. Four departments collaborated to have YCOE represented in two locations: Head Start at the Children’s Barn and College and Career Readiness, Prevention and Wellness and Human Resources in the Expo Hall. Staff shared Yolo County College and Career Readiness resources, Tobacco Use Prevention Education materials, Head Start/Early Head Start flyers, and info about applying for jobs at YCOE.
- College and Career Readiness Department, in partnership with Woodland Public Library, hosted an Adult and Community Education Certificate Ceremony August 26 to celebrate completers of three YCOE Adult Education courses: Entrepreneurship, Community Health Worker and Social Work/Human Services Work Readiness Certificate; as well as adult graduates of the Career Online High School diploma program supported by the library. Friends and family celebrated the accomplishments of their loved ones, and several participants shared touching stories of the impact of the programs on their lives.



Superintendent Garth Lewis speaks at the Transitional Age Youth Workgroup Collaboration.

Teaching & Learning

Heather Schlaman, Program Coordinator, Language and Literacy - Catherine Irwin, Program Coordinator, Multi-Tiered Systems of Support

- Our Positive Behavior Interventions and Supports professional learning series will restart in September. All our partner districts participate in the professional learning series.
- We are working with our community partners and our partner districts to plan for the Youth Empowerment Summit on September 29th. This event will familiarize students with paths to civic engagement in Yolo County and help them to find their voice in addressing local issues that affect their lives.
- We are currently supporting two of our partner districts in strengthening English Language Development instruction at the secondary level. We have scheduled classroom observations alongside the district's instructional leaders and have planned professional learning opportunities for teachers to begin later this month that will deepen their understanding of their students' language learning and equip them with the knowledge and tools they need to integrate language instruction into their content teaching.
- We are working in collaboration with four other County Offices of Education to engage educational leaders throughout Yolo County in the high-quality professional development offered by the California School Leadership Academy. In July, we hosted *Fearless Coaching*, a workshop provided by Creative Leadership Solutions based on the book of the same title by Dr. Douglas Reeves. We are currently planning to host follow-up collaboration opportunities for the leaders who attended.

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. August 8, 2023 Regular Board Meeting Minutes
- b. August 2023 Temporary County Certificates (TCC's)

Supporting Documents



8-8-23 Minutes



TCC's August 2023 69 totals

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: August 8, 2023
MINUTES

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on August 8, 2023, at 3:30 p.m. at a Regular Board meeting session in person and via Zoom. Board Members present were Melissa Moreno, Shelton Yip, Armando Salud-Ambriz, Tico Zendejas. President Zendejas presided. Superintendent Garth Lewis was present. (Roll Call held). Trustee Esquivel arrived at 3:31 pm
- 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: Moreno **SECOND:** Yip **AYES:** Moreno, Yip, Esquivel, Salud-Ambriz, Zendejas **NOES:** None **ABSENT:** None

2.0 RECOGNITION OF GUESTS AND PRESENTATIONS

- 2.1 YCOE Employee of the Month – August 2023
Cindy Nguyen, Interim Executive Director, Human Resources presented the Employee of the Month certificate for August 2023 to Abigail Briceno, Administrative Secretary, Information Technology. Staff thanked her for her hard work.
- 2.2 Introduction of New Staff
Maria Arvizu-Espinoza, Associate Superintendent, Educational Services stated that new special education staff Eddie Graziano, Principal and Sarah Portugal, Principal is not here because they are working. They will possibly be at the next Board meeting.
- 2.3 Presentation on the Yolo Climate Action & Adaption Plan
Kristen Wraithwall, Sustainability Manager, Yolo County Sustainability Department presented the PowerPoint, Climate Action & Adaptation Plan in the Board packet. Trustee Yip thanked Ms. Wraithwall for presenting. Trustee Yip has met with students who have a passion for this topic and at the upcoming YES Conference students will bring this topic to the forefront. Trustee Moreno thanked her for her work and encouraging so many to be involved in this topic. She stated that it is important to encourage climate sustainability which is an ancient concept, and it is important to include local and tribal youth in discussion and dialogues in Yolo County. She also stated that this should be a part of the school curriculum to acknowledge our homeland. Recycling and compost should also be at each school

and district.

3.0 Public Comment

Martha Hanson made a public comment on attendance – habitual truancy policy and effects on students with disabilities.

My name is Martha Hanson and I am the parent of three (3) students with a disability. I live in Sacramento but my kids now go to school in Davis for reasons beyond our control. I previously have served on several seats at the Washington Unified School District, including the CAC Yolo County SELPA. My family and many others have been traumatized and targeted by the individual truancy laws that are regulations that the Yolo County Board of Education seems to want to adopt. According to the California School dashboard Six Hundred Ninety-Six (696) students are receiving some form of special education in Washington Unified School District alone and in which over Three Hundred Twenty (320) of those students are considered habitual truants. For Davis to identify Two Hundred Fifty-Eight (258) students out of Nine Hundred Twenty Two (922) are truant and on the line to be habitual truants and, in Woodland out of One those One Hundred Twenty Three Thousand (1,123) students are receiving special education services in which Five Hundred Fourteen (514) are considered habitual truants. That's approximately One Thousand One Hundred and Two (1,102) students that you have chosen to label habitual truants or just truants. Your truancy policies have 0 room for missed minutes that are clearly related to a student's disability or living situation. Your administration and SPED teachers or services at big schools and within your realm, refusal to allow students access to curriculum during time that cannot be physically in the classroom due to their disability and disallowing the student access is a violation of FAPE and other laws protecting students with disabilities. Eventual truancy labels wrongfully harm students with disabilities and family causing unnecessary targeted trauma. By signing this resolution, you are knowingly and willingly violating the rights of a minimum of One Thousand One Hundred and Two (1,102) students that are protected by special education policies and I urge you to not sign and please go back to the drawing board to allow students with disability access to curriculum via Chromebooks or paper copy during missed minutes to be counted as minutes in seats, I am happy to discuss how to achieve this and I've been working on this in the California State Capitol for three (3) years now.

4.0 REPORTS

4.1 Board Reports

Trustee Esquivel

- Took a vacation.
- Discussed CCBE conference in September.
 - Great workshop sessions.
- Will be going to Washington DC regarding the IDEA for special education with CSBA to discuss funding bill.

Trustee Salud

- Nice to take a break in July.

- Looking forward to the CCBE and CSBA conference.
- Attended the workshop at YCOE on the Roadmap to the Future.
 - Excited to be a participant.
 - Amazing to know children born in Yolo County are taken care of.

Trustee Moreno

- Hope staff was able to regenerate and take a break.
- Acknowledged public comment.
- Remains on CLSBA board as regional director. Discussed conference on September 28 with presenter Sylvia Mendez, American Civil Rights Activist.
 - The conference will be very important and positive for key school leaders.
- Acknowledged support for ethnic studies at Yolo Academy California Tribal College.

Vice President Yip

- Hope the staff was able to break away to rest.
- Appreciate SPI and MTSS training.
- Shout out to staff for YCCA backpack giveaway event recently.

President Zendejas

- Welcomed back staff after recharge and he is looking forward to the 2023-24 school year.

Trustee Yip likes the One YCOE logo and stated that the message is strong.

Superintendent

Items discussed included:

- Start of new school year.
- Invitation to the Board for staff orientation this Friday at 8 am.
- Staffing numbers are better than last year.
 - Tremendous effort and innovation to advertise on radio and Spotify.
 - Grateful for the team.
- YCOE was part of YCCA school giveaway of backpacks and school supplies.
- Cesar Chavez Community School Design team and the full two (2) days working towards goals and strategies for students.

SAT

Administrative Services

Veronica Moreno, Associate Superintendent, Administrative Services out due to illness.

Superintendent Lewis discussed the youth engagement grants and that the Youth

commissioners will review grants and give their recommendation to the Board of Supervisors. Grants go toward organizations that serve youth and this is the first time this is being implemented.

Educational Services

- Maria Arvizu-Espinoza, Associate Superintendent, Educational Services reviewed her Board report.

She also discussed:

- Visiting the ethnic studies academy to view the art gallery and students' commitment.
- Thanked YCOE for commitment and betterment of landscape.
 - Starting school on August 14, 16 and 22 of various sites and welcoming staff and students back. She is excited about the new school year.

Committees

None.

2.2 Associations

None.

5.0 CONSENT AGENDA

Motion to Approve Consent Agenda.

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

A question from the Board included early enrollment for transitional kindergarten and if it affects Yolo COE. Superintendent Lewis stated that it does not affect YCOE. Maria Arvizu-Espinoza, Associate Superintendent, Educational Services and Shannon McClarin, Director, Early Childhood Education recently joined a webinar on this subject and received a lot of good information. Staff will reach out to districts who are affected.

6.0 ACTION ITEMS

- 6.1 RESOLUTION #23-24/4 California Native American Day - September 22, 2023
Trustee Moreno presented resolution to Director Maestras. She stated that she appreciates the land acknowledgement being recited at the beginning of the meeting. Looks forward to collaboration in future to provide history and curriculum to school districts. Thanked the Board for the resolution.

Motion to approve RESOLUTION #23-24/4 California Native American Day - September 22, 2023

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

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

President Zendejas presented this resolution to Tom Adams.

Mr. Adams commented and stated it is a great honor. He also commented on YCYCI support for initiatives (changing 12th grade to include civics curriculum).

Trustee Yip commented on task force accessibility and the work being done in Yolo County for persons with disabilities and high school students and voting.

Mr. Adams commented on curriculum writers and students advocating for rights on state level.

Motion to approve RESOLUTION #23-24/5 In Support of California High School Voter Weeks, September 20-30, 2023

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

6.3 RESOLUTION 23-24/6 In Support of School Attendance

Vice President Yip presented this item to Gayelynn Gerhart, Director, Special Projects. She commented on how important attendance is in education and teaching life skills for future work habits. Ms. Gerhart thanked the staff who work with students on attendance. Trustee Moreno acknowledged thinking about attendance in context of Cesar Chavez Community School students or in general districts.

Motion to approve RESOLUTION 23-24/6 In Support of School Attendance.

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

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

Trustee Esquivel presented resolution to Vicky Fernandez, Mayor of City of Woodland. She thanked Yolo COE and the Board. She also commented on leadership recognizing and embracing our diversity and the importance to embrace culture and celebrate lifelong commitment to diversity through education and the political process. It is important to embrace community as immigrants. She will also be visiting Woodland's sister city in Mexico in September to witness culture and hopes to see the Board and the community at celebrations in Woodland recognizing this event. Trustee Moreno thanked Mayor Fernandez for recognizing all heritages. Trustee Salud-Ambriz is also an immigrant from Mexico and is happy to represent Mexicans and immigrants. He will also participate in the sister city event in September.

Trustee Esquivel left at 4:32 pm and returned at 4:34 pm

Motion to approve RESOLUTION 23-24/7 In Recognition of National Hispanic Heritage Month - September 2023

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

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

Trustee Salud presented resolution to Kyla Aquino Irving, External Affairs Director, Sierra Donor Services & Sylvia Dinozo, kidney transplant recipient and Donate Life Ambassador. Ms. Aquino Irving commented that people of color are most in need of an organ and how important it is to bring awareness. Sixty percent (60%) of donor waiting list is for people of color. Organ donation shortage. Currently working on organ donation shortage to find a solution and hope to partner with YCOE in future on this topic. Ms. Dinozo discussed her dialysis and being a donor recipient. She is very grateful and will continue to help save lives.

She thanked Trustee Salud-Ambriz for bring this resolution to Board. Trustee Moreno would like to make a commitment to this.

Motion to approve RESOLUTION 23-24/8 In Recognition of National Multicultural Organ Donor Awareness Month – August 2023.

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

6.6 Second Reading of Board Policies (9000 series)

Motion to approve Board Policies:

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

Trustee Moreno commented on the consistency of county board and Superintendent of schools in language of policy. Trustee Salud asked if the second reading is final? Superintendent Lewis commented on how YCOE implements Board policies and yes this will be the final policy until changes are made in the future.

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

None

7.0 **INFORMATION ITEMS**

- 7.1 Head Start/Early Head Start Reports
Shannon McClarin, Director, Early Childhood Education presented this item. She also gave an update on facilities projects this summer. Vice President Yip commented on how busy staff has been in the summer with CPI training. He thanked Ms. McClarin for sending a mental health and wellness survey to staff and building professional development around it. Trustee Moreno has noticed building improvements.
- 7.2 2022-2023 Fourth Quarter – Quarterly Report on Williams Uniform Complaints for YCOE schools
Heather Schlaman presented this item. No questions from Board.
- 7.3 2022-2023 Annual Average Daily Attendance (ADA) Report
Frances Palu, Director, Internal Fiscal Services presented this item. No questions from the Board.
- 7.4 Monthly Board Financial Report
Frances Palu, Director, Internal Fiscal Services presented this item. Trustee Moreno asked about deposits and Ms. Palu commented that they will be deposited soon.
- 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
Frances Palu, Director, Internal Fiscal Services presented this item. Trustee Moreno asked about page 135 and why there is a decrease in fiscal impact. Ms. Palu stated that she would need to gather more information and get back to her on this question. Trustee Esquivel also asked about the salary schedule and health benefits. She wants to understand the change on fiscal impact from 2023-24 to last year. She asked about the decrease from 6.17 percent (23-24) to 2.96 percent for (24-25) and Trustee Esquivel asked when the decision was made on the 6.17 percent increase. Superintendent Lewis clarified that the numbers were settled upon with unions (2-year agreement) and the difference has to do with the state budget and what our fiscal position is and what we were able to offer. Trustee Salud-Ambriz asked about the bargaining agreement and health benefits. Does this affect trustees? Is the same amount given to trustees as staff. Superintendent Lewis commented that they are not tied together but it is the same amount.
- 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
Frances Palu, Director, Internal Fiscal Services presented this item. There were no questions from the Board.

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

Frances Palu, Director, Internal Fiscal Services presented this item. There were no questions from the Board.

7.8 2023-24 Yolo COE Organizational Charts

Superintendent Lewis presented the 2023-24 organizational charts and structure of Yolo COE. In years past the organizational chart has included information on school sites but the intent is to now show organizational structure. Trustee Moreno asked what special projects are on page 153-154. She would like to learn more about what is special projects and what the director does in that position. Superintendent Lewis stated that the special projects position is held by Director Gerhart, and it is varied and diverse in span and specific work. It includes support for community schools across county, state and federal programs, compliance, and several smaller projects. The reason for the title is because of the diversity of work. It is a specific discipline and liaison role that works across departments and outside of Yolo COE in education. This position also helps to tie together initiatives in early childhood education and transitional youth which also includes being part of roadmap steering committee and a host of initiatives.

7.9 First Reading of Board Bylaws (9000 Series)

Superintendent Lewis reviewed the first reading of Board Bylaws (9000 Series):

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

Trustee Moreno has the following corrections/questions:

Page 160 and the third paragraph where it states...*county board encourages (can we include as well as county office)?* Superintendent Lewis stated that we can include this language.

Page 162 ..the language that includes...at time with winner to *lot* or should we say *lottery*. Garth suggests we can seek legal counsel on the difference between lot and lottery, but it seems to be based on the purview of office. We can also provide specific definition for how operationalized if needed?

Page 168 starts with county board language, and she would like it to be consistent. She stated that she will leave it up to the office to decide language and terms of process.

Page 172 she recommends that the language... *county board shall publish notice*

in the paper that we also add... publish on website. Trustee Salud commented that it is supposed be published in the paper and not on the website. She wants to add the wording *website as an addition* to the newspaper. Trustee Esquivel asked how much more work for staff this would be before adding language.

Trustee Salud-Ambriz asked about procedures for finalizing policies? Staff stated this these policies will be final at the next Board meeting when they go to the Board for Action. There will be no recommended changes and the strikeouts will be removed at the next meeting. The only recommendation from Trustee Moreno is adding website language. Superintendent Lewis will consult with staff on what that effort would be and final policy will be presented to the Board at next meeting.

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.
- Health Benefits for trustees next month.
- Trustee Esquivel will also discuss the new CSBA, CASBO and Carahsoft Technology Corporation that will launch Golden State Technology Solutions to reduce costs and streamline technology procurement for California in the future when she learns more about the new initiative process.

9.0 ADJOURNMENT. The meeting was adjourned at 5:15 PM.

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

Garth Lewis, Superintendent

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

August 2023

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Jenny Cooper	Emergency CLAD
James Fowler	Short Term Staff Permit
Wynn Quesenberry	Short Term Staff Permit
Annie Scholl	Short Term Staff Permit
Natascha Bach	Emergency CLAD
April Arnold	Emergency CLAD
Megan Kraft	Short Term Staff Permit
Luke Turner	Short Term Staff Permit
Lisa Geigle	Multiple Subjects Credential
Peter Alumbaugh	Emergency CLAD
Alivia Jauregui	Short Term Staff Permit
Maria Medina	Short Term Staff Permit
Robert Ressler	Emergency CLAD
Kimberly Sheek	Short Term Staff Permit
Thomas Pisarek	General Education Limited Assignment

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Myles Leege	Single Subject Credential
Arely Perez	Short Term Staff Permit
Teresa Lerma-Garcia	Short Term Staff Permit
Cristina Jauregui	Short Term Staff Permit
Christopher Carr	Short Term Staff Permit
Jose Luis Flores	Provisional Intern Permit

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Rishtihana Begum	Education Specialist Credential
Korinn Lara	Multiple Subjects Credential
Stephanie Sikes	Pupil Personnel Services Credential
Anthony Russo	Intern Credential
Viviana Fonseca Morales	Intern Credential
Ashley Mernick	Intern Credential
Alison Van Der Heide	Administrative Services Credential
Yvonne Rojo	Provisional Intern Permit
Evan White	Provisional Intern Permit
Cristal Godina Vargas	Provisional Intern Permit
Brian Thomas	Short Term Staff Permit
Laura Padilla	Multiple Subjects Credential

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Carrie Whitecotton	Short Term Staff Permit
Blanca Rodriguez	Short Term Staff Permit

Rebecca Wu	General Education Limited Assignment
Jennifer Turman	Short Term Staff Permit
Nina Sendra Funato	Multiple Subject Credential
John Miller	General Education Limited Assignment

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
John Wallen	Short Term Staff Permit
Amanda Vogel	Short Term Staff Permit
Barocka Snow	Emergency CLAD
Johanna Kyser	General Education Limited Assignment
Jason Diaz	30-Day Substitute Permit
Leanne Rutherford	General Education Limited Assignment
Sarah Pitfield	Single Subject Credential
Jasmine Cofer	Education Specialist Credential
Marcy Tanner	Multiple Subjects Credential
Hannah Holden	Short Term Staff Permit
Boris Mazariegos	Emergency BCLAD
Mauricia Sabala	Short Term Staff Permit
Pamela Goettsch	General Education Limited Assignment
Jay Fleming	Career Substitute Permit
Miriela Santos-Toledo	General Education Limited Assignment
Maria Aguirre Robledo	District Intern Credential
Craig Harless	Short Term Staff Permit
Maria Hernandez	Education Specialist Waiver
Alejandra Solorio	Multiple Subject Credential Waiver
Ailine Miranda-Sanchez	Waiver
Nancy Caudle	Short Term Staff Permit
Armando Olvera	General Education Limited Assignment
Hannah Winger	Short Term Staff Permit
Melissa Caldwell	Career Substitute Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Destini Lozano	Child Development Associate Teacher Permit
Steven Anchondo	Provisional Intern Permit
Alexis Mata	Short Term Staff Permit
Sarrah Ambriz	Child Development Associate Teacher Permit
Sierra Delgado	Short Term Staff Permit
Olvia Ortiz	Provisional Intern Permit

Total TCC's for the Month of August 2023: 69

6. A public hearing will be conducted to receive comment from parents, teachers, members of the community, and bargaining unit leaders regarding the stipulation of the State Instructional Materials Program, and the sufficiency of instructional materials in the Yolo County Alternative Education Programs, Grades 9-12, Fiscal Year 2023-24.

7. ACTION ITEMS

7. 1. Resolution #23-24/9 Regarding Sufficiency or Insufficiency of Instructional Materials

Description

A In compliance with the requirements of the Williams' Settlement the board of education must:

1. Hold a public hearing and adopt a resolution stating whether each pupil has sufficient textbooks or instructional materials in reading/language arts, mathematics, science and history/social science aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board, (Education Code § 60119).
2. The hearing must take place between the first day that pupils attend school and the end of the eighth week of the school year (Education Code § 60119).
3. Include only instructional materials (Education Code §§ 60040-60047) which accurately portray the following:
 - The cultural and racial diversity of society, including the contributions of both men and women in all type of roles;
 - The necessity for the protection of our environment;
 - The effects on the human system of the use of tobacco, alcohol, narcotics and restricted dangerous drugs;
 - That materials encourage thrift, fire prevention, and the humane treatment of animals and people;
 - That textbooks for social science, history or civics contain the Declaration of Independence and the Constitution of the United States; and
 - That materials selected do not contain any material reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, sex, handicap or occupation, (Education Code 60400).

Students in our Cesar Chavez Community School and Dan Jacobs School, programs have access to instructional materials in the areas of Language Arts, Math, History/Social Sciences and Science. Staff has confirmed that we have sufficient materials (including Chromebooks and internet access for online materials).

Instructional materials for Cesar Chavez Community School and Dan Jacobs School currently adopted by the board include:

1. Agile Mind, Intensified Mathematics I
2. Edgenuity includes comprehensive, standards-aligned electronic high school courses for all content areas

Recommendation

Staff recommends approval of Resolution #23-24/9 Regarding Sufficiency or Insufficiency of Instructional Materials .

Supporting Documents

 Insufficiency or Insufficiency of Instructional Materials Resolution 2023

 Insufficiency or Insufficiency of Instructional Materials Resolution 2023

Contact Person

Heather Schlaman, Coordinator, Language and Literacy will present this item.



Resolution #23-24/9: Regarding Sufficiency or Insufficiency of Instructional Materials, 2023-24

WHEREAS, the governing board of the Yolo County Office of Education, in order to comply with the requirements of *Education Code* Section 60119, held a public hearing on September 12, 2023, at 3:30 PM, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the development of the Local Control and Accountability Plan and in the public hearing, and;

WHEREAS, the information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Yolo County Office of Education, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects for Cesar Chavez Community School and Dan Jacobs School.

- **Mathematics** – *Agile Minds, Intensified Mathematics I*
- **Edgenuity** – *Edgenuity supplies comprehensive, standards-aligned electronic high school courses for all content areas that are available to all students via the Internet.*

Therefore, it is resolved that for the 2023-2024 school year, the Yolo County Office of Education has provided each enrolled pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Adopted this 12th day of September, 2023.

AYES:

NOES: None

ABSTAIN: None

ABSENT: None

By: _____
Tico Zendajas, President

Date: September 12, 2023

ATTESTED TO:

Garth Lewis
Yolo County Superintendent of Schools

7. 2. RESOLUTION #23-24/10 Indigenous People's Day, Monday, October 9, 2023 & RESOLUTION #23-24/11 National American Indian Heritage Month - November 2023 

Description

Approve RESOLUTION #23-24/10 Indigenous People's Day, Monday, October 9, 2023 & RESOLUTION #23-24/11 National American Indian Heritage Month - November 2023

Recommendation

Staff recommends approval of RESOLUTION #23-24/10 Indigenous People's Day, Monday, October 9, 2023 & RESOLUTION #23-24/11 National American Indian Heritage Month - November 2023

Supporting Documents



Indigenous Peoples' Day



National American Indian Heritage Month

Contact Person

Trustee Melissa Moreno to present resolutions to Mike Duncan, Native Dad's Network.



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

**Resolution #23/24-10
Indigenous Peoples’ Day (October 9, 2023)**

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, many of our students and families are descended from the Indigenous People of the Americas, including the original inhabitants of the lands that now constitute the United States, Canada, Mexico, Central and South America and the Caribbean; and

WHEREAS, “Indigenous Peoples’ Day” reimagines Columbus Day and changes a celebration of colonialism into an opportunity to reveal historical truths about the genocide and oppression of indigenous peoples in the Americas, to organize against current injustices, and to celebrate indigenous resistance; and

WHEREAS, Indigenous Peoples’ Day was first proposed in 1977 by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, in 2011, the Affiliated Tribes of Northwest Indians, representing 59 Tribes from Washington, Oregon, Idaho, Northern California, Western Montana, and some Alaskan Tribes, passed resolution #11-57 to “Support to Change Columbus Day (2nd Monday of October) to Indigenous Peoples’ Day”; and

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools shall recognize October 9, 2023, as “Indigenous Peoples’ Day” and encourage the participation in meaningful activities that recognize the contributions of Indigenous Peoples to the community, state and nation.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on September 12, 2023 by the following vote:

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

NOES: None

ABSENT: None

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools



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

**Resolution #23/24-11
National American Indian Heritage Month (November 2023)**

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, in 1990, the United States Congress passed Public Law 101-343, which authorized and requested the President to issue a proclamation designating the month of November as “National American Indian Heritage Month” to recognize significant contributions and rich legacies of Native Americans; and

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

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

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 Tribal Council approved a Land Acknowledgement Statement on July 23, 2019, which is applicable for use in Yolo County;

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.

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, National American Indian Heritage Month 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, in 2020, the Yolo County Office of Education convened the Yolo California Indian Curriculum and Professional Learning Advisory Group, to introduce culturally responsive approaches to teaching and learning that reflect the accurate perspectives and histories of California’s indigenous people; and

WHEREAS, in April 2022, the Yolo County Board of Education approved a Land Acknowledgement to be read at the start of its monthly meetings to pay homage to the indigenous people and the land on which YCOE and its schools and sites are located; and

NOW, THEREFORE BE IT RESOLVED, that the Yolo County Board of Education and the Yolo County Superintendent of Schools shall recognize the month of November as National American Indian Heritage Month and encourage educational sites to recognize the contributions of Native Americans through our curriculum and activities at school; and

BE IT FURTHER RESOLVED, that the Yolo County Office of Education continue to advance the work of the Yolo California Indian Curriculum and Professional Learning Advisory Group to: provide on-going professional learning opportunities to educators; share and support the implementation of Tribal and community approved land acknowledgements and maps; develop professional learning and curriculum resources correlated to California’s History Social-Sciences (CA HSS) standards; and focus on Wintun homeland history, ecology, and contemporary lived experience.

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

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on September 12, 2023 by the following vote:

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

NOES: None

ABSENT: None

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
Yolo County Superintendent of Schools

7. 3. RESOLUTION 23-24/12 Filipino American History Month - October 2023 

Description

Approve RESOLUTION 23-24/12 Filipino American History Month - October 2023

Recommendation

Staff recommends approval of RESOLUTION 23-24/12 Filipino American History Month - October 2023

Supporting Documents



Filipino American History Month

Contact Person

Vice President Shelton Yip will present this resolution to:

Ruth Admundson, Asian Pacific Islander American Public Affairs (APAPA)



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

**Resolution #23-24/12
In Recognition of Filipino American History Month**

WHEREAS, the Filipino American National Historical Society established Filipino American History Month in 1988 and subsequently, every October, many communities throughout the United States and its territories have celebrated this occasion; and

WHEREAS, the celebration of Filipino American History Month commemorates the anniversary of the presence of the first Filipinos in the United States as October 18, 1587 marks the first recorded arrival of Filipinos in the continental United States in Morro Bay, California; and

WHEREAS, the California Department of Education first recognized October as Filipino American History Month in 2006 by placing it on its celebrations calendar; and

WHEREAS, in 2009, the U.S. Congress first passed a resolution to recognize the celebration of Filipino American History Month as a “time to renew efforts towards the examination of history and culture in order to provide an opportunity for all people in the United States to learn more about the Filipino Americans and their historic contributions to the Nation;” and

WHEREAS, the California State Legislature first recognized October as Filipino American History Month in 2017; and

WHEREAS, Filipino Americans have been integral to the prosperity of the United States, and their contributions to the nation are immeasurable; and

WHEREAS, Filipino American History Month recognizes the social, intellectual and economic contributions of Filipinos and Filipino Americans in this country; and

WHEREAS, Filipino Americans continue to make important contributions to our society in American government, business, agriculture, commerce, medicine, nursing, education, the arts, science, and sports; and

WHEREAS, based on 2022-23 school year data, the State of California is home to approximately 127,735 Filipino students from kindergarten through grade twelve, which is 2.2% of the student population in California; and

WHEREAS, based on 2022-23 school year data, Yolo County enrolls 311 Filipino students from kindergarten through grade twelve, which is 1.0% of the student population in Yolo County; and

WHEREAS, the Yolo County Board of Education recognizes the importance for the Filipino American community to have positive role models and to instill in them the importance of education, completed with the richness of their ethnicity and the values of their legacy; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education and the Yolo County Superintendent of Schools proclaims October as Filipino American History 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 September 12, 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

7. 4. RESOLUTION 23-24/13 Bullying Prevention Month - October 2023 

Description

Approve RESOLUTION 23-24/13 Bullying Prevention Month - October 2023

Recommendation

Staff recommends approval of RESOLUTION 23-24/13 Bullying Prevention Month - October 2023

Supporting Documents



Bullying Prevention Month

Contact Person

President Tico Zendejas to present this resolution to:

Art Garcia, Founder, Youth of One Winters



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

Resolution #23-24/13: Bullying Prevention Month - October 2023

WHEREAS, the Yolo County Board of Education believes that all students have a right to a safe and healthy school environment and that the district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance; and

WHEREAS, the Yolo County Office of Education has a strong history of working with parents, community agencies, law enforcement, and other stakeholders in the county of Yolo, to support the safety and positive development of our youth; and

WHEREAS, bullying and harassment can take many forms, including physical bullying; teasing or name-calling; social exclusion; cyber bullying; peer sexual harassment; bullying about race, ethnicity, religion, disability, sexual orientation, and gender identity; and

WHEREAS, bullying and harassment affects students' ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; can greatly impact a student's ability to concentrate and perform in the classroom; directly affects health and well-being and contributes to excessive absences from school; and may result in physical illness, or long-term social and emotional consequences; and

WHEREAS, the Yolo County Board of Education has adopted Board Policy 5131.2: *Bullying*, and supports programs that address the prevention, intervention, and ultimate elimination of all types of bullying as part of a coordinated school safety effort in all Yolo County schools; and

NOW, THEREFORE, BE IT RESOLVED that the Yolo County Board of Education hereby declare October 2023 as Bullying Prevention Month.

BE IT FURTHER RESOLVED that schools in Yolo County are called upon to respond to school-related bullying incidents with a renewed commitment to making sure every student respects and accepts all people and by continuing to implement programs and strategies in which victims of bullying can be identified and assisted, and perpetrators educated, in order to create safer schools that provide a positive learning environment; and

BE IT FURTHER RESOLVED that we as adults will endeavor in our own interactions to model the same behavior we expect from our students.

PASSED AND ADOPTED by the Yolo County Board of Education and the Yolo County Superintendent of Schools at a meeting held on September 12, 2023 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Tico Zendejas, President
Yolo County Board of Education

Garth Lewis
County Superintendent of Schools

7. 5. Second Reading of Board Policies (9000 series) 

Quick Summary / Abstract

- BB 9220 - Governing Board Elections
- BB 9222 - Resignation
- BB 9223 - Filing 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 Action are:

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


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 9220 Final 9-23

 Board Bylaws BB 9222 Final 9-23

 Board Bylaws BB 9223 Final 9-23

 Board Bylaws BB 9224 Final 9-23

 Board Bylaws BB 9230 Final 9-23

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 County Office of 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 and County Superintendent 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 (Government Code 85300)

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; September 12, 2023

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 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: September 12, 2023

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. In addition, the County Board shall also file when an appointment is being made because of a failure to elect on the website. 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: September 12, 2023

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: September 12, 2023

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 Superintendent or designee shall provide all candidates with general information about Yolo County Office of 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 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.theccbe.org>

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

Adopted June 29, 2017

Revised: September 12, 2023

7. 6. Grand Jury 2023-24 Report Response

Description


Review Draft letter in regards to the Grand Jury 2023-23 Report Response.

Recommendation

Staff recommends approval of the Letter to the Grand Jury 2023-23 Report Response.

Supporting Documents

 Microsoft Word - WestSacHS FINAL 6.2.23.doc

 YCOE Grand Jury Response

 Response to Finding

Contact Person

Superintendent Garth Lewis will present this item.

SAFETY IS IN THE EYE OF THE BEHOLDER

Concerns about Yolo High School

A report by the 2022-23 Yolo County Grand Jury

June 1, 2023

*“I never teach my pupils; I only attempt to provide the conditions
in which they can learn.” – Albert Einstein*



Stock Photo

SUMMARY

The [mission](#) of Yolo High School (YHS), part of the Washington Unified School District in West Sacramento, is “to challenge and support each student to develop effective critical thinking, problem solving, and communication skills in a safe and positive environment in order to become lifelong learners and active citizens serving a broader community.” (1) The 2022-23 Yolo County Grand Jury (Grand Jury) received a complaint that raised concerns about school safety for students, teachers and administrators at Yolo High School.

The Grand Jury concurrently published a report entitled *Are We There Yet? On the Road to School Safety*. That report investigated safety concerns at Washington Unified School District, in addition to the other four school districts headquartered in Yolo County. That report investigated “school hardening”¹ measures, safety training, working with law enforcement, emergency notification to parents or guardians, and mental health

¹ Schools use a variety of tools to help them harden their campuses against unwanted intrusion. These can range from surveillance cameras and door-locking systems to armed guards and arming teachers.

support for students should an emergency occur. As with the other four school districts, the Grand Jury found that Washington Unified School District continues to take appropriate steps toward improving overall safety, but additional actions were recommended.

The Grand Jury had concerns about the safety of students, teachers and administrators at YHS, how investigations are conducted and how victims of bullying are treated. Despite those concerns, the Grand Jury found that the teachers and administrators interviewed are dedicated to serving students to the best of their abilities given limited safety resources.

The Grand Jury would have preferred to do a more extensive investigation but was precluded due to limited time and resources. The Grand Jury believes that further review and/or investigation is merited.

BACKGROUND

Schools nationwide are grappling with [crime](#), including school shootings, use of other weapons (such as knives), bullying and theft. (2) YHS is part of the Yolo Education Center, which encompasses YHS, Evergreen Middle School and Office of Education programs. YHS, which has approximately 100 students, offers several programs. These include Transition to Adult Living with approximately 12 students, Evergreen Opportunity (a program for the 7th, 8th and 9th grades) with approximately 30 students, and the Horizon Program offered by the Yolo County Office of Education (YCOE) that serves approximately a half dozen students with disabilities. The James Marshall Parent Nursery School (preschool) is also on site. Programs and student groups are divided, depending on age and focus, but are all housed on the same campus so that what happens in one area of the campus can be witnessed by students in different age groups and programs or at least heard about via social media.

YHS, like other schools in Yolo County, has experienced violent incidents over the past two years, but it has a special challenge with the student population it serves. YHS is an [alternative school](#), which the Public Policy Institute of California defines as “a set of schools that provide different educational settings for students who are ‘at risk’ because they have dropped out, are pregnant or parenting, exhibit behavior problems, or need an alternative schedule to accommodate outside work.” (3) Students who “exhibit behavior problems” can create safety concerns for their fellow students or teachers and administrators which can impede the learning environment.

APPROACH

The Grand Jury reviewed findings from its report on school safety (*Are We There Yet? On the Road to Safety*). The Grand Jury then interviewed teachers and administrators at YHS who are knowledgeable about incidents of violence and bullying as well as the school's responses. Following the interviews, the Grand Jury reviewed handbooks and documents related to incidents of violence, school responses to the incidents and concerns about bullying.

DISCUSSION

Pursuant to the California Education Code, schools must investigate situations that involve actual or potential violence or bullying before taking action. California Education Code section [48900](#) specifically prohibits a student from being suspended from school or recommended for expulsion unless the school district superintendent or school principal determines the student has committed specific acts. (4) Four of the acts listed in the code – attempting or causing injury to another person, possessing a dangerous object, damaging school or private property, and bullying – are discussed below. The Yolo County Office of Education and the Yolo County Board of Education have taken firm stances against weapons on school property and bullying.

Incidents of Violence

Through interviews and other materials, the Grand Jury verified five specific incidents of violence at YHS during school hours between 2021 and 2023: two incidents involved students with items that could be considered weapons, such as knives; one involved a student punching another student while in the act of bullying that resulted in serious harm; one was a fight between two students; and the fifth involved a parent attacking another parent. In two of the verified incidents, students verbally threatened others and vandalized property. Other incidents or situations, including another two with students having knives on campus, were described during interviews but could not be verified.

While guns have been the focus of media reports over the past several years, knives are increasingly challenging for schools since they can be acquired, carried and concealed easily, and can create serious harm to a person, furnishings or equipment. A [policy brief](#) published by the American Psychological Association on March 17, 2022, found that: "In California alone, 4% of students reported bringing a gun to school, 8% reported bringing a knife, and 6.8% reported they were threatened or injured with a gun, knife, or a club.

Additionally, 23.3% saw a gun, knife, or other weapon on school grounds. That is, in any given year, **almost a quarter of all secondary school students in California—representing more than half a million students—have seen, been threatened by, or brought a weapon to school.** Nationwide, millions of students each year may have such experiences with weapons in schools. In California, weapons are present in many schools, with very high rates of weapons in a small number of schools” (emphasis added). (5)

California Penal Code section [626.10](#) prohibits “dirks or daggers” on school grounds and defines them as “a knife or other instrument, with or without a handguard, that is capable of ready use as a stabbing weapon, and that may inflict a significant or substantial physical injury or death.” (6)

The Washington Unified School District (District) provides several guides for parents, students and staff covering procedures and expectations. These [guides](#) can be found on the Yolo Education Center website. (7) Its *Parent Handbook*, which is required to be signed by parents or guardians, specifically prohibits “possession of a firearm on campus.” It also notes that a student can be expelled if found to have seriously injured another person or have been found to possess “any knife, explosive, or other dangerous object of no reasonable use to the pupil.”

The District’s *Student Behavioral Expectations Handbook* identifies several situations that could result in disciplinary action. Included are “weapons or injurious objects” described as “the possession, use or sale of any object that might be used to inflict bodily injury to another person.” The *Yolo High School Student Handbook 2022-2023*, which is also signed by students and their parents or guardians, covers expectations and resources. While the Student Handbook discusses bullying and other prohibited conduct at length, it does not mention weapons of any kind or consequences of having weapons on site.

The “Know Your Educational Rights” section of the *Parent Handbook* states, “All students and staff have the right to attend safe, secure, and peaceful schools.” Teachers and Administrators interviewed shared concerns about their and their students’ safety due to violence, threats of violence and what they perceived to be deficient responses by leadership to such situations. Teachers and administrators also expressed concern about reductions in safety staff and other measures due to budgetary constraints as well as changes in past practices which prevented desired steps from being taken to make YHS as safe as reasonably possible for students and staff.

Suspension is one action that can be taken when a student threatens or acts violently. However, YHS staff and teachers may not know that a student has been suspended or the length of the suspension until the next school day. As a result, the student could more easily return to the campus shortly following the start of the suspension, such as by simply jumping a fence, and continue to act improperly – or worse.

Teachers and administrators voiced concerns about the YHS investigation process following incidents of violence or other inappropriate behavior. In its section entitled “Investigation Procedures,” the *Parent Handbook* provides detailed information about its process, including the expectation to “[p]rovide an equal opportunity for the parties to present witnesses including the fact and expert witnesses, and other exculpatory [sic] and exculpatory evidence.” The Grand Jury has concerns that in at least one case at YHS an investigation may not have reflected all facts available.

Bullying

The Grand Jury received a complaint and corroborating information that raised concerns that victims of bullying were removed from YHS while the bullies were allowed to remain. Bullying is a serious matter for schools and is discussed at length in both the District’s *Student Behavioral Expectations Handbook* and the *YHS Student Handbook*. In both cases, bullying behaviors are detailed at length, as are the procedures for investigating and taking action on complaints and resources, or what are deemed as “supportive measures” available to the victims. This issue is beyond the scope of this report. Records and facts were requested from District personnel concerning this issue, but no response has yet been received.

A student support strategy noted in the *Parent Handbook* is “Voluntary Short Term Independent Study.” Article 5.5. [51744 - 51749.6] of the Education Code defines independent study as a short-term solution for specific circumstances and needs. (8) A significant percentage of YHS students are in such independent study programs. When students are on independent study, they are not in their classrooms or on campus. As a result, they are separated from their friends and school support programs. This separation can be especially impactful for students who are in an Individualized Education Program (IEP) or who are English Language Learners.

COMMENDATIONS

Despite concerns about safety, the YHS teachers and administrators interviewed are committed to serving their students and their communities to the best of their abilities.

FINDINGS

- F-1 Unlike the District's *Student Behavioral Expectations Handbook*, the *Yolo High School Student Handbook* does not mention prohibitions against and consequences of having weapons, such as guns or knives, on school grounds during school hours despite incidents involving knives continuing to occur. Not including such discussion might prevent Yolo High School students from fully understanding the seriousness of bringing such items onto school grounds.
- F-2 Teachers and administrators are not notified of student suspensions as they occur. This increases the chances that a suspended student could return to school before allowed, possibly with intent and the means to harm others or property.
- F-3 Investigations of incidents of threats or acts of violence are not as thorough or considered as needed.
- F-4 A significant percentage of Yolo High School students are in what is commonly known as independent study at any given time, thereby unable to attend classes or events on the campus. This isolation prevents them from receiving the full benefit of services provided to attending students.

RECOMMENDATIONS

- R-1 By January 1, 2024, the Washington Unified School District should revise the *Yolo High School Student Handbook* to identify opportunities to address prohibitions against and consequences of having weapons on Yolo Education Center grounds.
- R-2 By January 1, 2024, the Washington Unified School District should develop a plan to improve the process by which teachers and administrators are promptly notified of student suspensions from the campus.
- R-3 By January 1, 2024, the Washington Unified School District should initiate an audit of investigations involving violence and bullying, conducted by Yolo High School leadership between 2021 and 2023, using independent experts in order to identify any investigations found to be incomplete or improperly concluded, then take remedial action. In addition, the District should review the investigations training completed by school administration to evaluate its effectiveness and seek opportunities for improvement. The findings and outcomes of this review should be shared with the Grand Jury.
- R-4 By June 30, 2024, the Yolo County Board of Education should conduct a study of the circumstances under which students are assigned to independent study at Yolo High School. This review should identify whether practices at Yolo High

School disproportionately harm victims of bullying or students who need support provided at their schools.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Grand Jury requires responses to its Findings and Recommendations from the following governing bodies:

- Board of Education/Trustees Washington Unified School District – F-1, F-2, F-3, F-4, R-1, R-2, R-3
- Yolo County Board of Education – F-4, R-4

END NOTES

- 1 Yolo High School Mission: <https://yolo.wusd.k12.ca.us/>
- 2 Jocelyn Gecker, “After Year of Violence, US Schools Try to Tame Tensions,” Associated Press, June 23, 2022, (<https://www.usnews.com/news/us/articles/2022-06-23/after-year-of-violence-us-schools-try-to-tame-tensions>)
- 3 Paul Warren, “Accountability for California’s Alternative Schools,” Public Policy Institute of California, Report, May 2016, <https://www.ppic.org/publication/accountability-for-californias-alternative-schools/#:~:text=In%20California%2C%20E2%80%9Calternative%20school%E2%80%9D%20refers%20to%20a%20set,need%20an%20alternative%20schedule%20to%20accommodate%20outside%20work>
- 4 California Education Code 48900, https://california.public.law/codes/ca_educ_code_section_48900
- 5 Dr. Ron Avi Astor and Dr. Rami Benbenishty, “Reducing Weapons in Schools,” Division 15 of the American Psychological Association, March 17, 2022, <https://apadiv15.org/reducing-weapons-in-schools/>
- 6 Shouse California Law Group, “Penal Code § 626.10 PC – Weapons on California School Grounds,” <https://www.shouselaw.com/ca/defense/penal-code/626-10/#:~:text=California%20Penal%20Code%20%C2%A7%20626.10%20PC%20makes%20it,can%20be%20charged%20as%20a%20misdemeanor%20a%20felony>
- 7 Yolo Education Center, Handbook and Forms: <https://yolo.wusd.k12.ca.us/Our-School/Handbooks-and-Forms/index.html>
- 8 California Legislative Information: https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=4.&title=2.&part=28.&chapter=5.&article=5.5

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

VIA EMAIL & U.S. MAIL

September 1, 2023

Grand Jury, County of Yolo
P.O.
Woodland, CA 95776
GrandJury@yolocounty.org

Box

2142

RE: 2022-2023 YOLO COUNTY GRAND JURY REPORT
Yolo County Board of Education, Yolo County Office of Education: Responses to
“Safety is in the Eye of the Beholder: Concerns about Yolo High School”

Dear Grand Jury Representatives:

On behalf of the Yolo County Board of Education and the Yolo County Office of Education (collectively “YCOE” or “Respondent”), I want to thank you for the time and effort taken by the Yolo County Grand Jury (“Grand Jury”) to conduct its safety analysis of Yolo High School.

YCOE’s responses to the Grand Jury’s findings and recommendations are set forth below in accordance with the response format required by Penal Code section 933.05, which requires YCOE to respond to findings and recommendations as follows:

- (1) YCOE agrees with the finding; or
- (2) YCOE disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(Penal Code section 933.05(a)(1)-(a)(2).) As to each Grand Jury recommendation, YCOE shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action;
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation;
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable; or

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(Penal Code section 933.05(b)(1)-(b)(4).)

Please do not hesitate to contact me if you require further information.

Sincerely,

Garth Lewis
County Superintendent
Yolo County Office of Education

Tico Zendejas
President
Yolo County Board of Education

Response to Finding

Finding F-4: A significant percentage of Yolo High School students are in what is commonly known as independent study at any given time, thereby unable to attend classes or events on the campus. This isolation prevents them from receiving the full benefit of services provided to attending students.

YCOE disagrees partially with this finding because while some Yolo High School students are enrolled in the Independent Study Program at Yolo High School, YCOE is informed and believes that this amount does not constitute a “significant percentage” of overall Yolo High School students. In particular, the Washington Unified School District’s August 2023 response to this same finding states: “At a minimum, 90 percent of Yolo High School students were enrolled in in-person instruction daily.” (See <https://drive.google.com/file/d/1ZK9pQIIP0uHzn5ZqptaXPpuqABwR9gHb/view>.)

Response to Recommendation

Recommendation R-4: By June 30, 2024, the Yolo County Board of Education should conduct a study of the circumstances under which students are assigned to independent study at Yolo High School. This review should identify whether practices at Yolo High School disproportionately harm victims of bullying or students who need support provided at their schools.

This recommendation will not be implemented by YCOE because it is not warranted and is not reasonable. Specifically, YCOE does not have statutory authority or factual basis to conduct a study of the circumstances under which Washington Unified School District students are assigned to the District’s independent study program at Yolo High School, including identifying whether practices at Yolo High School disproportionately harm victims of bullying or students who need support provided at their District schools.

8. INFORMATION ITEMS

8. 1. Head Start/ Early Head Start Reports

Description

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

- a. Enrollment update - this is a standing report to the Board (not included)
- 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



Director's Report 9.2023



CRRSA Extension 2023Budget Justification_CSBS - Shannon



Monthly Financial Report - Sonya



8.24.23 Agenda



July 27, 2023 Minutes

August 2023

Quality Grants

We held orientations for our Quality Rating Improvement System (QRIS) and Quality Counts California (QCC) Workforce Pathways programs, both of which are state funded programs focused on elevating and supporting early learning practitioners through coaching and professional development.

QRIS Orientation: 67 attended the orientation and 57 have submitted applications for the 2023-24 QRIS program.

QCC Workforce Pathways Orientation: 93 attended the orientation and 77 have submitted applications to the program.

Head Start Program Operations

On August 1 we welcomed back all our teaching staff and kicked off nine days of pre-service for our Head Start staff, which culminated in attending the YCOE Orientation! We reviewed our new Head Start grant goals and provided updates on program accomplishments in all areas. Teaching staff received training on digital sign in and out procedures, the Learning Genie parent engagement feature, lesson planning, trainings on health, safety and nutrition. Teaching staff also had the opportunity to work in their classrooms, conducted home visits to the homes of their families and attend a workshop focused on integrating music and movement into the classroom.

We submitted our Program Information Report (PIR) to the Office of Head Start in August. The PIR is an important source of descriptive and service data for the Head Start community, and is compiled for use at the federal, regional, state and local levels.

We are continuing to recruit and enroll children into our programs and are incorporating a new recruitment strategy by advertising our YCOE Head Start/Early Head start programs on flat screen televisions inside the Woodland Department of Motor Vehicles (DMV). The next time you have the pleasure of spending time at the Woodland DMV please enjoy viewing our advertisement!



BUDGET JUSTIFICATION

The Yolo County Office of Education (YCOE) Head Start/Early Head Start (HS/EHS) budget submission supports the program goals, objectives, and service delivery activities in response to COVID-19, local and state safety and health regulations and local needs.

BUDGET JUSTIFICATION BY CATEGORY

Personnel **\$ 0**

No funds have been allocated for personnel.

Fringe Benefits **\$ 0**

No funds have been allocated for fringe benefits.

Travel **\$ 0**

No funds have been allocated for travel.

Equipment

No funds have been allocated for equipment.

Supplies **\$ 4,255.94**

Funds have been allocated to purchase necessary air filters to maintain healthy air flow for program heating, ventilation, air conditioning and refrigeration systems.

Contractual **\$ 0**

No funds have been allocated for contractual.

Construction **\$ 0**

No funds have been allocated for construction.



Head Start/Early Head Start/State



Other **\$ 3,677.30**

Funds have been allocated for costs necessary to maintain healthy environments and reduce exposure to air contaminants, including the COVID-19 virus which include:

- Air duct cleaning and exhaust vent cleaning for ventilation systems.

Total Direct Charges **\$ 7933.24**

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

Indirect Costs **\$ 840.53**

The approved indirect cost rate for 2023-2024 is 10.64%

Total Budget **\$ 8,773.77**

Executive Summary
2023/2024 Fiscal Year
July 2023

HEAD START & QUALITY IMPROVEMENT/PROGRAMA HEAD START			
Resource 5210 & 5219/Recurso 5210 & 5219			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	3,415,038.00
Expenditures/Gastos:			
Salaries/Salarios	\$	92,674.64	\$ 92,674.64
Benefits/Beneficios	\$	38,935.54	\$ 38,935.54
Supplies/Provisiones	\$	26.10	\$ 26.10
<i>Parent Activities/Actividades de los padres</i>	\$	24.30	\$ 24.30
Site Supplies/Articulos de oficina para el centro	\$	1.80	\$ 1.80
Contracted Services/Servicios Contratados	\$	26.48	\$ 26.48
Operations/Gastos de Operacion	\$	19,010.34	\$ 19,010.34
Building/Land Improvements	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Cafeteria Fund/transferencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	150,673.10	\$ 150,673.10

EARLY HEAD START & QUALITY IMPROVEMENT/PROGRAMA EARLY HEAD START			
Resource 5212 & 5229/Recurso 5212 & 5229			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	1,323,330.00
Expenditures/Gastos:			
Salaries/Salarios	\$	40,169.74	\$ 40,169.74
Benefits/Beneficios	\$	15,600.73	\$ 15,600.73
Supplies/Provisiones	\$	2,180.69	\$ 2,180.69
<i>Parent Activities/Actividades de los padres</i>	\$	24.29	\$ 24.29
Site Supplies/Articulos de oficina para el centro	\$	2,156.40	\$ 2,156.40
Contracted Services/Servicios Contratados	\$	7.38	\$ 7.38
Operations/Gastos de Operacion	\$	2,752.73	\$ 2,752.73
Building/Land Improvements	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Cafeteria Fund/transferencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	60,711.27	\$ 60,711.27

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	\$	-	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ -
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ -

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	\$	-	\$ -
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	-	\$ -
Contracted Services/Servicios Contratados	\$	-	\$ -
Operations/Gastos de Operacion	\$	-	\$ -
Indirect Costs/Castos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	-	\$ -

	Credit Cards	Monthly
		Expense
Visa	\$	3,173.34
Wal-Mart	\$	-
Nugget/Food 4 Less	\$	1,524.85
Interstate Oil	\$	297.31
Total Credit Cards	\$	4,995.50

Calculation of In-Kind Contributions			
	Dollars Expended		In-Kind Required
	Year-To-Date		
Head Start	\$ 150,673.10	\$	37,668.28
HS T & TA	\$ -	\$	-
Early HS	\$ 60,711.27	\$	15,177.82
EHS T & TA	\$ -	\$	-
Total	\$ 211,384.37	\$	52,846.09
Amount Required:	\$	52,846.09	
Actual In-Kind:	\$	191,971.65	
*Surplus/(Deficit):	\$	139,125.56	

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
2023/2024 Fiscal Year
July 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	\$ 3,415,038	\$ 150,673	\$ 150,673	\$ 1,741,139	\$ 1,523,226	4.41%	50.98%	44.60%
Early Head Start/Quality Improvement	\$ 1,323,330	\$ 60,711	\$ 60,711	\$ 663,420	\$ 599,199	4.59%	50.13%	45.28%
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	\$ -	\$ -	\$ 3,656	\$ 31,257	0.00%	10.47%	89.53%
Early Head Start T&TA	\$ 25,983	\$ -	\$ -	\$ 2,648	\$ 23,335	0.00%	10.19%	89.81%
Total Grant	\$ 5,023,299	\$ 234,523	\$ 345,937	\$ 2,488,633	\$ 2,188,730	6.89%	49.54%	43.57%

Credit Cards	Monthly Expense
Visa	\$ 3,173.34
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 1,524.85
Interstate Oil	\$ 297.31
Total Credit Card Expense	\$ 4,995.50

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:	\$ 150,673.10	\$ 37,668.28
Head Start T & TA:	\$ -	\$ -
Early Head Start & Quality Improvement:	\$ 60,711.27	\$ 15,177.82
Early Head Start T & TA:	\$ -	\$ -
Total	\$ 211,384.37	\$ 52,846.09
	Amount Required:	\$ 52,846.09
	Actual In-Kind:	\$ 191,971.65
	*Surplus/(Deficit):	\$ 139,125.56
If deficit: will be returned to Federal Government from unrestricted dollars		

Executive Summary
2023/2024 Fiscal Year
July 2023

Early Head Start & Quality Improvement

Resource 5212 EHS & RS 5229 Quality Budgets

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				%
				Actual Current	Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	1,323,330	0	1,323,330	0	0	0	1,323,330	100.00%
Prior Year	0	0	0	0	0	0	0	#DIV/0!
COLA	0	0	0	0	0	0	0	
Total Revenues	1,323,330	0	1,323,330	0	0	0	1,323,330	100.00%
Expenditures								
Salaries	655,270	0	655,270	40,170	40,170	412,544	202,556	30.91%
Benefits	298,102	0	298,102	15,601	15,601	164,627	117,874	39.54%
Supplies	67,422	0	67,422	2,181	2,181	11,999	53,242	78.97%
<i>Parent Activity Supplies & Food for Parent Meetings</i>	2,014	0	2,014	24	24	478	1,512	75.07%
<i>Site Supplies</i>	65,408	0	65,408	2,156	2,156	11,521	51,730	79.09%
Travel & Conference	12,133	0	12,133	0	0	1,808	10,325	85.10%
Dues & Memberships	1,864	0	1,864	0	0	440	1,424	76.39%
Insurance	6,051	0	6,051	0	0	0	6,051	100.00%
Operations and Housekeeping	3,306	0	3,306	0	0	50	3,256	98.49%
Rentals, Leases, Repairs & Noncapitalized								
Improvements	2,200	0	2,200	0	0	180	2,020	91.82%
Direct Costs for Transfer of Services	52,270	0	52,270	2,753	2,753	0	49,517	94.73%
Professional/Contracted Services & Operating								
Expenditures	106,606	0	106,606	7	7	71,770	34,828	32.67%
Intergovernmental Fees	2,414	0	2,414	0	0	0	2,414	100.00%
Indirect Costs	115,692	0	115,692	0	0	0	115,692	100.00%
Equipment	0	0	0	0	0	0	0	#DIV/0!
Total Expenditures	1,323,330	0	1,323,330	60,711	60,711	663,420	599,199	45.28%

Executive Summary
2023/2024 Fiscal Year
Julio 2023

PROGRAMA EARLY HEAD START
PRESUPUESTO DEL AÑO FISCAL 2022/2023

Recurso 5212 & 5229

CATEGORÍA	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	% %
					Lo que va del año	Sobrecargado		
Ingresos:								
Todos los otros Federales	1,323,330	0	1,323,330	0	0	0	1,323,330	100.00%
	0	0	0	0	0	0	0	#DIV/0!
	0	0	0	0	0	0	0	
Total de Ingresos	1,323,330	0	1,323,330	0	0	0	1,323,330	100.00%
Gastos:								
Salarios	655,270	0	655,270	40,170	40,170	412,544	202,556	30.91%
Beneficios	298,102	0	298,102	15,601	15,601	164,627	117,874	39.54%
Provisiones	67,422	0	67,422	2,181	2,181	11,999	53,242	78.97%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	2,014	0	2,014	24	24	478	1,512	75.07%
<i>Artículos de oficina para el centro</i>	65,408	0	65,408	2,156	2,156	11,521	51,730	79.09%
Viaje y Conferencia	12,133	0	12,133	0	0	1,808	10,325	85%
Cuotas y Membresías	1,864	0	1,864	0	0	440	1,424	76%
Seguro	6,051	0	6,051	0	0	0	6,051	100%
Operations and Housekeeping	3,306	0	3,306	0	0	50	3,256	98%
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	2,200	0	2,200	0	0	180	2,020	92%
Costos Directos para Transferencias de Servicios	52,270	0	52,270	2,753	2,753	0	49,517	95%
Operación	106,606	0	106,606	7	7	71,770	34,828	33%
Cuotas Intergubernamentales	2,414	0	2,414	0	0	0	2,414	100%
Gastos Indirectos	115,692	0	115,692	0	0	0	115,692	100%
Equipment	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	1,323,330	0	1,323,330	60,711	60,711	663,420	599,199	45%

Executive Summary
2023/2024 Fiscal Year
July 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	2,990	0	2,990	0	0	1,881	1,109	37.10%	
Parent Activity Supplies & Food for Parent Meetings	509	0	509	0	0	0	509	100.00%	
Site Supplies	2,481	0	2,481	0	0	1,881	600	24.20%	
Travel & Conference	25,989	0	25,989	0	0	0	25,989	100.00%	
Contracted Services	5,934	0	5,934	0	0	1,776	4,158	70.07%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	34,913	0	34,913	0	0	3,656	31,257	89.53%	

Executive Summary
2023/2024 Fiscal Year
Julio 2023

PROGRAMA HEAD START T&TA

Recurso 5208	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%
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	2,990	0	2,990	0	0	1,881	1,109	37%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	509	0	509	0	0	0	509	100%
<i>Articulos de oficina para el centro</i>	2,481	0	2,481	0	0	1,881	600	24%
Viaje y Conferencia	25,989	0	25,989	0	0	0	25,989	100%
Servicios Contratados	5,934	0	5,934	0	0	1,776	4,158	70%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	34,913	0	34,913	0	0	3,656	31,257	90%

Executive Summary
2023/2024 Fiscal Year
July 2023

HEAD START & QUALITY IMPROVEMENT

Resource 5210 HS & Quality Improvement RS 5219

CATEGORY	Budget	Adjustment	Revised Budget	Expended/Received				Balance	% %
				Current	Year-to-date	Encumbered			
Revenues									
All Other Federal	3,415,038	0	3,415,038	0	0	0	3,415,038	100.00%	
Indirect	0	0	0	0	0	0	0	0.00%	
COLA	0	0	0	0	0	0	0	0.00%	
Total Revenues	3,415,038	0	3,415,038	0	0	0	3,415,038	100.00%	
Expenditures:									
Salaries	1,561,509	0	1,561,509	92,675	92,675	961,317	507,518	32.50%	
Benefits	770,350	0	770,350	38,936	38,936	407,767	323,647	42.01%	
Supplies	176,296	0	176,296	26	26	30,187	146,083	82.86%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	2,631	0	2,631	24	24	2,629	(22)	-0.85%	
<i>Site Supplies</i>	173,665	0	173,665	2	2	27,558	146,106	84.13%	
Travel & Conference	43,261	0	43,261	0	0	6,412	36,849	85.18%	
Dues & Memberships	5,312	0	5,312	0	0	1,560	3,752	70.63%	
Insurance	13,568	0	13,568	0	0	0	13,568	100.00%	
Operations & Housekeeping	1,174	0	1,174	0	0	163	1,012	86.16%	
Rentals, Leases, Repairs & Noncapitalized Improvements	10,921	0	10,921	667	667	7,342	2,913	26.67%	
Direct Costs for Transfer of Services	309,207	0	309,207	18,270	18,270	0	290,937	94.09%	
Professional/Contracted Services & Operating Expenditures	215,193	0	215,193	26	26	324,505	(109,338)	-50.81%	
Intergovernmental Fees	9,688	0	9,688	73	73	1,888	7,727	79.76%	
Equipment	0	0	0	0	0	0	0	#DIV/0!	
Indirect Costs	298,559	0	298,559	0	0	0	298,559	100.00%	
Improvements	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	3,415,038	0	3,415,038	150,673	150,673	1,741,139	1,523,226	44.60%	

Executive Summary
2023/2024 Fiscal Year
Julio 2023

PROGRAMA HEAD START

Recurso 5210		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	% %
	CATEGORÍA								
Ingresos:									
	Todos los otros Federales	3,415,038	0	3,415,038	0	0	0	3,415,038	100%
	COLA	0	0	0	0	0	0	0	0%
	Total Revenues/Total de Ingresos	3,415,038	0	3,415,038	0	0	0	3,415,038	100%
Gastos:									
	Salarios	1,561,509	0	1,561,509	92,675	92,675	961,317	507,518	33%
	Beneficios	770,350	0	770,350	38,936	38,936	407,767	323,647	42%
	Provisiones	176,296	0	176,296	26	26	30,187	146,083	83%
	<i>Articulos para las actividades de los padres y comida para las juntas</i>	2,631	0	2,631	24	24	2,629	(22)	-1%
	<i>Articulos de oficina para el centro</i>	173,665	0	173,665	2	2	27,558	146,106	84%
	Viaje y Conferencia	43,261	0	43,261	0	0	6,412	36,849	85%
	Cuotas y Membresías	5,312	0	5,312	0	0	1,560	3,752	71%
	Seguro	13,568	0	13,568	0	0	0	13,568	100%
		1,174	0	1,174	0	0	163	1,012	86%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	10,921	0	10,921	667	667	7,342	2,913	27%
	Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	309,207	0	309,207	18,270	18,270	0	290,937	94%
	Operación	215,193	0	215,193	26	26	324,505	(109,338)	-51%
	Cuotas Intergubernamentales	9,688	0	9,688	73	73	1,888	7,727	80%
	Mejoras a los Terrenos	0	0	0	0	0	0	0	#DIV/0!
	Gastos Indirectos	298,559	0	298,559	0	0	0	298,559	100%
	transferencia al fondo del café	0	0	0	0	0	0	0	#DIV/0!
									0%
	Total de Gastos	3,415,038	0	3,415,038	150,673	150,673	1,741,139	1,523,226	45%

Executive Summary
2023/2024 Fiscal Year
July 2023

EARLY HEAD START T&TA

Resource 5218

CATEGORY	Budget	Adjustment	Revised Budget	Current	Expended/Received			Balance	% %
					Year-to-date	Encumbered			
Revenues									
All Other Federal	25,983	0	25,983	0	0	0	25,983	100.00%	
Total Revenues	25,983	0	25,983	0	0	0	25,983	100.00%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	2,262	0	2,262	0	0	1,362	900	39.80%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	300	0	300	0	0	0	300	100.00%	
<i>Site Supplies</i>	1,962	0	1,962	0	0	1,362	600	30.59%	
Travel & Conference	19,570	0	19,570	0	0	0	19,570	100.00%	
Contracted Services	4,151	0	4,151	0	0	1,286	2,865	69.02%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	25,983	0	25,983	0	0	2,648	23,335	89.81%	

a

Executive Summary
2023/2024 Fiscal Year
Julio 2023

PROGRAMA EARLY HEAD START T&TA

Recurso 5218	Presupuesto	Ajustes	Presupuesto Revisado	Actual	Lo que va del año	Gastado/Recibido Sobrecargado	Balance	%
CATEGORÍA								%
Ingresos:								
Todos los otros Federales	25,983	0	25,983	0	0	0	25,983	100%
Total de Ingresos	25,983	0	25,983	0	0	0	25,983	100%
Gastos:								
Salarios	0	0	0	0	0	0	0	0%
Beneficios	0	0	0	0	0	0	0	0%
Provisiones	2,262	0	2,262	0	0	1,362	900	40%
<i>Articulos para las actividades de los padres y comida para las juntas</i>	300	0	300	0	0	0	300	100%
<i>Articulos de oficina para el centro</i>	1,962	0	1,962	0	0	1,362	600	31%
Viaje y Conferencia	19,570	0	19,570	0	0	0	19,570	100%
Servicios Contratados	4,151	0	4,151	0	0	1,286	2,865	69%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	25,983	0	25,983	0	0	2,648	23,335	90%

HEAD START/EARLY HEAD START
 CREDIT CARD REPORT

MANAGER	VISA
Shannon McClarin	
Travel/Conference	\$ -
Center Supplies	\$ 2,613.89
TOTAL	\$ 2,613.89
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	\$ 129.48
TOTAL	\$ 129.48
Katrina Hopkins	
Travel/Conference	\$ -
Center Supplies	\$ 429.97
TOTAL	\$ 429.97
Jade Meihl	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Naomi Gonzalez	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Connie Luna	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
Nicole Castrejon	
Travel/Conference	\$ -
Center Supplies	\$ -
TOTAL	\$ -
VISA Grand Total	\$ 3,173.34
Nugget/Food4Less	\$ 1,524.85
InterState Oil	\$ 297.31
TOTAL MONTHLY EXPENDITURES:	\$ 4,995.50

**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	\$ -
Artículos para el centro	\$ <u>2,613.89</u>
	\$ 2,613.89
Gustavo Melgoza	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ <u>129.48</u>
Total	\$ 129.48
Katrina Hopkins	
Viaje/Conferencia	\$ -
Artículos para el centro	\$ <u>429.97</u>
Total	\$ 429.97
Jade Meihl	
Viaje/Conferencia	\$ -
Artículos para oficina	\$ <u>-</u>
Total	\$ -
Naomi Gonzalez	
Viaje/Conferencia	\$ -
Artículos para oficina	\$ <u>-</u>
Total	\$ -
Connie Luna	
Viaje/conferencia	\$ -
Artículos para oficina	\$ <u>-</u>
Total	\$ -
Nicole Castrejon	
Viaje/conferencia	\$ -
Artículos para oficina	\$ <u>-</u>
Total	\$ -
VISA Grand Total	\$ 3,173.34
NUGGET/FOOD 4 LESS	\$ 1,524.85
INTERSTATE OIL	\$ 297.31

Total de Gastos Mensuales: \$ 4,995.50 ***

***Estados de ceunta de als tarjetas de credito, estan despinsibles, 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	\$ 18,310.55	\$ 240.69

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 48.59	All Grants
Required 20 percent NFS	\$ 12.15	Non Federal Share
Total Approved Costs	\$ 60.74	
15% Administrative Cost Limitation	\$ 9.11	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 240.69	Per Above Calculation in step 1
School Admin	\$ 22,031.07	Staff charged to Administration
General Admin	\$ 4.53	Indirect
Total	\$ 22,276.29	

Grant Expenditures	\$ 48.59
Less Capital Outlay	\$ -
= Expenditures subject to indirect	\$ 48.59

Currently Charged Admin Costs	\$ 22,276.29
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	\$ 22,276.29

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 36676%

July 2023

Calculation of Administrative Salaries

\$	11,361.71	Per Budget Report Object code 1xxx
\$	9,174.30	Per Budget Report Object code 2xxx
\$	8,205.51	Per Budget Report Object code 3xxx
\$	<u>28,741.52</u>	Total Salary Costs Charged to Admin
\$	28,741.52	Per Employer Paid Benefit History Report
		Adjustments - See FAR110 Report for Details
\$	<u>28,741.52</u>	

Salary Costs that should be Program Support

\$	28,741.52	Total 1-6xxx admin costs from Budget Report
\$	2,501.56	Less 50% - Vanessa Lopez Program Support
		Less 50% Kathleen Glassman - Program Support
\$	-	Less 50% Ehteram Hashemipour - Program Support
\$	1,709.90	Less 50% Yolizma Villegas Flores - Program Support
		Less 50% Sue Lomax - Program Support
\$	2,498.99	Less 50% Maria Cardenas - Program Support
\$	-	Less 50% Angelica Lara - Intern
		Less 50% Andres Martinez - Program Support
		Less 50% Kim Magallanes - Program Support
\$	<u>22,031.07</u>	Total Administrative Costs

**Headstart / Early Head Start
2022/2023 Fiscal Year
Administrative Percentage Calculation
July 1, 2023 - June 30, 2024**

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
1,440.00	130,680.00	0.011019	\$ -	\$ -

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	\$ 18,310.55	\$ 240.69

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 48.59	All Grants
Required 20 percent NFS	\$ 12.15	Non Federal Share
Total Approved Costs	\$ 60.74	
15% Administrative Cost Limitation	<u>\$ 9.11</u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 240.69	Per Above Calculation in step 1
School Admin	\$ 97,689.86	Staff charged to Administration
General Admin	\$ 4.40	Indirect
Total	<u>\$ 97,934.95</u>	

Grant Expenditures	\$ 48.59
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 48.59</u>

Currently Charged Admin Costs	\$ 97,934.95
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 97,934.95</u>

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 161243%

Annual Jul 1, 2023 - June 30, 2024

Calculation of Administrative Salaries

Annual		Current Month
\$ 11,361.71	Per Budget Report Object code 1xxx	\$ 11,361.71
\$ 9,174.30	Per Budget Report Object code 2xxx	\$ 9,174.30
\$ 8,205.51	Per Budget Report Object code 3xxx	\$ 8,205.51
<u>\$ 28,741.52</u>	Total Salary Costs Charged to Admin	\$ 28,741.52
\$ 28,741.52	Per Employer Paid Benefit History Report	\$ 28,741.52
	Adjustment:	
<u>\$ 28,741.52</u>		

Salary Costs that should be Program Support		
\$ 28,741.52	Total 1-6xxx admin costs from Budget Report	\$ 28,741.52
\$ 2,501.56	Less 50% - Vanessa Lopez Program Support	\$ 2,501.56
\$ -	Less 50% Kathleen Glassman - Program Support	\$ -
\$ -	Less 50% Ehteram Hashemipour - Program Support	\$ -
\$ 1,709.90	Less 50% Yolizma Villegas Flores - Program Support	\$ 1,709.90
\$ -	Less 50% Sue Lomax - Program Support	\$ -
\$ -	Less 50% Anjelica Lara - Program Support	\$ -
\$ 2,498.99	Less 50% Maria Cardenas - Program Support	\$ 2,498.99
\$ -	Less 50% Claudia Rausch - Program Support	\$ -
	Less 50% Andres Martinez & Joel Garcia - Program Support	\$ -
	Less 50% Kim Magallanes - Program Support	\$ -
\$ 22,031.07	Total Administrative Costs	

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
August 24, 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 – August 24, 2023, Agenda

M1: M2:

3.2 Approval – July 27, 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: *Cindy Nguyen*, 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:

C.R.R.S.A. Resource 5256 Budget Extension Approval -Shannon McClarin

M1: M2:

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 September 28, 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
July 27, 2023, at 9:30 am - 11:00 am
1280 Santa Anita Court Suite 140 Woodland CA 95776**

Council Members Present:

Alysia Damián
Maria Hernandez
Kati Ojeda
Jacklyn Macias
Eidy Carrillo

YCOE Staff:

Marco Raya, Interpreter
Maria Cardenas, Administrative Sec.
Sonya Martinez, Sr. Bus. Service Tech.
Naomi Gonzalez, Disability/Mental Health Manager
Gustavo Melgoza, Health Services Manager

YCOE Administration:

Cindy Nguyen, HR Executive Director
Frances Palu, Director IFS
Veronica Moreno, Director EBS
Maria Arvizu-Espinoza, Assoc. Supt/Ed Svcs.

AFSCME Council 57:

Community Members Present:

Action

- 1.0 Call to Order – 9:42 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 – July 27, 2023, Agenda**

M1: Kati Ojeda

M2: Jacklyn Macias

- 3.2 Approval – July 6, 2023, Minutes**

M1: Maria Hernandez

M2: Eidy Carrillo

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

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:** *Cindy Nguyen, HR Executive Director*

5.1 Employment of New Hires:

M1: Jacklyn Macias

M2: Kati Ojeda

5.2 Employment of Substitutes:

M1: Maria Hernandez

M2: Eidy Carrillo

5.3 Employment of Various Service Providers: **None**

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 June 2023.

6.2 Monthly Financial Report Carry Over

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

Discussion &

Possible Action 7.0 Regular Session:

7.1 Old Business: None

7.2 New Business:

7.2.1 Policy and Procedures-Enrollment for children with disabilities – Naomi Gonzalez

M1: Maria Hernandez

M2: Eidy Carrillo

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

Gustavo read his report. Alysia asked for an update on the nutrition of the children’s meals. Gustavo shared that it is being worked on by reaching out to the school district based on the food that is being provided. We are looking forward to providing better nutrition for our students. We are also looking into Lorena which she was lead cook when we had a kitchen to be able to provide healthy meals, but she needs to finish getting her license.

8.5 Education Services Manager – Jade Meihl

8.6 Disabilities/Mental Health Manager – Naomi Gonzalez

Naomi read her report.

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): None

Discussion 10.0 Program Reports

10.1 Community Updates- Community Members- None

10.2 Alyce Norman EHS & HS Representative - None

10.3 Esparto Center HS Representative- None

10.4 Home Base EHS Representative – None

10.5 Greengate Center HS Representative -

10.6 Lemen Center EHS Representative- None

10.7 Marguerite Montgomery EHS & HS Representative-None

10.8 Plainfield Center HS Representative – None

10.9 Prairie Center HS Representative- None

10.10 Wolfskill Center HS Representative-None

10.11 Woodland Central Center – None

Action 11.0 Confirmation Next Meeting Date *August 24, 2023, at 9:30 AM*

M1: Kati Ojeda

M2: Maria Hernandez

Action 12.0 Motion for Adjournment: **10:18 A.M.**

M1: Kati Ojeda

M2: Maria Hernandez

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 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**

8. 2. Foster Youth Presentation

Description

Presentation on Foster Youth.

Recommendation

For Information only.

Supporting Documents



Foster Youth Presentation 9.12.23



Foster Youth Presentation 9.12.23

Contact Person

Sonia Rambo, Director, Prevention and Wellness will present this item.

Foster Youth Team

Introductions:

Dr. Sonia Quiñones Rambo, Director

Andrew Martinez, Program Specialist

Chelsea McLaughlin, Outreach Specialist

Yara Cortes, Administrative Assistant



At the State Capitol for
Advocacy Day with NAMI



Receiving backpack
donations from Schools
First Credit Union

Function of Foster Youth Services Coordinating Program

Technical assistance to the Foster/Homeless Liaisons in each district.

We partner with agencies across the county, in particular, Probation, Health and Human Services, and Child Welfare.

Support our YCOE Alt Ed site, Special Ed, and ECE.

Hold monthly Executive Advisory Council meetings, to train, coordinate services, and educate partners on Foster Youth rights and entitlements.



Backpack donations to our partner, Empower Yolo



Foster Youth Summit with District Liaisons 115



Countywide support by tabling at resource fairs

Participate in countywide committees, councils, and meetings as the Foster Youth educational expert.

Share Foster Youth data for purposes of placement, wrap services, child safety, and mental health.

Cross-department work at YCOE to ensure Transitional Age Youth are fully supported.

Current Foster Youth Data

Current enrollment in County = 94

Washington Unified = 35

Woodland Joint Unified = 35

Davis Joint = 19

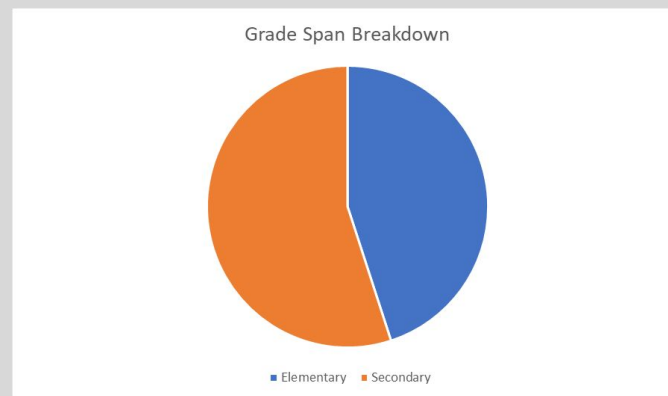
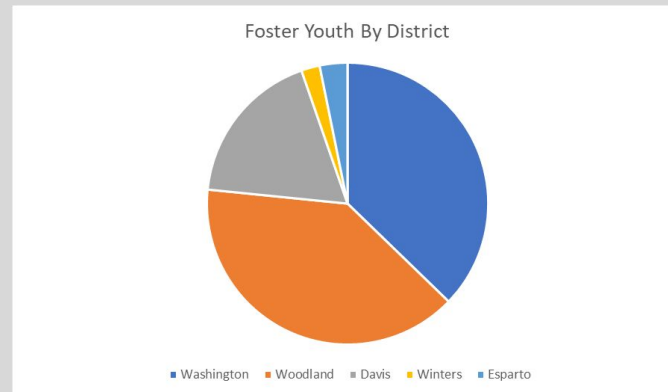
Esparto = 6

Winters = 2

Non-public = 5

Elementary grades K-6 = 45%

Secondary grades 7-12 = 55%



8. 3. Roadmap to the Future Update

Description

Update on the Roadmap to the Future.

Recommendation

For information only.

Supporting Documents



Roadmap Presentation to YCOE Board 9-7-23



Roadmap Presentation to YCOE Board 9-7-23 (002)



Overview-of-Outcomes- 9-7-2023

Contact Person

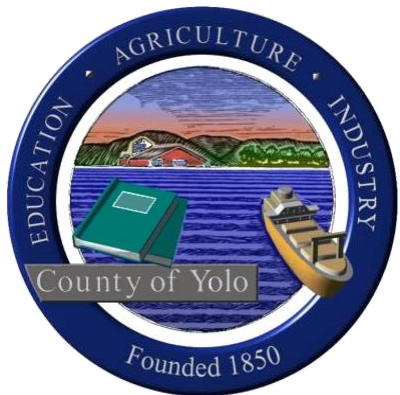
Maria Arvizu-Espinoza, Associate Superintendent, Educational Services and Gayelynn Gerhart, Director, Special Projects will present this item.

ROADMAP TO THE FUTURE

FOR YOLO COUNTY
CHILDREN AND YOUTH

YCOE BOARD OF EDUCATION UPDATE

A Long-Term Plan to Improve Opportunities for Children, Youth and Families



ACCOMPLISHED TO DATE



**Collection of
Data on
Community
Assets and
Services**



**Engage
Community**



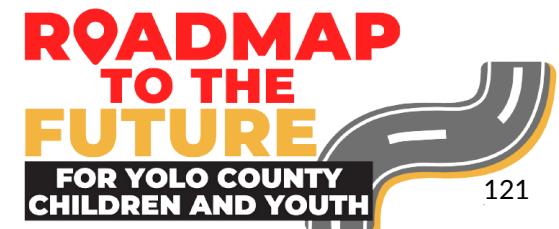
**Coordinate
Closely
with Yolo
County**



Yolo County is ALL IN! for Children and Youth



- 10 community sessions
- 600+ community members in attendance
- The Roadmap continues to advance our collective mission to **vision**



All In! for Children and Youth Sessions



Winters



Esparto



West Sacramento



All In! for Children and Youth Sessions



Davis



Woodland



NEXT STEPS



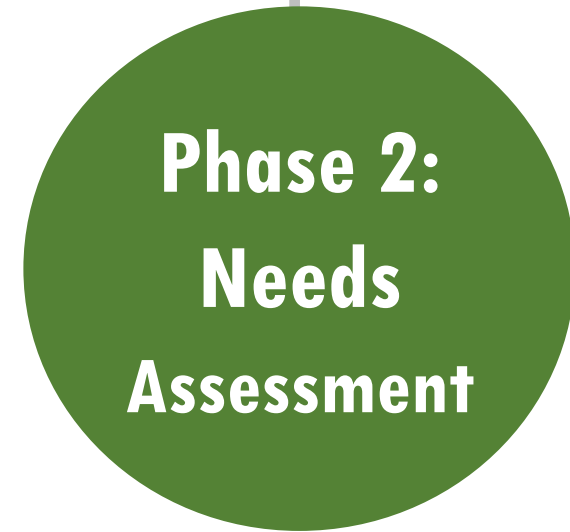
**Needs Assessment
and Child and
Youth Development
Framework**



**Final
Report**



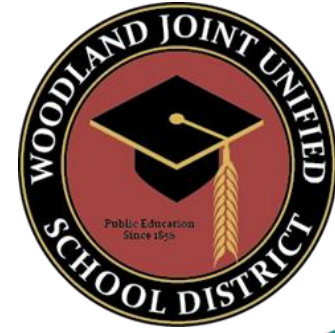
**Exploring
Continued
Partnerships**



**Phase 2:
Needs
Assessment**



THANK YOU



Roadmap to the Future: Overview of Outcomes

Vision: Being born, cared for, and educated in Yolo County is an advantage for each child and youth.

Mission: To develop, implement and consistently evaluate a long-term plan to help effectively coordinate the services, supports, and opportunities children, youth, and families in Yolo County need to thrive, as well as establish a shared framework to ensure their healthy development.

Background: On June 27, 2021, 21 local Yolo County elected leaders co-authored an opinion editorial in local newspapers (*The Davis Enterprise, Winters Express*) entitled “Mapping the Future for Yolo County Youths.” The op-ed called for development of a long-term plan to confront the issues of poverty and physical and mental health facing Yolo County children and youth, which are exacerbated because of the COVID-19 pandemic. Following the op-ed, Yolo County Supervisor Jim Provenza, Yolo County Assessor, Clerk-Recorder and Chief Election Official Jesse Salinas, Yolo County Superintendent of Schools Garth Lewis, and Yolo County Supervisor Lucas Frerichs (then City of Davis Vice-Mayor), convened Yolo County leaders to determine next steps, which resulted in a request for \$450,000 from Yolo County, the Yolo County Office of Education (“YCOE”), all four cities in Yolo County, and the five school districts to develop a “Roadmap to the Future” for Yolo County children, youth, and families. The Roadmap to the Future consists of four phases led by YCOE with support from community partners and consultants. The deliverables for each phase form the foundation for development of a long-term plan with measurable objectives and actions.

Identified Need: The Roadmap to the Future will inform the long-term, collaborative efforts of organizations and agencies across Yolo County to invest in efforts to ensure the healthy development of Yolo County children, youth, and families. A countywide plan with measurable objectives and actions to guide this collaboration does not currently exist. YCOE will collect data and existing services and community assets, as well as conduct a needs assessment, to provide decisionmakers with the information necessary to develop a comprehensive source of online information about community assets and services for the first time in Yolo County, as well as a long-term plan to guide improvements to the support system. The Roadmap to the Future aligns with Yolo County’s [2020-2025 Strategic Plan](#) goal of “Thriving Residents”, specifically the outcome to reduce economic and educational disparities while building resiliency for vulnerable children and their families.

Phase 0 [Completed]: YCOE led three virtual Children, Youth and Family Convenings from August 2021-February 2022 in Phase 0 to develop the principles and shared priorities that continue to guide the path of the Roadmap to the Future. Over 50 elected officials and community leaders attended the virtual convenings, which served to develop the principles and shared priorities to guide the project. A grant from the James B. McClatchy Foundation provided funding for the convenings.

Phase 1 and Phase 2 [In Progress]: YCOE is currently implementing Phase 1 and Phase 2 of the Roadmap to the Future, which consists of three components: 1) community asset and service data collection and mapping; 2) needs assessment, including a child and youth development framework; and 3) final report. Phases 1 and 2 also will include a robust community engagement strategy to seek feedback on these components, including community meetings and outreach to people who may not have the resources to attend meetings but may be interested in providing feedback. This outreach will provide an opportunity for YCOE to verify information about community assets and services, seek additional information, and gather feedback from community members on both strengths and gaps in the system of support.

The following provides a brief description of each component in Phase 1 and Phase 2:

1. **Community Assets and Services Data Collection and Mapping:** The community assets and services data will provide information about the existing system of support for children, youth, and families in Yolo County, including county-wide services and services provided within homes. The project team will create a map for each the five Yolo County Supervisorial districts to allow the community to review and validate the type and location of current community assets and services. YCOE will include a summary of the data, divided into categories for ease of use, and all completed maps in a final report.

***How it will be used:** The community assets and services data and maps will help identify existing community assets and services for children, youth, and families in Yolo County, which will serve as the foundation for the needs assessment and an eventual community online tool.*

2. **Needs Assessment:** YCOE will conduct a needs assessment to identify community assets and services in which the community should invest to help support children, youth, and families. The needs assessment will include the collection of demographic data to show areas where children and youth 0-24 may need support in relation to the location of existing community assets and services. The needs assessment will include a child and youth development framework to outline key developmental milestones prenatal through 24 years of age, including milestones related to a child or youth's physical, social, educational, cultural, organizational, and economic development. The needs assessment will help identify strengths, gaps, and overlap in assets within the community, the results of which YCOE will describe in detail in the final report.

***How it will be used:** The needs assessment will help identify strengths, gaps, and overlap in community assets and services within the community. The child and youth development framework will provide the foundation to assess the adequacy of the support system for children and youth in Yolo County. By describing key milestones, the project team can match assets to milestones and evaluate strengths and gaps in the support system. The needs assessment will therefore allow decisionmakers to make data-informed decisions to maximize opportunity, avoid duplication, and prioritize transformational projects when allocating funding or making other relevant decisions to improve outcomes for children and youth.*

3. **Final Phase 1 and Phase 2 Report:** YCOE will produce a final report describing the community asset and service data and the needs assessment. YCOE may also provide recommendations to consider for Phase 3 as part of this report, including development of a long-term plan with measurable objectives and actions.

***How it will be used:** The report will describe the process through which YCOE collected the community assets and services data and the results of the needs assessment, including the results of the community outreach effort.*

Phase 3 [Not Initiated]: Phase 3 will include development of the community online tool and the long-term plan to inform future investment and improvements to the system, but YCOE has not determined which agency or agencies will lead this phase or identified funding. The approach to Phase 3 also may change because of community feedback received during Phase 1 and 2. YCOE will work with Yolo County and the Children, Youth and Families American Rescue Plan (ARP) Workgroup to develop a scope of work for Phase 3 once Phase 1 and Phase 2 are complete.

Yolo County Office of Education Roles and Responsibilities: During Phase 1 and Phase 2 of Roadmap to the Future, YCOE and partners will review existing plans, collect data, coordinate with the Children, Youth, and Families ARP Workgroup, and conduct community engagement meetings to collect data on existing community assets and services, as well as inform the needs assessment. YCOE will strive to ensure the effort

is complementary to other planning efforts in Yolo County. YCOE will also help develop a scope of work outlining funding and tasks for Phase 3, including the community online tool and the needs assessment. The Children, Youth and Families ARP Workgroup, composed of a group of trusted community partners who are serving in an advisory capacity to help advance and develop the Roadmap to the Future project, will advise YCOE throughout this process.

8. 4. Consolidated Application Spring Release

Description

Presented for your information is the Consolidated Application Spring Release, staff will be present for any questions

Recommendation

This item is for information only.

Supporting Documents



SubTimeAccounting

Contact Person

Gayelynn Gerhart will present this item

2023–24 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

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

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Stan Mojsich
Authorized Representative's Signature	
Authorized Representative's Title	Assistant Superintendent
Authorized Representative's Signature Date	08/30/2023

*****Warning*****

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

2023–24 Protected Prayer Certification

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

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Stan Mojsich
Authorized Representative's Title	Assistant Superintendent
Authorized Representative's Signature Date	08/30/2023
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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

2023–24 LCAP Federal Addendum Certification

CDE Program Contact:

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

Initial Application

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

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

Returning Application

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

County Office of Education (COE) or District	06/27/2023
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Stan Mojsich
Authorized Representative's Title	Assistant Superintendent, Equity and Support Services

*****Warning*****

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

2023–24 Application for Funding

CDE Program Contact:

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

Local Governing Board Approval

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

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

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title I, Part D Subpart 2 (Delinquent) ESSA Sec. 1401 SACS 3025	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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

2023–24 Title III English Learner Student Program Subgrant Budget

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

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
 Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$125.15
Estimated English learner student count	39
Estimated English learner student program allocation	\$4,881

Note: \$10,000 minimum program eligibility criteria

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

Budget

Professional development activities	\$4,881
Program and other authorized activities	\$0
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$4,881

*****Warning*****

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

2023–24 Substitute System for Time Accounting

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

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

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

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

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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

8. 5. Quarterly Report of Investments for Period Ending June 30, 2023

Description

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

The Yolo County Office of Education invests its money in the Yolo County Treasury, as required by law. Attached, is the Yolo County Treasurer's quarterly investment portfolio information for the period ending June 30, 2023.

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

Recommendation

For information only.

Supporting Documents



Yolo County Executive Summary_2Q23 FINAL



Yolo County FOC Presentation_2Q23_FINAL

Contact Person

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

Executive Summary – Second Quarter 2023

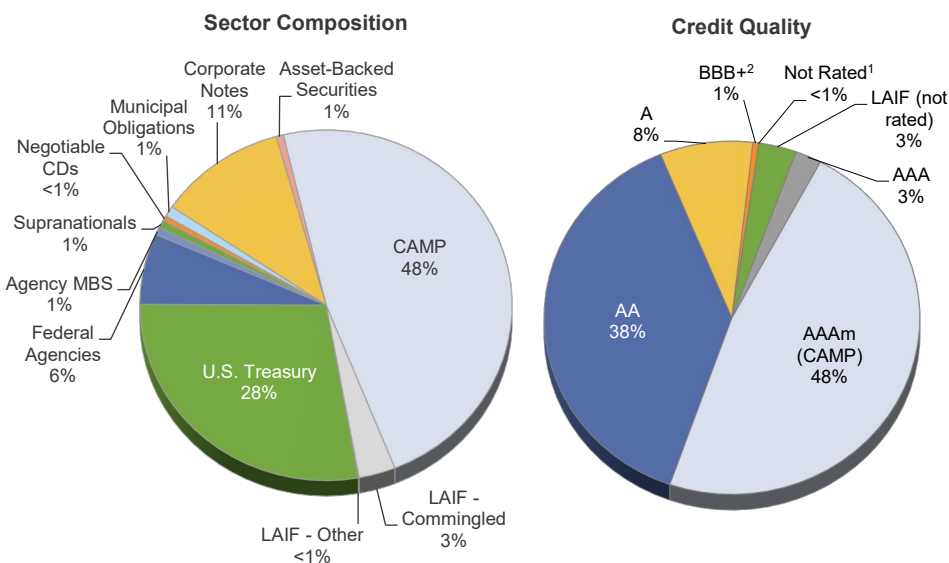
Portfolio Review

- ▶ The portfolio is in compliance with the California Government Code and the County’s Investment Policy.
- ▶ The portfolio is well diversified by sector, issuer, and maturity and is of high credit quality.
- ▶ The portfolio has sufficient liquidity to meet the County’s cash needs.
- ▶ The portfolio’s duration was extended but remains at a shorter position than the benchmark.
- ▶ As a result of rising interest rates, fixed income strategies posted negative total returns, including the County’s portfolio, for the quarter.
- ▶ The combination of a short-duration position and strong excess returns from non-government sectors drove the portfolio’s outperformance versus the benchmark in the second quarter.

The Economy

- ▶ U.S. economic conditions were characterized by a myriad of financial headlines: (1) investors contended with ongoing recession risks, (2) regional bank concerns, (3) the Federal Reserve’s historic pace of interest rate hikes, (4) stubbornly high inflation, and (5) a debt ceiling impasse in Washington.
- ▶ The Fed followed up the two 25 basis point (bps) hikes in the first quarter with one more 25 bp hike at the May meeting, bringing the overnight rate to a target range of 5% to 5.25%. The Fed did not raise rates at their June meeting.
- ▶ Real gross domestic product (GDP) increased at an annual rate of 2.0% in the first quarter of 2023. The median forecast reported by a Bloomberg survey of economists was 2.0% for the second quarter as well.
- ▶ Over the second quarter, the U.S. economy added more than 732,000 jobs compared to 1,000,000 in the previous quarter. The unemployment rate closed the quarter at 3.6%, very near the 50-year low of 3.4% in April.

Portfolio Profile as of June 30, 2023^{1,2}

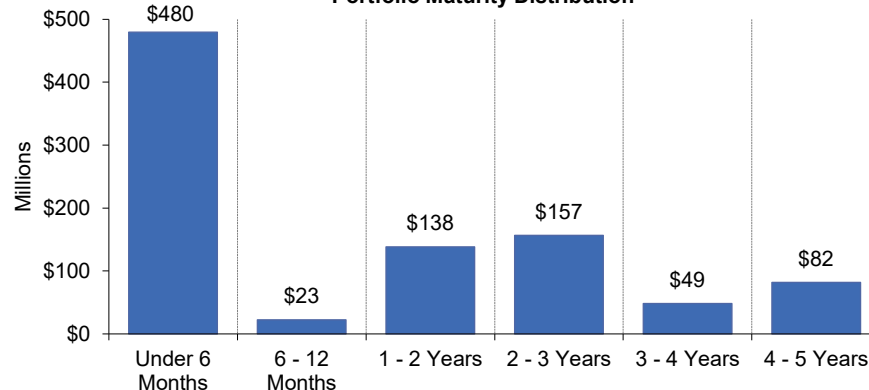


Portfolio Performance as of June 30, 2023³

	Quarter	Annualized Return 1 Year	Annualized Return 5 Years
Yolo County Total Return¹	-0.58%	0.07%	1.03%
Treasury Benchmark Total Return	-0.77%	-0.24%	0.68%
Net Apportionment Rate	0.82%	-	-

Note: ¹PFMAM managed portfolio only.

Portfolio Maturity Distribution



1. Securities held in the County’s portfolio are in compliance with California Government Code and the County’s investment policy dated December 2021.

2. Ratings based on Standard & Poor’s.

3. The County’s benchmark is the ICE Bank of America Merrill Lynch (BofAML) 1-5 Year Gov/Corp A-AAA US issuers as of 6/30/21. From 12/31/20 to 6/30/21 it was the ICE BofAML 1-5 Year U.S. Treasury Index. From 9/30/17 to 12/31/20 it was the ICE BofAML 0-5 Year U.S. Treasury Index. From 3/31/15 to 9/30/17 the benchmark was a blend of 30% ICE BofAML 3-month Treasury index and 70% ICE BofAML 1-3 year U.S. Treasury Index.

Yolo County

Investment Performance Review For the Quarter Ended June 30, 2023

September 14, 2023

213-415-1699

pfmam.com

PFM Asset Management LLC

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

Sarah Meacham, Managing Director
Allison Kaune, Senior Analyst

For Institutional Investor or Investment Professional
Use Only – This material is not for inspection, distribution to, or quotation to the general public

Economic and Interest Rate Update



Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ Headline inflation numbers trending lower, but the Fed's current focus, "supercore inflation," is showing little sign of slowing
 - ▶ A labor market that has proven to be exceptionally strong
 - ▶ A more optimistic sentiment around economic growth due to resilient consumer spending



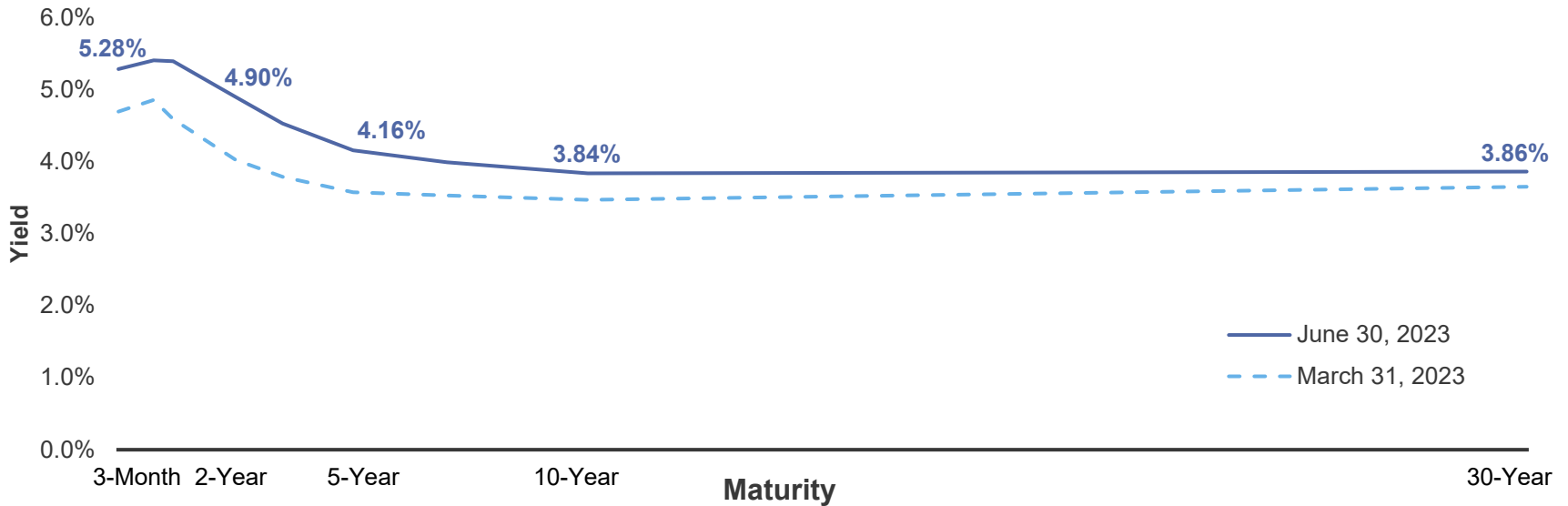
- ▶ Fed temporarily pauses rate hikes
 - ▶ The most aggressive series of interest rate hikes in recent history came to a temporary pause in June
 - ▶ The Fed's most recent dot plot shows the potential for two additional rate hikes by the end of the year
 - ▶ Rates have moved up due to the Fed's rate trajectory shifting higher, the economy remaining stronger than expected, persistent inflation, and the market's "higher-for-longer" mindset



- ▶ Bond markets see continued volatility
 - ▶ The debt ceiling saga incited a separate spate of market volatility due to concern about a potential U.S. default
 - ▶ After plummeting at the end of Q1 due to volatility in the banking sector, short- and medium-term yields steadily climbed throughout the quarter, with the 2-year rising over 100 basis points
 - ▶ The curve inversion moved toward historic levels in June

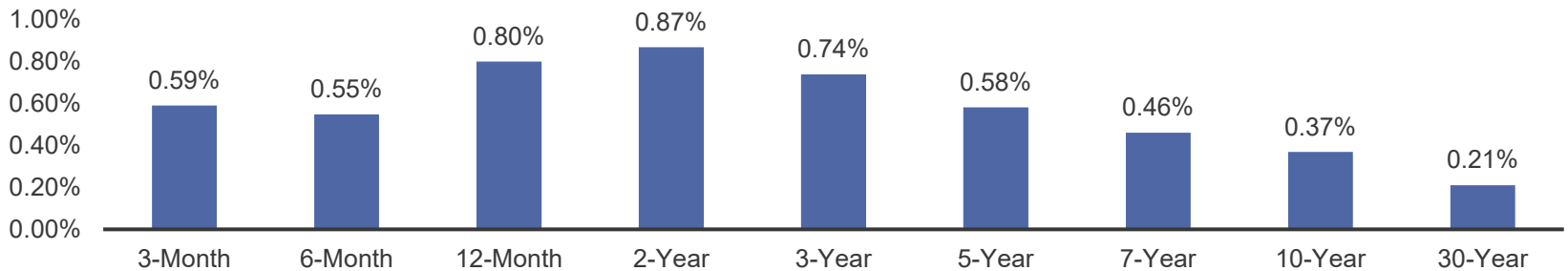
Interest Rates Rise as “Higher-for-Longer” Mantra Sets In

U.S. Treasury Yield Curve



Yield Changes by Maturity

from March 31 – June 30, 2023

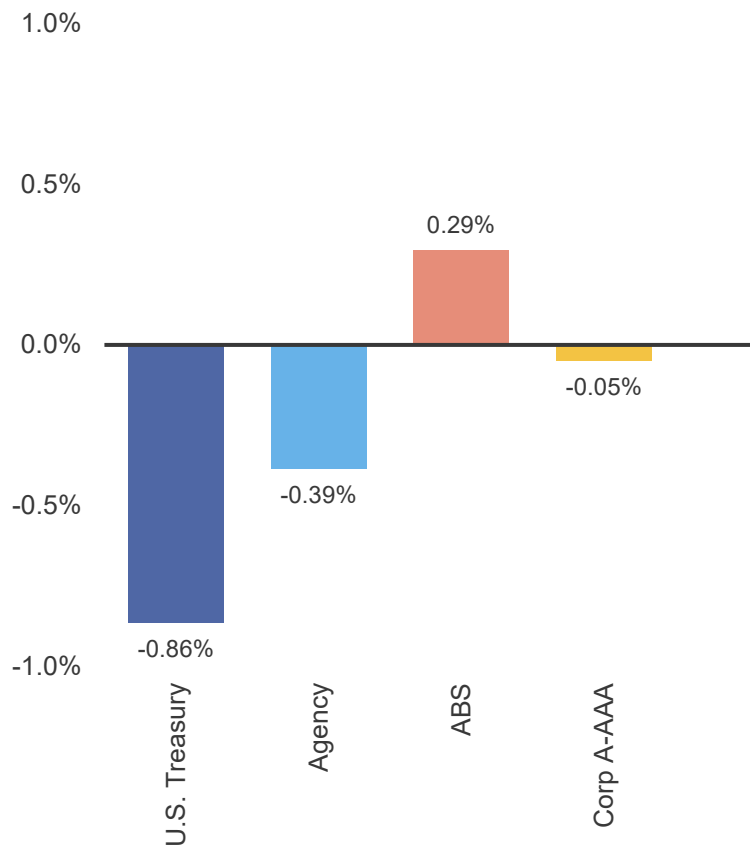


Source: Bloomberg, as of 06/30/2023.

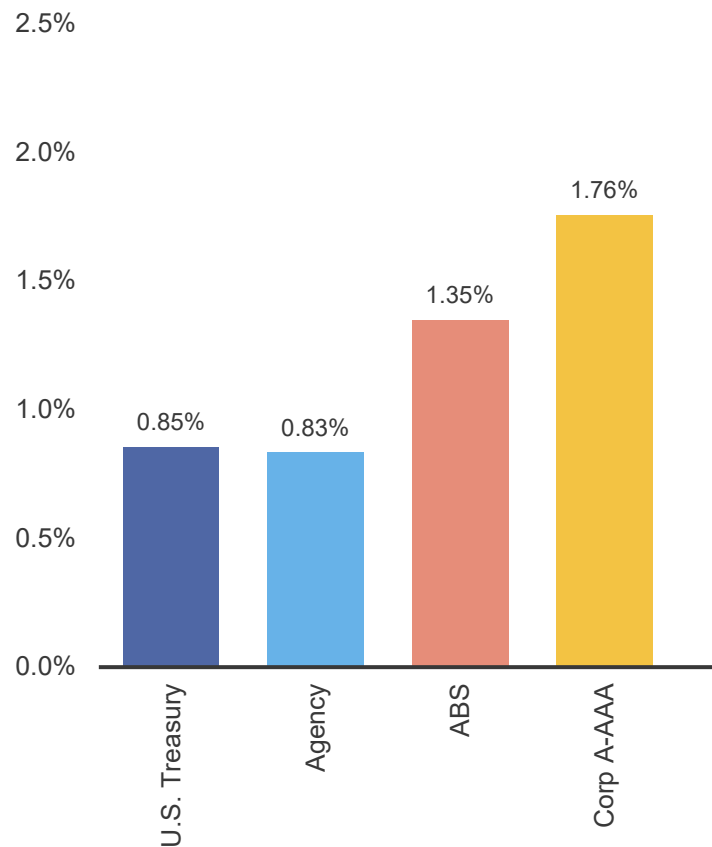
Fixed Income Market Returns

1-5 Year Indices

Second Quarter Returns



10-Year Average



Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. As of 06/30/2023.

Portfolio Update



Portfolio Composition

Security Type	Total Market Value June 30, 2023	% of Total Portfolio
U.S. Treasury	\$257,979,088	27.9%
Federal Agency	\$60,350,415	6.5%
Federal Agency CMOs	\$6,520,187	0.7%
Municipal Obligations	\$8,998,959	1.0%
Supranationals	\$6,649,368	0.7%
Negotiable CDs	\$4,472,114	0.5%
Corporate Notes	\$103,611,549	11.2%
Asset-Backed Securities	\$5,888,620	0.6%
Securities Sub-Total	\$454,470,299	49.1%
Accrued Interest	\$2,054,524	
Securities Total	\$456,524,823	
CAMP	\$441,269,451	47.7%
LAIF – Total	\$30,176,327	3.3%
Total Investments	\$927,970,601	100.0%

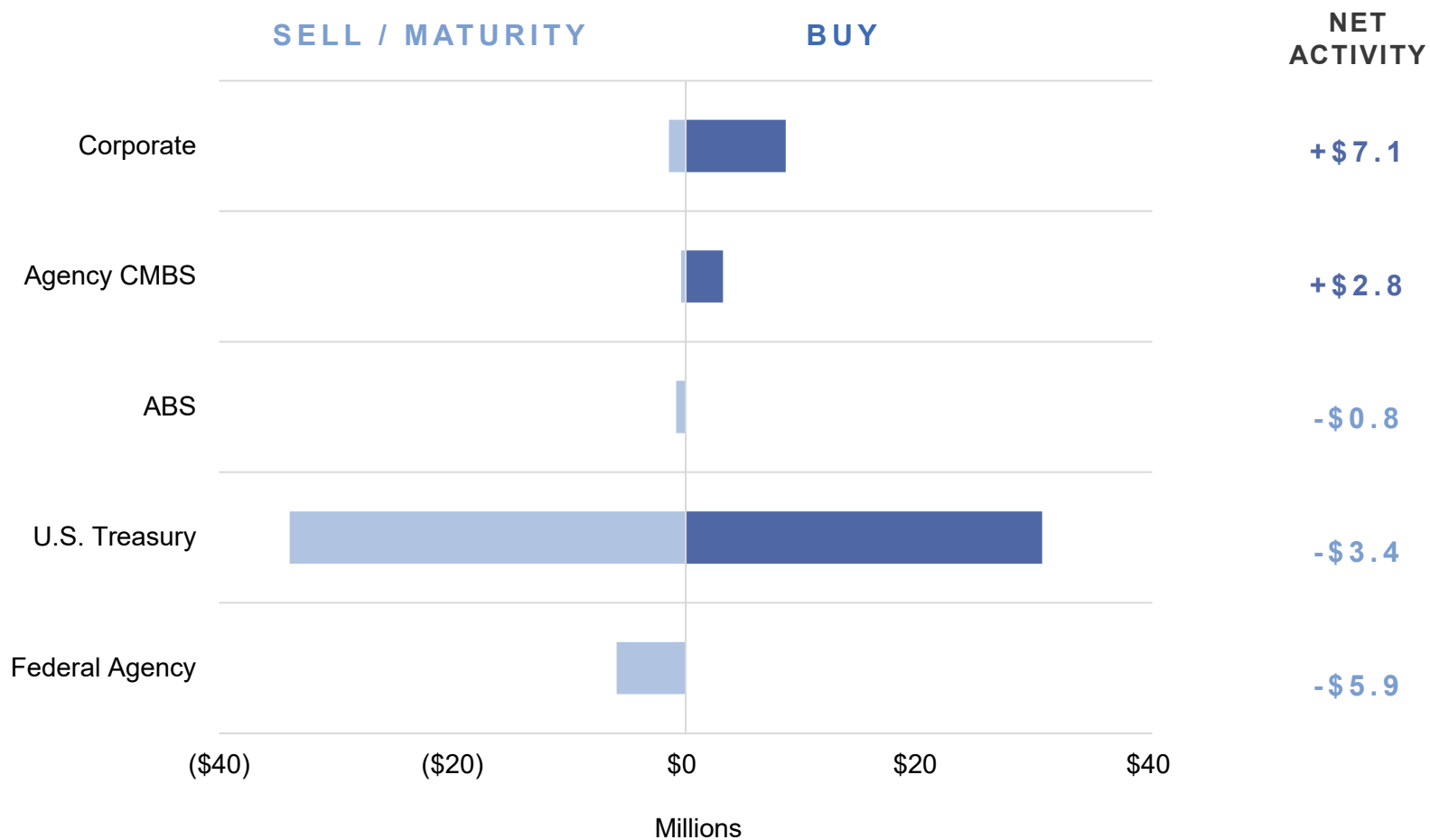
As of June 30, 2023. Percentages of total portfolio may not sum to 100% due to rounding.

Second Quarter Portfolio Strategy Recap

- ▶ As yields increased, we extended the portfolio's duration gradually and methodically to capture these elevated yields.
 - ▶ The portfolio's duration was increased from 91% of the benchmark duration to 94% of the benchmark duration.
- ▶ The portfolio's allocation to corporates was a strong driver of portfolio performance during the quarter, as yield spreads tightened.
 - ▶ Spreads remained above longer-term averages and we found opportunities for additional purchases in the sector.
- ▶ Agency CMBS also performed well during the quarter, relative to U. S. Treasuries, helping the portfolio to outperform the benchmark.
 - ▶ Allocation to the sector was increased during the quarter.
- ▶ The County's portfolio is well diversified by sector, issuer, and maturity and is of high credit quality.

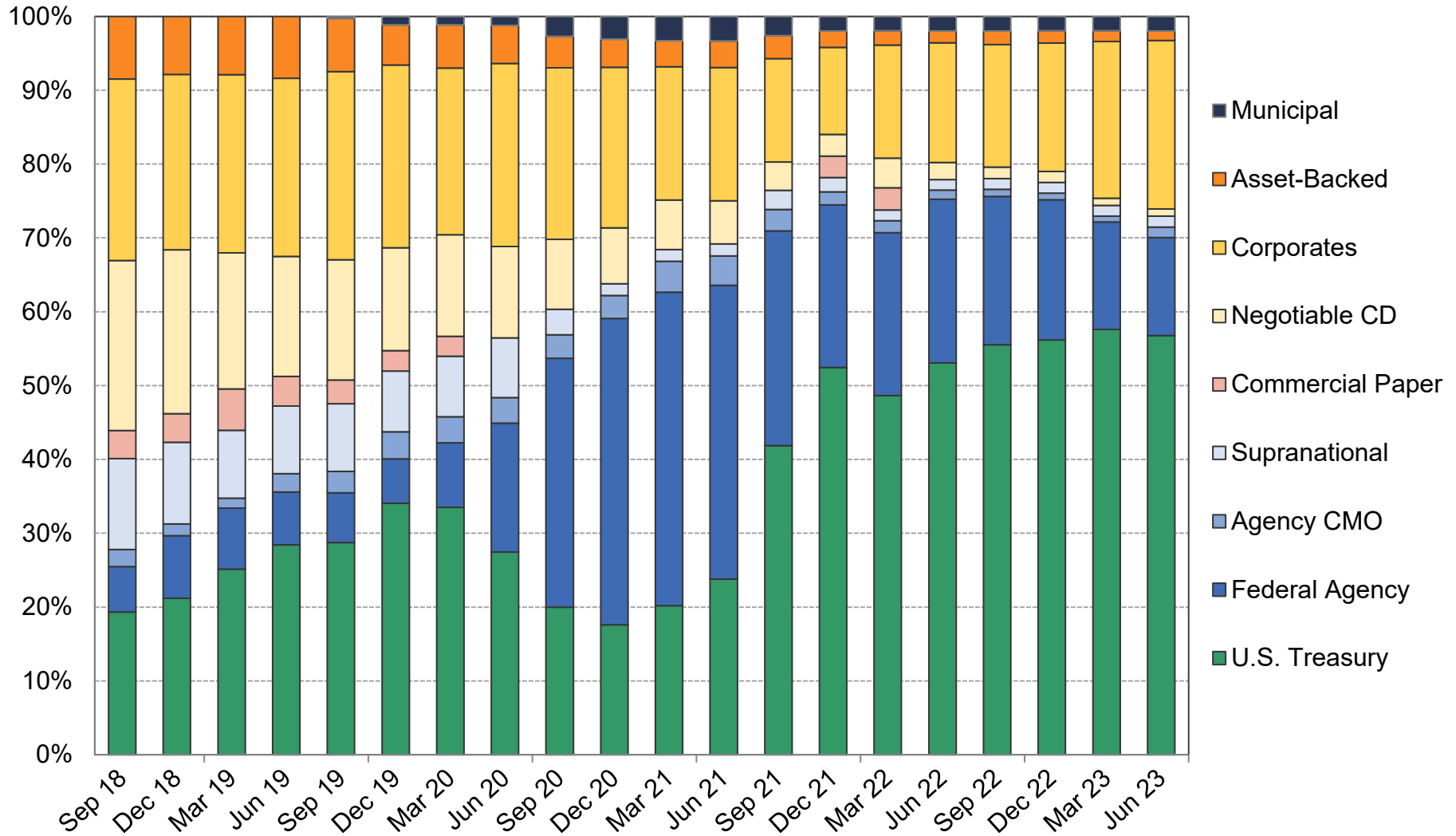


Second Quarter Trade Activity



Portfolio purchases, sells, maturities, and paydowns through periods March 31, 2023 – June 30, 2023.

Historical Sector Allocation – PFMAM-Managed Portfolio

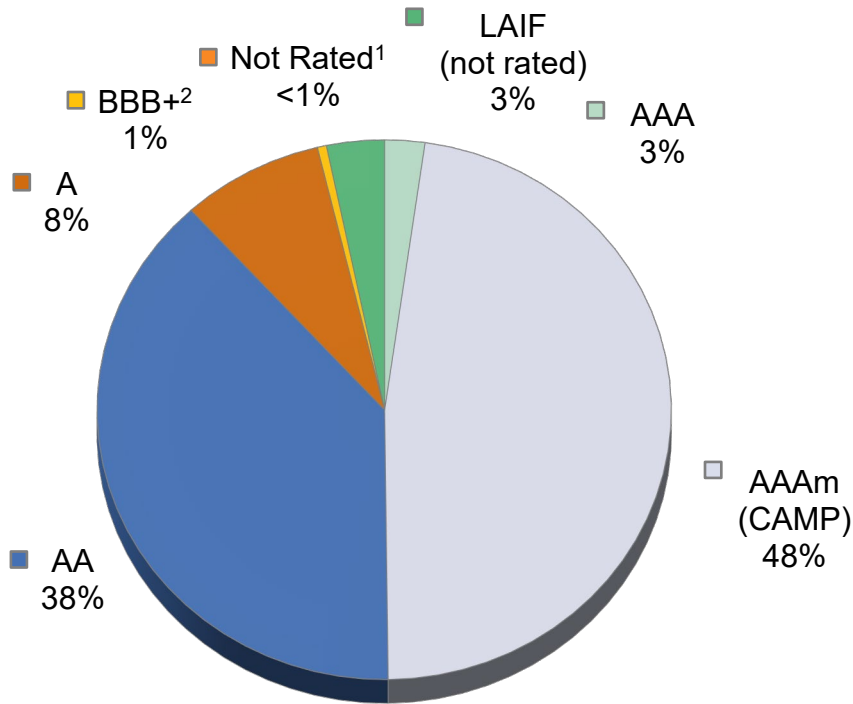


Excludes funds in LAIF and CAMP.

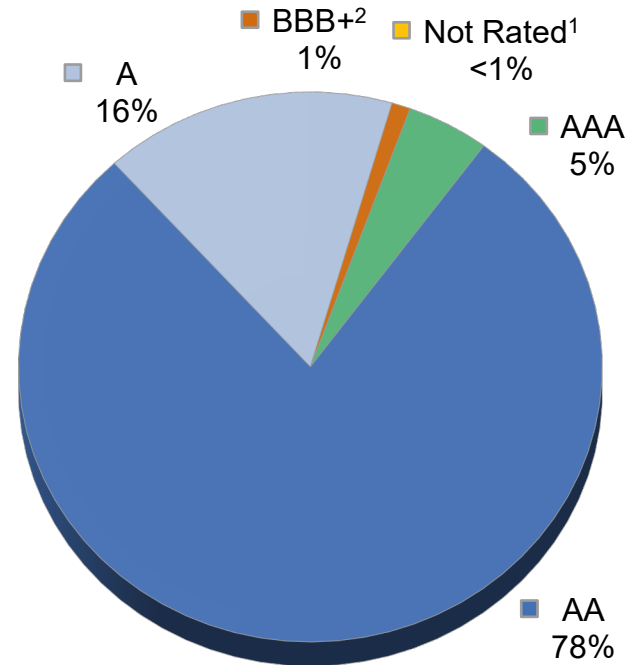
Portfolio Credit Quality

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

Including Liquid Accounts



Excluding Liquid Accounts



As of June 30, 2023. Percentages may not sum to 100% due to rounding. Ratings are based on Standard & Poor's.

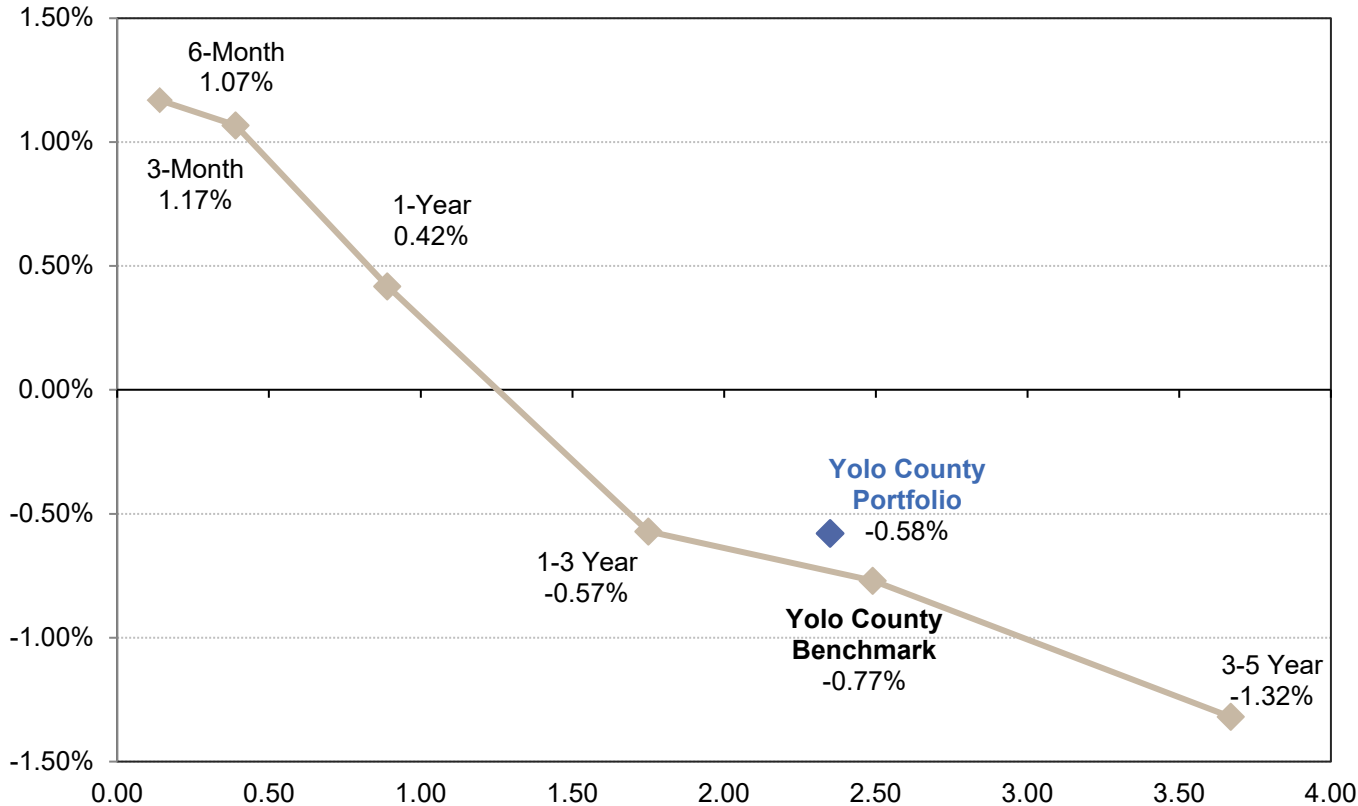
1. The "Not Rated" category comprises asset-backed securities rated Aaa by Moody's.

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

Rising Interest Rates Resulted in Negative Returns for Longer-Term Strategies

Quarterly Total Returns

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



Yields

Portfolio Yield and LAIF Quarterly Apportionment Rate	
Yolo County	1.95%
LAIF	3.15%

- For periods ending June 30, 2023.
- Yolo County yield is the portfolio yield at cost at quarter end.
- The County's benchmark is the ICE Bank of America Merrill Lynch (BofAML) 1-5 Year Gov/Corp A-AAA U.S. issuers as of 6/30/21. From 12/31/20 to 6/30/21 it was the ICE BofAML 1-5 Year U.S. Treasury Index. From 9/30/17 to 12/31/20 it was the ICE BofAML 0-5 Year U.S. Treasury Index. From 3/31/15 to 9/30/17 the benchmark was a blend of 30% ICE BofAML 3-month Treasury index and 70% ICE BofAML 1-3 year U.S. Treasury Index. From 3/31/02 to 3/31/15 the benchmark was a blend of 50% ICE BofAML 1-3 Year U.S. Treasury index and 50% ICE BofAML 3-month Treasury Bill index. Prior to 3/31/02 the benchmark was the ICE BofAML 1-3 Year U.S. Treasury index.
- Source: Bloomberg, LAIF website.



Portfolio Outperformance Remains Positive

- ▶ As a result of higher yields across all maturities, fixed income strategies beyond one year posted negative total return performance.
- ▶ The County's portfolio outperformed the benchmark in the second quarter as a result of the portfolio's shorter-duration position and sector diversification.
- ▶ The portfolio continues to generate strong performance relative to the benchmark over longer trailing periods.

Total Return
For periods ended June 30, 2023

	Duration (years)	2Q 2023	Past Year	Past 5 Years	Past 10 Years	Since Inception
Yolo County	2.35	-0.58%	0.07%	1.03%	0.91%	2.68%
Benchmark	2.49	-0.77%	-0.24%	0.68%	0.53%	2.08%
Difference	-	+0.19%	+0.31%	+0.35%	+0.38%	+0.60%

- Performance on a trade-date basis, gross (i.e., before fees), in accordance with the CFA Institute's Global Investment Performance Standards (GIPS).
- Inception date is June 30, 1998.
- Performance, yield, and duration calculations exclude holdings in CAMP, LAIF, and the money market fund.
- The County's benchmark is the ICE Bank of America Merrill Lynch (BofAML) 1-5 Year Gov/Corp A-AAA U.S. issuers as of 6/30/21. From 12/31/20 to 6/30/21 it was the ICE BofAML 1-5 Year U.S. Treasury Index. From 9/30/17 to 12/31/20 it was the ICE BofAML 0-5 Year U.S. Treasury Index. From 3/31/15 to 9/30/17 the benchmark was a blend of 30% ICE BofAML 3-month Treasury index and 70% ICE BofAML 1-3 year U.S. Treasury Index. From 3/31/02 to 3/31/15 the benchmark was a blend of 50% ICE BofAML 1-3 Year U.S. Treasury index and 50% ICE BofAML 3-month Treasury Bill index. Prior to 3/31/02 the benchmark was the ICE BofAML 1-3 Year U.S. Treasury index.

Outlook and Strategy Implications

▶ Economic Outlook

- ▶ The Federal Reserve increased the overnight federal funds rate by 0.25% at its July meeting to a new target range of 5.25% to 5.50%.
 - The minutes from the meeting revealed continued disagreement over policy lags and how much more tightening is needed.
 - Fed is no longer forecasting a U.S. recession in 2023, but expects growth to slow in 2024 and 2025.
- ▶ Inflation is cooling but remains over the Fed's 2% target.
- ▶ Labor market remains a tailwind to the U.S. economy.
- ▶ U.S. consumer continues to spend.
- ▶ Geopolitical risks remain a headwind for the global economy, strained relations with China and Russia's war effort in Ukraine.

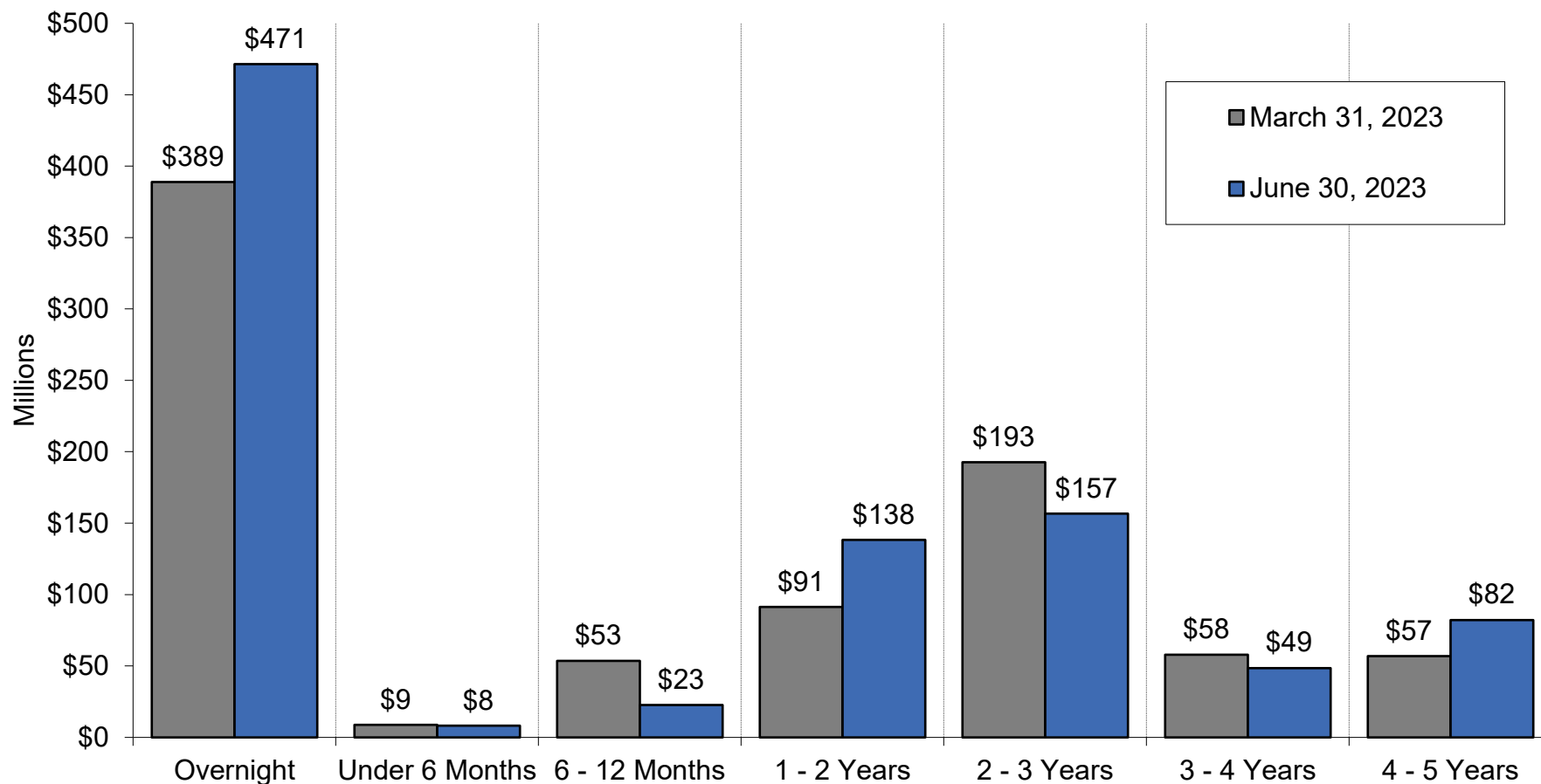
▶ Portfolio Strategy

- ▶ Expect rising interest rate cycle to end in 2023, yields across the curve are at their highest levels in over 15 years.
- ▶ Continue to extend duration closer to benchmark, favor credit to add value.
- ▶ Maintain focus on safety and diversification.

Additional Portfolio Information



Portfolio Maturity Distribution



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

Portfolio Issuer Distribution

U.S. Treasury	
United States Treasury	56.7%

Federal Agency Issuers	
Fannie Mae	9.6%
Freddie Mac	2.6%
Federal Home Loan Banks	1.1%

Federal Agency CMBS Issuers	
Fannie Mae (CMBS)	0.1%
Freddie Mac (CMBS)	1.3%

ABS Issuers	
Carmax Auto Owner Trust	0.5%
Discover Financial Services	0.2%
Honda Auto Receivables	0.1%
Hyundai Auto Receivables	0.2%
Toyota Motor Corp	0.2%

Supranational Issuers	
Inter-American Development Bank	1.0%
Intl Bank of Reconstruction and Dev	0.5%

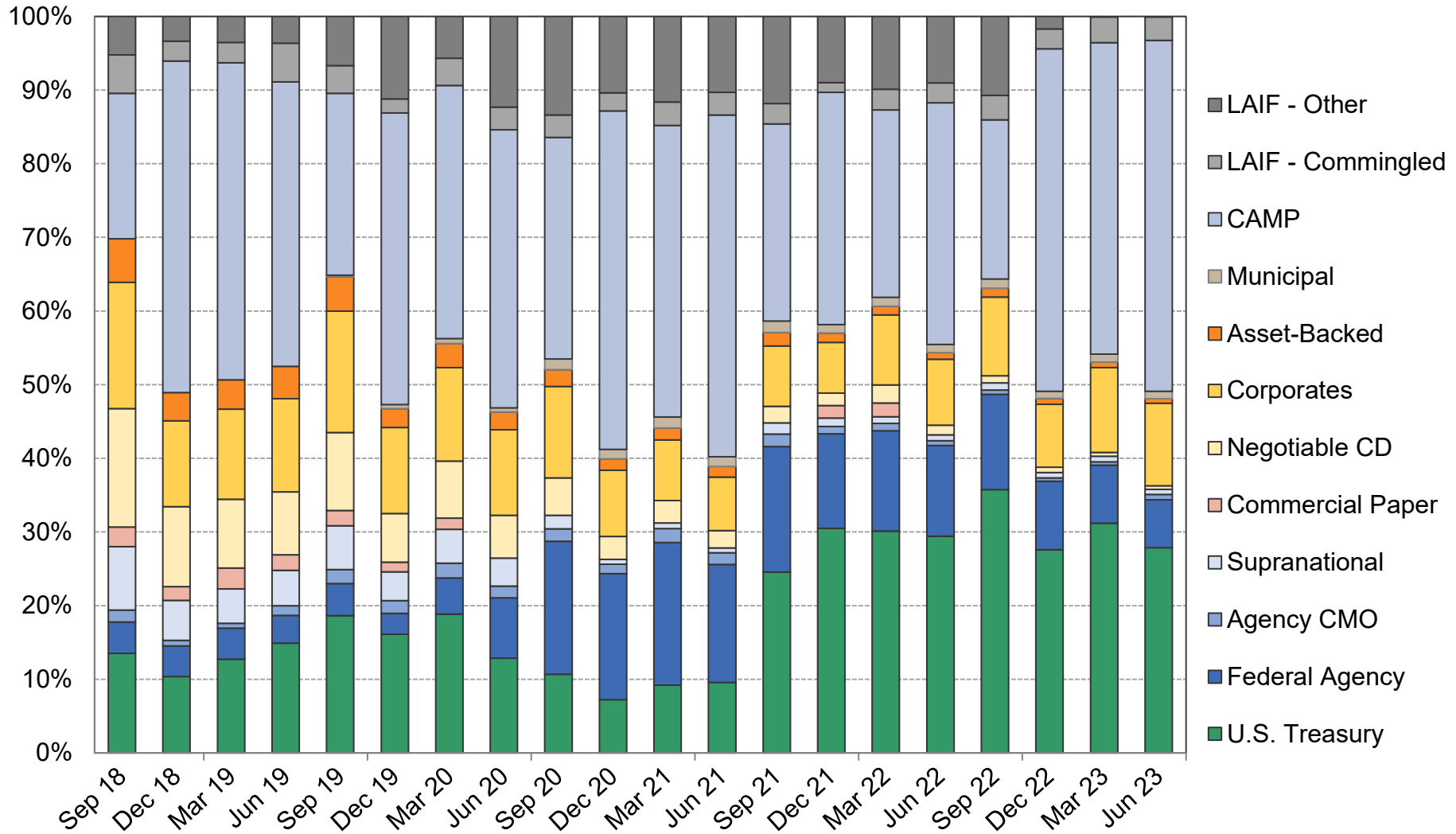
Corporate Issuers			
3M Company	1.0%	JP Morgan Chase & Co	1.4%
Adobe Inc.	0.7%	Mastercard Inc	1.5%
Amazon.com Inc	1.3%	Microsoft Corp	1.5%
Apple Inc	1.5%	Pepsico Inc	1.0%
Bank of America Co	1.0%	State Street Corporation	0.6%
Burlington Northern Santa Fe	0.8%	Target Corp	0.5%
Caterpillar Inc	0.8%	The Bank of New York Mellon	1.7%
Citigroup Inc	0.3%	Toyota Motor Corp	0.5%
Deere & Company	0.4%	Truist Fin Corp	0.7%
Goldman Sachs Group Inc	0.7%	United Health Group Inc	0.5%
Home Depot Inc	1.0%	US Bancorp	0.6%
Honeywell International	0.4%	Wal-Mart Stores Inc	1.5%
Intel Corporation	0.8%		

Municipal Issuers			
CA Department of Water Resources	<0.1%	San Diego Community College Dist	0.2%
California State University	0.1%	State of California	0.5%
FL State Board of Admin Fin Corp	0.4%	State of Maryland	0.2%
Los Angeles Community College Dist	0.2%	University of California	0.2%
New Jersey Turnpike Authority	0.1%		

Negotiable CD Issuers	
Toronto-Dominion Bank	1.0%

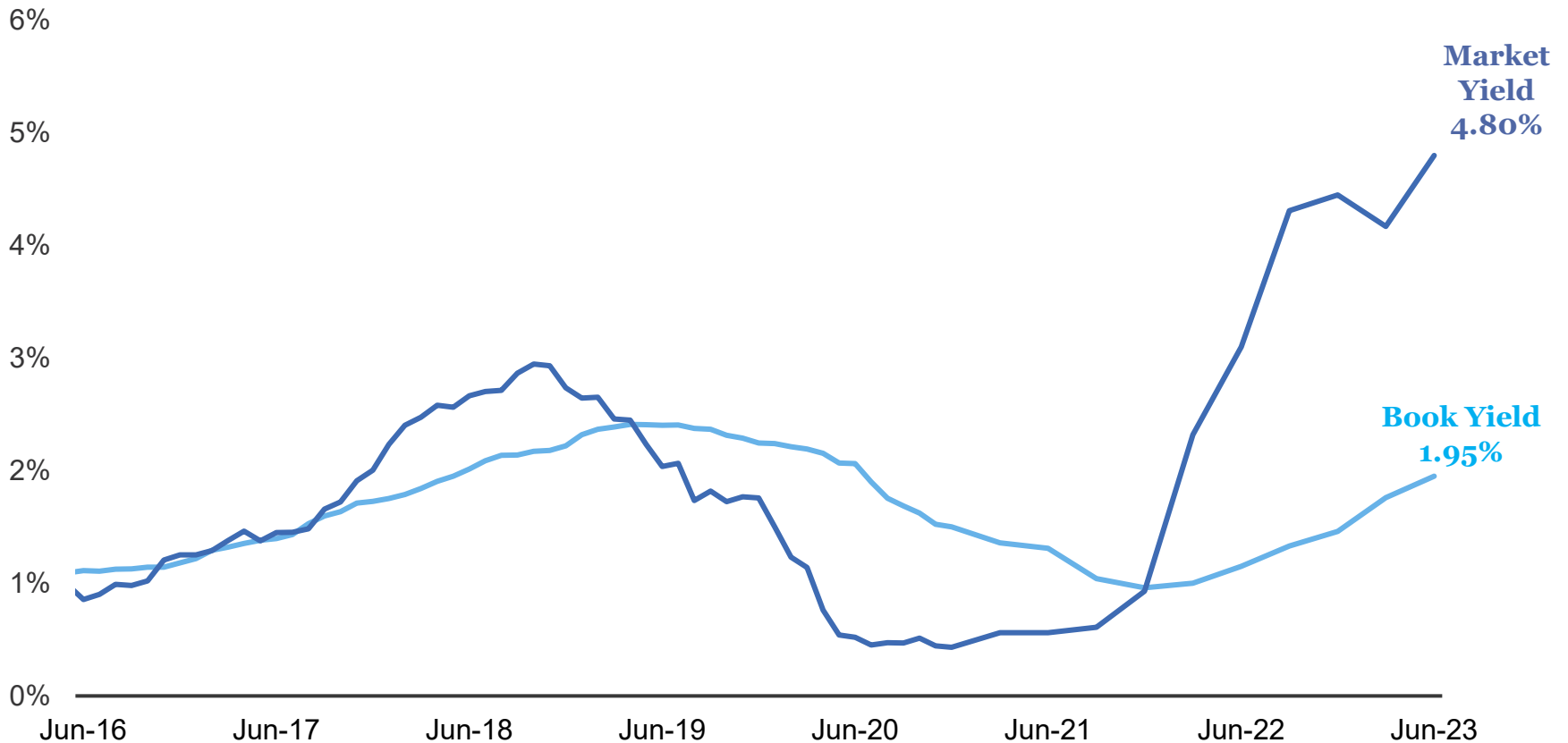
As of 6/30/2023. Details may not add to 100% due to rounding. Excludes funds in LAIF and CAMP.

Historical Sector Allocation—All Funds



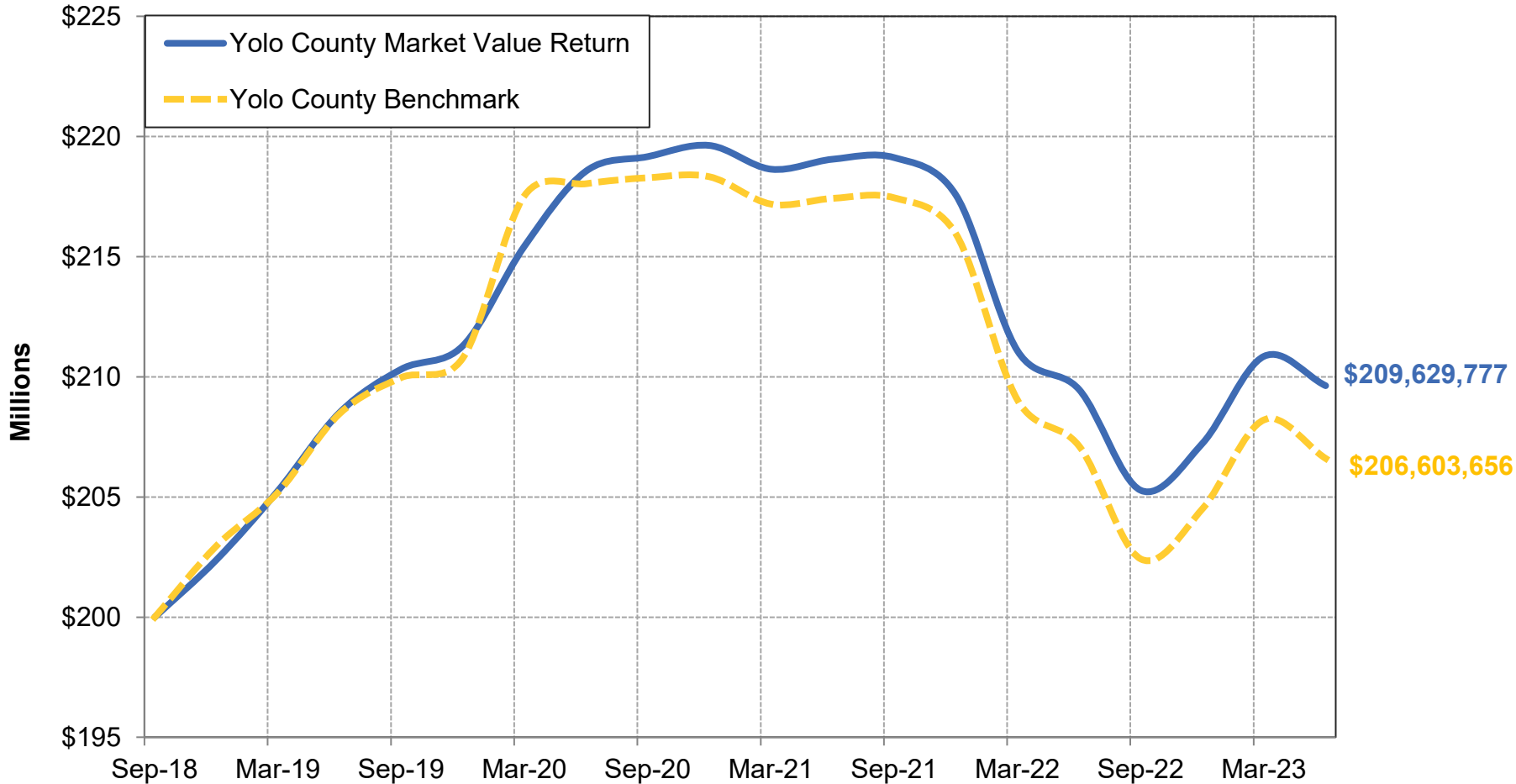
Portfolio Book Yield Continues to Rise as New Securities Are Purchased at Higher Yields

Yield to Maturity at Cost (Book Yield) vs. Yield to Maturity at Market



Source: Portfolio Data as of June 30, 2023.

County's Strategy Remains Positive



Source: Bloomberg

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

Fiscal Year Accrual Basis Earnings

INVESTMENT PORTFOLIO				
Date	Month-End Amortized Cost Value	Portfolio YTM at Cost	Actual Accrual Basis Earnings ¹	Earnings Rate ²
Jul-22	\$480,666,303	1.16%	\$458,902	1.16%
Aug-22	\$481,059,671	1.26%	\$224,398	1.26%
Sep-22	\$481,282,657	1.33%	\$228,929	1.33%
Oct-22	\$481,499,809	1.38%	\$417,706	1.38%
Nov-22	\$481,893,942	1.40%	\$477,988	1.40%
Dec-22	\$481,899,802	1.46%	\$456,346	1.46%
Jan-23	\$481,549,931	1.66%	-\$18,720	1.66%
Feb-23	\$481,196,223	1.68%	\$514,691	1.68%
Mar-23	\$481,744,102	1.76%	\$659,822	1.76%
Apr-23	\$476,963,889	1.74%	\$697,173	1.74%
May-23	\$481,890,257	1.89%	\$171,709	1.89%
Jun-23	\$481,093,144	1.95%	\$491,667	1.95%
Actual FY 22-23 Total			\$4,780,611	

1. Earnings rates calculated based on the yield to maturity at cost through 6/30/2023.

2. Earnings for the periods 7/31/2022 – 6/30/2023 are actual earnings and include realized gains/losses.

Disclaimer

Investment advisory services are provided by PFM Asset Management LLC (“PFMAM”), an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. (“USBAM”). USBAM is a subsidiary of U.S. Bank National Association (“U.S. Bank”). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. The information contained is not an offer to purchase or sell any securities. Additional applicable regulatory information is available upon request.

For more information regarding PFMAM’s services please visit www.pfmam.com.



8. 6. Monthly Board Financial Report

Description

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

Recommendation

For information only.

Supporting Documents



SeptGLD500

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 :	16,474,243.00		16,474,243.00	235,774.00	16,238,469.00	1.43
	FEDERAL REVENUES :	1,146,648.00		1,146,648.00	21,256.75	1,125,391.25	1.85
	OTHER STATE REVENUES :	5,120,484.00		5,120,484.00	191,379.00	4,929,105.00	3.73
	OTHER LOCAL REVENUES :	10,743,111.00		10,743,111.00	2,615.10	10,740,495.90	0.02
* TOTAL YEAR TO DATE REVENUES		* * 33,484,486.00 *	.00 *	* 33,484,486.00 *	451,024.85 *	* 33,033,461.15 *	1.34

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	6,737,281.00		6,737,281.00	846,175.46	5,891,105.54	12.55
	CLASSIFIED SALARIES :	9,653,285.00		9,653,285.00	1,168,765.24	8,484,519.76	12.10
	EMPLOYEE BENEFITS :	7,967,238.00		7,967,238.00	781,854.63	7,185,383.37	9.81
	BOOKS AND SUPPLIES :	1,165,502.00		1,165,502.00	39,682.71	1,125,819.29	3.40
	SERVICES, OTHER OPER. EXPENSE:	8,180,450.00		8,180,450.00	544,639.43	7,635,810.57	6.65
	CAPITAL OUTLAY :	1,426,082.00		1,426,082.00	7,908.40	1,418,173.60	0.55
	DIRECT SUPPORT/INDIRECT COSTS:	989,797.00-		989,797.00-	1,615.47-	988,181.53-	0.16
* TOTAL YEAR TO DATE EXPENDITURES		* * 34,140,041.00 *	.00 *	* 34,140,041.00 *	3,387,410.40 *	* 30,752,630.60 *	9.92

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	ESTIMATED BEGINNING BALANCE	11,117,443.89	2,877,476.37- 8,239,967.52

8. 7. 2023 Excellence In Education Announcement 

Description

The 2023 Excellence In Education (EIE) YCOE Announcement.

Recommendation

For information.

Supporting Documents



YCOE - ANNOUNCING THE 2023 EXCELLENCE IN EDUCATION AWARD RECIPIENTS AND SAL...

Contact Person

Superintendent Garth Lewis will present this item.

ANNOUNCING THE 2023 EXCELLENCE IN EDUCATION AWARD RECIPIENTS AND SALUTE TO EDUCATORS!

The individuals listed below will be recognized at the 2023 Excellence in Education Awards and sponsored by the [Yolo County School Boards Association](https://yolocoe.k12oms.org/2495-222992) (YCSBA).

Monday, September 25, 2023

5:00 p.m. Social (Appetizers will be served)

5:30 p.m. Award program begins

Registration Link: <https://yolocoe.k12oms.org/2495-222992>

Yolo County Office of Education Conference Center

1280 Santa Anita Court, Suite 120

Woodland, CA 95776

Yolo County Office of Education (YCOE)

Individual Award:

Patti Robles, Human Resources Analyst, YCOE

Program Award:

Head Start Family Support Services – Program Leader: Nicole Castrejon

Individuals: Amelia Abonce, Rosemarie Castaneda, Ana Ceballos, Consuelo Ceja, Ana Hay, Teresa Jauregui, Andrew Martinez, Julisa Melgoza, and Lisa Vue

Salute to Educators:

Elementary Grades K-6 Teacher Excellence Certificate:

Marie Prieto, Teacher, Head Start Program, Montgomery Center (Davis)

Alternative Education School Teacher Excellence Certificate:

Monica Aceves Robles, Teacher, Cesar Chavez Community School

YCOE Classified Employee of the Year, Clerical and Administrative Services:

Monica Pascoe*, Administrative Assistant, YCOE

Classified Employee of the Year, Health and Student Services:

Guadalupe Blanco, Behavior Technician, YCOE

Classified Employee of the Year, Paraprofessional Services:

Felicia Loya, Paraeducator, Whitehead School (Woodland)

Classified Employee of the Year, Skilled Trade Services:

Ben Nan, Maintenance Technician, YCOE

** also named Yolo County Classified Employee of the Year, Clerical and Administrative Services*

8. 8. First Reading of Board Bylaws (9000 series)

Quick Summary / Abstract

- BB 9240 - Board Development
- BB 9260 - Legal Protection
- BB 9270 - Filling Vacancies
- BB 9310 - Formulation and Adoption of Bylaws and Policies
- BB 9320 - Meetings and Notices

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 9240 - Board Development
- BB 9260 - Legal Protection
- BB 9270 - Filling Vacancies
- BB 9310 - Formulation and Adoption of Bylaws and Policies
- BB 9320 - Meetings and Notices

These will come back to the Board for action at the October 10, 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 October 10, 2023.

Supporting Documents

-  Board Bylaws BB 9240
-  BB 9240
-  9260 Legal Protection
-  9260 Legal Protection
-  BB 9270 Conflict of Interest
-  9270 Conflict of Interest
-  9310 Formulation Adoption Amendment of Bylaws
-  Board Bylaws BB 9320
-  9320 Meetings and Notices Final 5-21

Contact Person

Superintendent Garth Lewis will present this item.

Board Development

Citizens elected to the Yolo County Board of Education (“County Board”) are entrusted with the responsibility of governing the Yolo eCounty eOffice of eEducation (“YCOE”). The County Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All County Board members may, at YCOE expense and with prior approval of the County Board, attend conferences for the purpose of County Board development. County Board business shall not be discussed at conferences.

County Board members shall report to the County Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for County Board development shall be budgeted annually for each County Board member.

Legal Reference:

Education Code, 33360

Government Code, 54950-54963

Adopted: June 29, 2017

Revised: June 27, 2023

BOARD DEVELOPMENT

Citizens elected to the County Board of Education are entrusted with the responsibility of governing the county office of education. The County Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All County Board members may, at COE expense and with prior approval of the County Board, attend conferences for the purpose of County Board development. County Board business shall not be discussed at conferences.

County Board members shall report to the County Board, orally or in writing, as soon as possible on the inservice activities they attend.

Funds for County Board development shall be budgeted annually for each County Board member.

Legal Reference:

EDUCATION CODE

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

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act, especially:*

54952.2 *Meeting*

Adopted: June 29, 2017

YOLO COUNTY OFFICE OF EDUCATION
Woodland, California

Legal Protection

Liability Insurance

The Yolo County Board of Education (“County Board”) shall provide insurance necessary to protect its members and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their *office, within the scope of their* employment, and/or under the direction of the board. The insurance shall cover claims in such matters as civil rights actions, negligence or other acts resulting in accidental injury to any person or damage to property.

Protection against Liability

No County Board member shall be held liable for harm caused by their act or omission when acting within the scope of their responsibilities for the County Board. The act or omission must be in conformity with state, federal, and local laws and made in furtherance of an effort to control, discipline, expel, or suspend a student, or maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when:

1. The County Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person’s right to safety.
2. The County Board member caused harm while operating a motor vehicle.
3. The County Board member was not properly licensed, if required, by the State of California for such activities.
4. The County Board member was found by a court to have violated a federal or state civil rights law.
5. The County Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or any act of terrorism for which the County Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the County Board member has been convicted in a court.

Legal References:

Education Code, 170729.5, 35208, 35214, ~~39140-39159, 39210-39232~~

Government Code, 815.3, 820.9, ~~815.3~~, 825, 825.6, 1090-1098, 54950-54957.9, 87100-89503

~~———Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)~~

ADOPTED: July 23, 1984

REVISED: 11/12/96, 6/27/23

Legal Protection

Liability Insurance

The board shall provide insurance necessary to protect its members and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their *office, within the scope of their* employment, and/or under the direction of the board. The insurance shall cover claims in such matters as civil rights actions, negligence or other acts resulting in accidental injury to any person or damage to property.

Legal References:

Education Code, 17729.5, 35208, 35214, 39140-39159, 39210-39232
Government Code, 820.9, 815.3, 825, 825.6, 1090-1098, 54950-54957.9, 87100-89503
Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

ADOPTED: July 23, 1984
REVISED: 11/12/96

Conflict of Interest

Governing Yolo County Board of Education ("County Board") members and designated employees shall adhere to the Yolo County Office of Education ("YCOE") conflict of interest code adopted pursuant to the provisions of Government Code § 87300. County Board members shall disclose any conflict of interest and, as necessary, shall abstain from participating in decisions or discussions that could affect or be effected by those interests. The County Board shall consult with legal counsel whenever an actual or potential conflict of interest arises.

The YCOE conflict of interest code (E 9270) together with attachment (APPENDIX A) specifying designated positions and disclosure categories shall comprise the terms of the California Code of Regulations, Title 2, § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.

County Board members and designated employees shall file statements of economic interests with YCOE. These statements shall be filed pursuant to Government Code § 87500.

County Board members shall not be financially interested in any contract made by the board nor in any contract they make in their capacity as board members, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a County Board member has such a financial interest, the YCOE is prevented from entering into that contract. (Government Code 1090).

A County Board member shall not be deemed to be financially interested in a contract between the County Board and the County Board member's minor child as long as the County Board member's interest in the contract is disclosed to the board and noted in the minutes of the County Board. The County Board member shall abstain from voting on the contract and shall not attempt to influence other members of the County Board to approve the contract.

The County Board member shall not be deemed to be financially interested in a contract between the County Board member's spouse and YCOE provided the contract concerns the same employment as that held by the employee when the employee's spouse became a County Board member, and provided the County Board member's spouse has been employed by YCOE in that same position for at least one year prior to the County Board member's election or appointment.

A County Board member shall not be considered to be financially interested in a contract if any of the exceptions set forth in Government Code § 1091.5 apply.

A County Board member who maintains a remote interest in any contract considered by the County Board shall disclose the interest during a County Board meeting and have the disclosure noted in the official County Board minutes. "Remote interests" shall be those defined in Government Code § 1091. The affected County Board member shall not vote or debate on the matter or attempt to influence any other County Board member to enter into the contract.

County Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with, or inimical to the County Board member's duties as an officer of YCOE.

Even if there is not a prohibited conflict of interest, County Board members shall abstain from voting on personnel matters that uniquely affect their relatives. However, a County Board member may vote on personnel matters that affect the class of employees to which their relative belongs. Relative means an adult who is related to the County Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, sisters, brothers, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/domestic partner unless the individual is widowed or divorced.

Political Reform Act

County Board members shall not make, participate in making, or in any way use or attempt to use their official position to influence a governmental decision in which they know or have reason to know they have a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the County Board members' "economic interests," unless the effect is indistinguishable from the effect on the public in general or the County Board members' participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A County Board member makes a governmental decision when, acting with the authority of their office or position, they vote on a matter, appoint a person, obligate or commit the YCOE to any course of action, or enter into a contractual agreement on behalf of the YCOE.

A County Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the County Board shall abstain from discussing and voting on the matter. They may remain on the dais, but their presence shall not be counted towards achieving a quorum for that matter. A County Board member with a disqualifying conflict of interest shall not be present during a close session meeting of the County Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Rule of Necessity

On a case-by-case basis and with the advice of legal counsel, a County Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

Gifts

County Board members may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the YCOE for County Board members and designated employees. (Government Code 89506)

Honoraria

County Board members shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the YCOE for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal References:

Government Code, 1090-1097, 1125-1128, 82028, 82030, 82033, 82034, 87100-87103.5, 87200-87210, 87300-87313, 87500, 89501, 89502, 89506, 91000-91015
Code of Regulations, Title 2, 187400 et seq.
69 OPS.CAL.ATTY.GEN. 255 (1986)

ADOPTED: August 26, 1991

REVISED: June 27, 2023

Conflict of Interest

Governing board members and designated employees shall adhere to the Yolo County Office of Education (YCOE) conflict of interest code adopted pursuant to the provisions of Government Code § 87300.

The YCOE conflict of interest code (E 9270) together with attachment (APPENDIX A) specifying designated positions and disclosure categories shall comprise the terms of the California Code of Regulations, Title 2, § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.

Board members and designated employees shall file statements of economic interests with YCOE. These statements shall be filed pursuant to Government Code § 87500.

Board members shall not be financially interested in any contract made by the board nor in any contract they make in their capacity as board members.

A board member shall not be deemed to be financially interested in a contract between the board and the board member's minor child as long as the board member's interest in the contract is disclosed to the board and noted in the minutes of the board. The board member shall abstain from voting on the contract and shall not attempt to influence other members of the board to approve the contract.

The board member shall not be deemed to be financially interested in a contract between the board member's spouse and YCOE provided the contract concerns the same employment as that held by the employee when the employee's spouse became a board member, and provided the board member's spouse has been employed by YCOE in that same position for at least one year prior to the board member's election or appointment.

A board member shall not be considered to be financially interested in a contract if any of the exceptions set forth in Government Code § 1091.5 apply.

A board member who maintains a remote interest in any contract considered by the board shall disclose the interest during a board meeting and have the disclosure noted in the official board minutes. "Remote interests" shall be those defined in Government Code § 1091. The affected board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with, or inimical to the board member's duties as an officer of YCOE.

Legal References:

Government Code, 1090-1097, 1125-1128, 82028, 82030, 82033, 82034, 87100-87103.5,
87200-87210, 87300-87313, 87500, 91000-91015
Code of Regulations, Title 2, 18100 et seq.
69 OPS.CAL.ATTY.GEN. 255 (1986)

ADOPTED: August 26, 1991
REVISED:

Formulation, Adoption, Amendment of Bylaws and Policies

The Yolo County Board of Education (“County Board”) shall adopt written policies, consistent with laws, for its own governance and to convey expectations as to matters within the jurisdiction of the County Board.

The County Board recognizes the importance of maintaining policies and bylaws that are up to date and reflect the mandate of law. No County Board policy or bylaw, or any portion thereof, shall be operative if it conflicts with applicable federal or state law or regulations or court decisions. If any portion of a policy or bylaw is found to be invalid, that invalidity shall not affect other portions of the policy or bylaw.

County Board Policy Development and Adoption

Policy proposals and amendments to existing policies shall be submitted to all members of the County Board in writing prior to a regularly scheduled County Board meeting in which such proposed policies or amendments shall be read and discussed. Such policy proposals or amendments may be made at the request of any member of the County Board or the Yolo County Superintendent of Schools (“Superintendent”) or designee, or proposed by legal counsel of the County Board.

New and amended policies will normally be submitted to the County Board for first reading at one County Board meeting, and second reading and adoption at second meeting of the County Board. The County Board, at its sole discretion, may waive a second reading and adopt a policy at the first meeting. Reasons for waiver include, but are not limited to, the need to comply with changes in law, address a particular issue, or comply with orders and decisions of a governmental agency or court. The County Board delegates to the Superintendent or designee, the authority to make non-substantive changes, e.g., correction of spelling or grammar errors or modification to format, without the necessity of bringing the policy before the County Board.

The formal adoption of policies shall be by a majority vote of the County Board and the action shall be recorded in the minutes of the County Board. Only those written policies so adopted and recorded shall be regarded as official policies of the County Board.

County Board Bylaws

Bylaw proposals and amendments to existing policies shall be submitted to all members of the County Board in writing prior to a regularly scheduled County Board meeting in which such proposed policies or amendments shall be read and discussed. Such policy proposals or amendments may be developed, amended, or adopted following the same procedures as policy adoption described above.

The formal adoption of bylaws shall be by a majority vote of the County Board and the action shall be recorded in the minutes of the County Board. Only those written bylaws so adopted and recorded shall be regarded as official policies of the County Board.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations. Administrative regulations shall be consistent with law and County Board policy and shall be designed to promote the achievement of YCOE goals and objectives.

When County Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between policy and administrative regulations, policy shall prevail.

Access to Policies

The County Board and Superintendent shall ensure that YCOE employees and the public have access to YCOE policies and regulations. YCOE policies will be available on the YCOE website. As necessary, the Superintendent shall inform the public of policy changes.

~~Bylaws are rules governing the board's internal operation. They establish guidelines for the board's operations which are firm and stable. The bylaws may be amended at any regular meeting of the board provided notice has been given at the previous regular meeting and all board members have been provided with a written copy of any proposed changes. A majority vote by the members of the board shall be necessary to adopt, amend, or revise the bylaws of the board. The bylaws shall be consistent with the laws of the State.~~

Legal References:

Education Code, 1015, 1040-42, 35014, 35163, 35164, 35160-35160.2

ADOPTED: July 23, 1984

REVISED: 11/26/90, 6/27/23

Meetings and Notices

Meetings of the Yolo County Board of Education (“County Board”) are conducted for the purpose of accomplishing County Board business. In accordance with state open meeting laws (Brown Act), the County Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, County Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the County Board's bylaws, policies, and administrative regulations.

A County Board meeting exists whenever a majority of County Board members gather at the same time and location, including teleconference location, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

Code 54952.2 prohibits a majority of the County Board from sending emails to each other to develop a collective concurrence as to action to be taken by the County Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the agency's web site, and (3) distributed at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.

A majority of the County Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

However, the Yolo County Superintendent of Schools (“Superintendent”) or a Yolo eCounty eOffice of eEducation (“YCOE”) employee or official may engage in separate conversations with County Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the County Board, as long as that person does not communicate the comments or position of any County Board members to other County Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at County Board meetings, appropriate disability-related accommodations or modifications shall be provided upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

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

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the County Board's and/or YCOE's web site. (Government Code ~~§~~ 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the County Board less than 72 hours before the meeting, the secretary to the County Board or the secretary's designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Special Meetings

Special meetings of the County Board may be called by the County Board president when exigencies require them to be held, or whenever any three members of the County Board make a written request for such a meeting. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the ~~County~~ Superintendent. (Education Code 1012; Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all County Board members and the local media who have requested such notice in writing. The notice also shall be posted on the County Board's and/or YCOE's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Government Code 54956)

Any County Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the ~~secretary of the County Board~~ Superintendent or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the County Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

An agenda shall with any supporting documents shall be prepared and delivered to the County Board members. The agenda shall be posted according to law.

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the County Board may hold an emergency meeting without complying with the 24-hour notice requirement of Government Code ~~§~~ section 54956. The County Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the County Board.
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the County Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the County Board.

Except in the case of a dire emergency, the County Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the County Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the County Board. In the case of a dire emergency, the County Board president or designee shall give such notice at or near the time notification is given to the other members of the County Board about the meeting. (Government Code 54956.5)

No closed session may be held during an emergency meeting unless agreed to by a two-thirds vote of the County Board members present, or, if less than two-thirds of the County Board members are present, by a unanimous vote of the County Board members present. All other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the meeting, a list of persons the County Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The County Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the County Board may adjourn such a meeting. If no County Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The County Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The County Board may also convene a retreat or discussion meeting to discuss roles and relationships.

Public notice shall be given in accordance with law when a quorum of the County Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within the county. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of County Board members at any of the following events is not subject to the Brown Act provided that a majority of the County Board members do not discuss specific County Board business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to county board members
2. An open, publicized meeting organized by a person or organization other than the County Board or YCOE to address a topic of local community concern
3. An open and noticed meeting of another body of the YCOE
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the County Board, provided that the County Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a County Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in County Office Programs and Activities)

Meetings shall be held within ~~the~~ Yolo eCounty, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the YCOE is a party
2. Inspect real or personal property which cannot conveniently be brought into ~~the~~ Yolo County, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the YCOE has no meeting facility within its boundaries or if its principal office is located outside ~~the~~ Yolo County
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the YCOE over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the YCOE but located outside ~~the~~ Yolo County, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the County Board's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

Meetings exempted from the boundary requirements, as specified in items #1-7~~8~~ above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the County Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting location unsafe, meetings shall be held for the duration of the emergency at a place designated by the County Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the County Board in which County Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The County Board may use teleconferences for all purposes in connection with any meeting within its subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code § 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

During the teleconference, at least a quorum of the members of the County Board shall participate from locations within YCOE boundaries. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the County Board, including the right to address the County Board directly at each teleconference location. (Government Code 54953)

All County Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The County Board secretary or designee shall facilitate public participation in the meeting at each teleconference location.

The County Board may conduct County Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the County Board directly at each teleconference location, and ensuring that at least a quorum of the County Board participate from locations within YCOE boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing;
2. For the purpose of determining, by majority vote, whether as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees;
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

To conduct a teleconference meeting for these purposes, the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be as given and posted as otherwise required by the Brown Act.
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option.

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the County Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the County Board directly pursuant to Government Code 54954.3.

4. Members of the public shall not be required to submit public comments in advance of a County Board meeting and shall be provided an opportunity to address the County Board and offer comments in real time.

5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the County Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed.

6. If during a County Board meeting a disruption occurs which prevents YCOE from broadcasting the meeting to members of the public or for members of the public to offer public comments, the County Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored.

7. Either a two-way audiovisual platform or a two-way telephonic service and live webcasting shall be available to the public for meetings conducted under this section.

A County Board member shall only participate in the meeting remotely under Government Code section 54953 if the following conditions are met: (Government Code 54953)

1. One of the following circumstances apply:

a. The member notifies the County Board at the earliest opportunity possible, including the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

b. The member requests the County Board allow them to participate in the meeting remotely due to emergency circumstances and the County Board approves the request. The County Board shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item need not exceed 20 words and shall not require the County Board member to disclose any medical diagnosis or disability.

2. The County Board member shall publicly disclose at the meeting before any action is taken, whether any individuals over the age of 18 are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

3. The County Board member shall participate through both audio and visual technology.

A County Board member shall not participate remotely in meetings for a period of more than three consecutive months or 20% of the regular meetings of the County Board within a calendar year. The provisions of this clause shall not be used by any County Board member for more than two meetings per year.

“Just cause” means:

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.

2. A contagious illness that prevents a County Board member from attending remotely.

3. A need related to a physical or medical emergency.

4. Travel while on official business of the County Board or another state or local agency.

“Emergency circumstances” means a physical or family medical emergency that prevents a County Board member from attending in person.

Legal References:

Education Code, 1009, 1010, 1011, 1012, 1040-1042

Government Code, 3511.1, 11135, 54950-54963

California Constitution, Article 9, Section 3

United States Code, Title 42 12101-12213

Code of Federal Regulations, Title 28 35.160, 36.303

Court Decisions, Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019) Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019) Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 53344

Attorney General Opinions, 88 Ops.Cal.Atty.Gen. 218 (2005) 84 Ops.Cal.Atty.Gen. 181 (2001) 84 Ops.Cal.Atty.Gen. 30 (2001) Board Bylaws and Policies Manual BB 9320 Yolo County Board of Education Page 7 of 7 79 Ops.Cal.Atty.Gen. 69 (1996) 78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA Publications The Brown Act: School Boards and Open Meeting Laws, 2019

Institute for Local Government Publications, The ABCs of Open Government Laws

League of California Cities Publications, Open and Public IV: A Guide to the Ralph M. Brown Act Supplement, September 2013, Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

Websites

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

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://oag.ca.gov/home>

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

League of California Cities: <http://www.cacities.org>

ADOPTED: July 23, 1984

REVISED: 04/23/90, 11/16/92, 10/24/94, 06/24/97, 02/15/01, 08/28/12, 5/11/21, 6/27/23

Meetings and Notices

Meetings of the County Board of Education are conducted for the purpose of accomplishing County Board business. In accordance with state open meeting laws (Brown Act), the County Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, County Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the County Board's bylaws, policies, and administrative regulations.

A County Board meeting exists whenever a majority of County Board members gather at the same time and location, including teleconference location, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

Code 54952.2 prohibits a majority of the Board from sending emails to each other to develop a collective concurrence as to action to be taken by the Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the agency's web site, and (3) distributed at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.***

A majority of the County Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

However, the County Superintendent of Schools or a county office of education (COE) employee or official may engage in separate conversations with County Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the County Board, as long as that person does not communicate the comments or position of any County Board members to other County Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at County Board meetings, appropriate disability-related accommodations or modifications shall be provided upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

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

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the County Board's and/or COE's web site. (*Government Code § 54954.2*)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the County Board less than 72 hours before the meeting, the secretary to the County Board or the secretary's designee shall make the materials available for public inspection at a public office or location designated for that purpose. (*Government Code 54957.5*)

Special Meetings

Special meetings of the County Board may be called by the board president when exigencies require them to be held, or whenever any three members of the County Board make a written request for such a meeting. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the County Superintendent. (*Education Code 1012; Government Code 54956*)

Written notice of special meetings shall be delivered personally or by any other means to all County Board members and the local media who have requested such notice in writing. The notice also shall be posted on the County Board's and/or COE's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (*Government Code 54956*)

Any County Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the secretary of the County Board or by being present at the meeting at the time it convenes. (*Government Code 54956*)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the County Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (*Government Code 54954.3*)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the County Board may hold an emergency meeting without complying with the 24-hour notice requirement of *Government Code § 54956*. The County Board shall comply with all other requirements for special meetings during an emergency meeting. (*Government Code 54956.5*)

An emergency situation means either of the following: (*Government Code 54956.5*)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the County Board.
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the County Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the County Board.

Except in the case of a dire emergency, the County Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the County Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the County Board. In the case of a dire emergency, the County Board president or designee shall give such notice at or near the time notification is given to the other members of the County Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the County Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The County Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the County Board may adjourn such a meeting. If no County Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The County Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The County Board may also convene a retreat or discussion meeting to discuss County Board

roles and relationships.

Public notice shall be given in accordance with law when a quorum of the County Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within the county. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of County Board members at any of the following events is not subject to the Brown Act provided that a majority of the County Board members do not discuss specific County Board business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to county board members
2. An open, publicized meeting organized by a person or organization other than the County Board or COE to address a topic of local community concern
3. An open and noticed meeting of another body of the COE
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the County Board, provided that the County Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a County Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in County Office Programs and Activities)

Meetings shall be held within the county, except to do any of the following: (Government Code

54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the COE is a party
2. Inspect real or personal property which cannot conveniently be brought into the county, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the COE has no meeting facility within its boundaries or if its principal office is located outside the county
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the COE over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the COE but located outside the county, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the County Board's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

Meetings exempted from the boundary requirements, as specified in items #1-8 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the County Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting location unsafe, meetings shall be held for the duration of the emergency at a place designated by the County Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the County Board in which County Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The County Board may use teleconferences for all purposes in connection with any meeting within its subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code § 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the County Board, including the right to address the County Board directly at each teleconference location. (Government Code 54953)

All County Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The County Board secretary or designee shall facilitate public participation in the meeting at each teleconference location.

Legal References:

EDUCATION CODE

- 1009 Annual organizational meeting, and date
- 1010 County superintendent as ex officio secretary of the board
- 1011 Time and place of regular meetings
- 1012 Special meetings
- 1040-1042 Duties and responsibilities of County Boards

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities; prohibition of discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
 - 54953 Meetings to be open and public; attendance
 - 54954 Time and place of regular meetings
 - 54954.2 Agenda posting requirements, county board actions
 - 54956 Special meetings; call; notice
 - 54956.5 Emergency meetings

CALIFORNIA CONSTITUTION

Article 9, Section 3 County superintendents

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act
- CODE OF FEDERAL REGULATIONS, TITLE 28**
- 35.160 Effective communications for individuals with disabilities
 - 36.303 Auxiliary aids and services for individuals with disabilities

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)

Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)

Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 53344

ATTORNEY GENERAL OPINIONS

- 88 Ops.Cal.Atty.Gen. 218 (2005)
- 84 Ops.Cal.Atty.Gen. 181 (2001)
- 84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)
78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act Supplement, September 2013

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://oag.ca.gov/home>

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

League of California Cities: <http://www.cacities.org>

ADOPTED: July 23, 1984

REVISED: 04/23/90, 11/16/92, 10/24/94, 06/24/97, 02/15/01, 08/28/12, May 11, 2021

8. 9. January 2024 Board meeting date

Description

Discussion to move Board meeting date from the second Tuesday (January 9, 2024) to the third Tuesday (January 16, 2024) in January 2024 due to holiday being scheduled in the first week of January 2024.

Recommendation

Discussion of January 2024 Board meeting date.

Contact Person

Superintendent Garth Lewis will present this item.

8. 10. Yolo County Superintendent of Schools' Compensation


Description

2023-24 Salary and Benefits recommendation from the Executive Committee for the Yolo County Superintendent of Schools

Recommendation

Approve Executive Committee's 2022-23 Salary and Benefits recommendation.

Supporting Documents

 Memo Supt. Compensation 2023-2024_FinalDraft (002)

Contact Person

President Tico Zendejas and Vice President Shelton Yip will present this item.

September 1, 2023

To: Yolo County Board of Education

From: Executive Committee members Tico Zendejas and Shelton Yip

Re: Superintendent's Compensation

The executive committee in its role as the YCBE superintendent Compensation Committee met on July 26, 2023, and September 1, 2023, to discuss and formulate a recommendation of compensation for the superintendent. Both meetings were held with the superintendent.

The Compensation Committee acknowledged that YCBE Board Bylaw 9251 states:

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

This annual review may include the following data:

- Total Compensation cost for Superintendents within like County Offices of Education
- Total Compensation cost for district Superintendents within the Yolo County boundaries
- Total Compensation cost for County of Yolo Officials responsible for similar sized county departments or agencies
- Information on the change in total compensation for YCOE employee groups including recognition of discrete pay increase amounts in addition to percentages, including the cost of step and column and medical benefits

Yolo County Office of Education superintendent total compensation: \$215,314 (Current)

Class IV average county superintendent total compensation: \$255,713
(range = \$226,680 - \$285,976)

Yolo County average district superintendent total compensation \$255,161
(range = \$207,100 – \$301,389)

Salary Negotiations for YCOE bargaining units – YEA, CSEA, AFSCME Certificated and AFSCME Classified, Executive Management, Management and Confidential:

- Salary schedule increases of 6.1% - 20%
- Degree stipends of \$1,500 each
- One-time retention stipend of \$2,000
- Employer contributions for health benefits of \$800 per month (annually \$9,600)

The executive committee reviewed current salaries for the Yolo County district superintendents, the county superintendents of counties classified as Class IV (public school enrollment >30,000). The committee also reviewed the recently completed salary negotiations pay increases for the YCOE bargaining units.

Pursuant to Board By-law 9251 E, Process for Setting Superintendent's Salary, the Yolo County Board of Education (YCBE) annually reviews the Superintendent's total compensation for purposes of considering an adjustment of the fiscal year. Any adjustment may be retroactive to be in line with the fiscal year.

YCBE Executive Committee Recommends:

1. Implementation of the newly developed salary schedule for the Yolo County Superintendent of Schools (See Attachment A) and place Superintendent Lewis at Step 5 commensurate with his education and experience in the position.
2. If Superintendent Lewis declines health and welfare benefits with YCOE, a stipend amount is to be included in Superintendent Lewis's salary equivalent to the cost of health and welfare benefits provided to all full-time employees in YCOE (e.g., Fiscal Year 23/24, \$9,600.00).
3. A one-time retention payment of \$2,000 similar to all employees in YCOE.

**THE YOLO COUNTY OFFICE OF EDUCATION
RANGE PLACEMENT TABLE**

DRAFT

SUPERINTENDENT SALARY SCHEDULE

Effective July 1, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual Salary 220 days	\$203,384	\$213,639	\$224,410	\$235,725	\$247,611	\$259,496	\$271,951

DEGREE STIPENDS: Maximum of 2 allowed, 1 in each area
MA/MS Stipend : \$2,500
Ph.D./ Ed.D. Stipend: \$2,500

*Developed by the Executive Committee Board of Education on 9/1/2023

**YOLO COUNTY SUPERINTENDENT SALARY COMPARISON
COUNTY OFFICE OF EDUCATION
2023-2024**

	YCOE	Butte	El Dorado	Madera	Solano	COE AVERAGE	YCOE DIFFERENCE
Annual Salary	\$215,314	\$226,680	\$257,127	\$253,069	\$285,976	\$255,713	(\$40,399)
Work Days	215	224	222	220	220		
Degree Stipend	\$1,000	\$0	\$0	\$4,000	\$0	\$1,000	\$0
Tax Sheltered Annuity	\$0	\$0	5% annually	\$0	\$0	\$0	\$0
Annual Health Benefits Cap Employer Paid	\$9,000	\$13,694	\$8,748	\$14,000	\$10,968	\$11,853	(\$2,853)
Professional Dues	ACSA, CALSA	ACSA & CALSA	N/A	\$2,200	N/A		
Other *	\$1,200	\$660	\$8,600	\$3,480	\$0	\$3,185	
TOTAL COMP without Health Ins.	\$217,514	\$227,340	\$265,727	\$260,549	\$285,976	\$259,898	(\$42,384)
TOTAL COMP with Health Ins.	\$226,514	\$241,034	\$274,475	\$274,549	\$296,944	\$271,751	(\$45,237)

* Cell Phone Stipend

*car

*Travel

*Other: \$3,000 longevity of 25 yrs and \$480 for Telecommunications

*Step 4

*Cell Phone

*Cell Phone

*Step 8 (steps are set at \$4,000 in between)

*Step 5

*2,000 stipend per degree for MA and Doc

7/25/2023

9. 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) - October 2023 meeting
- Presentation on Yolo Solano Credentialing - October 2023 meeting

10. ADJOURNMENT
