



YOLO COUNTY BOARD OF EDUCATION REGULAR MEETING

11/14/2023 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:

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- In person at the Yolo County Office of Education, 1280 Santa Anita Court, Suite 120, Woodland, CA 95776.
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 - The Board President will invite each speaker to the podium to make verbal comments that may not exceed three (3) minutes.

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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.	

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4. REPORTS

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1. Board Member(s)/Superintendent/Superintendent's Advisory Team (SAT)/Committee(s)  27
 - 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

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5. CONSENT AGENDA 


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

- a. October 10, 2023 Regular Board Meeting Minutes
- b. October 2023 Temporary County Certificates (TCC's)

6. ACTION ITEMS








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1. Second Reading of Board Policies (9000 series)  49
 - BB 9270 - Conflict of Interest
 - BB 9321 - Closed Session Conduct and Reports
 - BB 9322 - Agenda/Meeting Materials
 - BB 9327 - County Board Minutes and Recordings




Staff recommends that the Board adopt the above Board policies.

7. INFORMATION ITEMS

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 - For information.
2. Cesar Chavez Attendance Report for November 2023  99
3. LCAP Quarter 1 Update  107
 - This item is for information.
4. Program Evaluation & Juvenile Hall Certification that School Program is Compliant with Title 15, Section 1370 (b)  135
 - This is for information.
5. 2023-2024- (Quarter 1) Quarterly Report on Williams Uniform Complaints for YCOE Schools  147
 - For Information.
6. 2023-2024 - (Quarter 1) Williams Quarterly Report Letters  149
 - For Information.
7. Greengate Structural Project Financing Strategy  154
 - For information.

The attached resolution will be brought back to the December board meeting for Action.

8. Monthly Board Financial Report  For information.	165
9. Set Date of Organizational Meeting in December 2023  That the Board at its November 14, 2023 Regular Board Meeting, schedule the Annual Organization Meeting on Tuesday, December 12, 2023 at 3:30 p.m. The Board will review the attached policies and recommend revisions, if necessary, and be prepared to elect new officers, adopt a 2024 meeting calendar, and make committee appointments at the December 12, 2023 Regular meeting.	167
10. First Reading of Board Bylaws (9000 series)  BB 9250 - Remuneration, Reimbursement, and other Benefits	173
For information. The Board will be asked to consider adopting these policies at the Regular Board Meeting on December 12, 2023.	
8. SUGGESTED FUTURE AGENDA ITEM(S)	182
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AGENDA PACKETS ARE AVAILABLE FOR REVIEW AT THE FOLLOWING LOCATIONS:

- Four calendar days prior to the meeting, a full Board packet is available for review at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. - 5 p.m., Monday through Friday - excluding County Office of Education holidays).
- Agenda documents distributed to the Board less than 72 hours before the meeting will be made available at the office of the Yolo County Office of Education Reception Desk, 1280 Santa Anita Court, Suite #100, Woodland (8:00 a.m. - 5:00 p.m., Monday through Friday - excluding County Office of Education holidays). [Government Code section 54957.5]
- Board Agendas are posted outside the YCOE Administrative Office building at 1280 Santa Anita Court, Suite #100 and #120, in weather-protected glass cases.
- Four (4) calendar days prior to the meeting, a full Board packet is available for review on the Yolo County Office of Education website: www.ycoe.org
- The Yolo County Office of Education does not discriminate against persons with disabilities and is an accessible facility. Persons with disabilities who wish to attend this meeting and require assistance in order to participate should contact the Executive Assistant to the Superintendent at (530) 668-3702 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility. Language translation services and American Sign Language (ASL) interpreters will be provided with a minimum notice of three (3) business days prior to the meeting.

1. OPENING PROCEDURES

1. 1. Call to Order and Roll Call

1. 2. Indigenous Land Acknowledgement Statement

Description

Indigenous Land Acknowledgement

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

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

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

1. 3. Pledge of Allegiance

1. 4. Approval of Agenda

Recommendation

Motion to approve Agenda.

2. RECOGNITION OF GUESTS AND PRESENTATIONS

2. 1. YCOE Employee of the Month - November 2023 

Description

**YCOE Employee of the Month - November 2023
Tommy Hobbs, Teacher, Dan Jacobs**

November's Topic: YCOE Mission - "Provided inspiration, leadership, support and advocacy that ensures equity and access to high quality education for all students."

Recommendation

For information.

Supporting Documents



November 2023_Tommy Hobbs

Contact Person

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

YCOE Employee of the Month—November 2023

Tommy Hobbs, Teacher, Dan Jacobs

November's Topic: YCOE Mission—*"Provided inspiration, leadership, support, and advocacy that ensures equity and access to high quality education for all students"*

Tommy Hobbs, Teacher, Dan Jacobs

Congratulations to Tommy Hobbs, our November 2023 Employee of the Month for Yolo County Office of Education.

Tommy was nominated by a peer and colleague in the organization highlighting his accomplishments as a teacher in our juvenile hall program by inspiring our students to achieve their highest goals and transitioning as an adult into the community.

One of our students attending school in juvenile hall earned 18 credits while in the program. Tommy focused on educating young adults to learn and read maps where students had fun and were engaged. This particular student has had a tremendous growth academically under Tommy's leadership.

Tommy is an inspiration to all of us and it takes a special person with patience and skills to truly lead this program. He is a strong advocate that all students deserve equitable access to high quality education and supports that mission with the work that he does every day.

Please help us congratulate and recognize Tommy for his leadership and accomplishments!



Important Date:

Yolo County Office Board of Education
1280 Santa Anita Ct, Suite #120
Woodland, CA 95776

Tuesday, November 14, 2023
3:30 p.m.



2. 2. 2022 Innovation Grant Presentation -American Sign Language (ASL) Play Kits for Families with DHH Infants/Toddlers 

Description

Presentation on the 2022 Innovation Grant - American Sign Language (ASL) Play Kits for Families with DHH Infants/Toddlers

Recommendation

Presentation.

Supporting Documents

 CHipskind Innovation Grant Presentation - Play Kits

Contact Person

Courtney Hipskind, DHH Infant/Itinerant Teacher, YCOE will present this item.

Using ASL-Inclusive Play Kits to Encourage Language Acquisition & Whole-Child Development

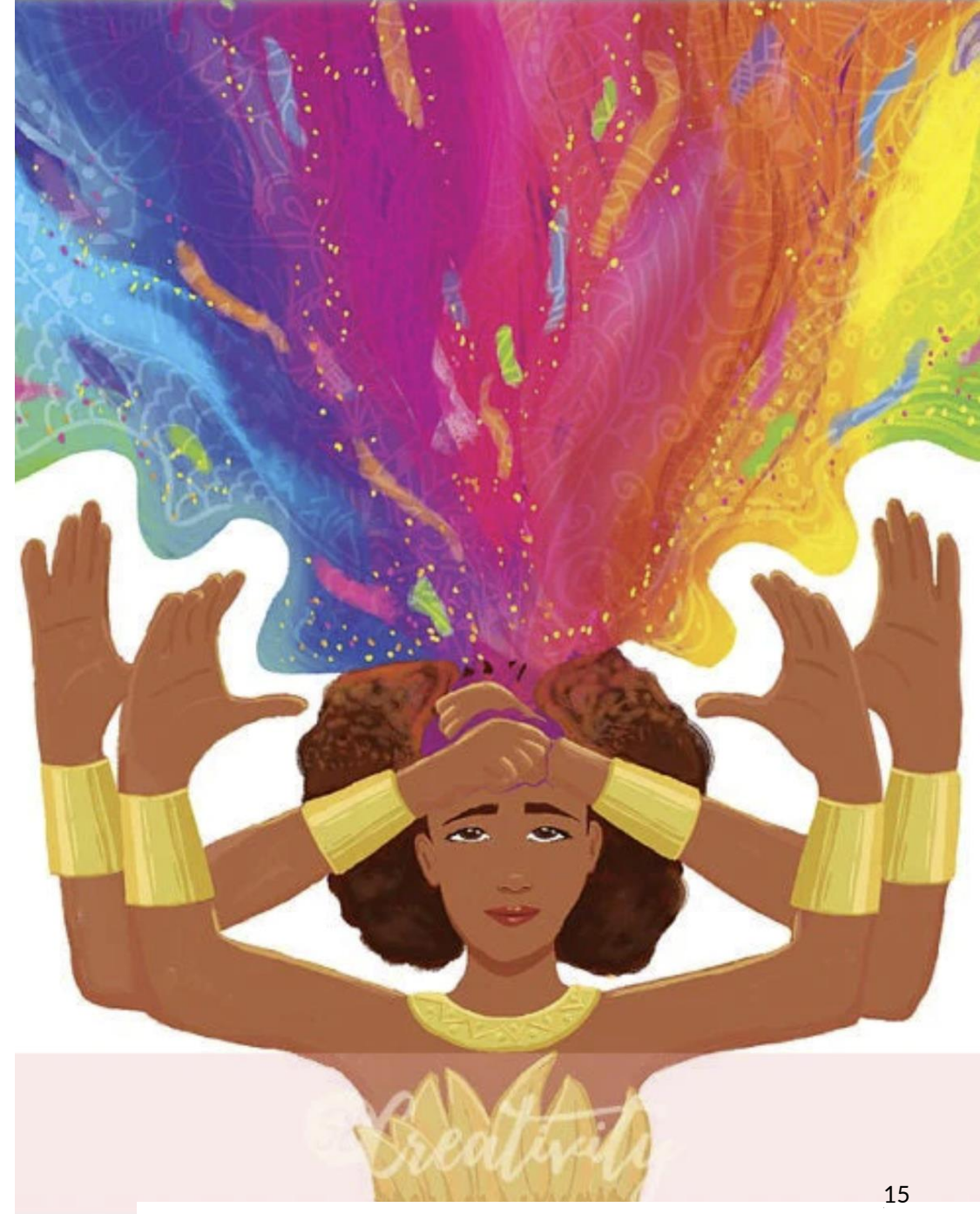
*Supporting Families of
Deaf and Hard of Hearing
Infants and Toddlers*

Courtney Hipskind, D/HH Infant and Itinerant Teacher



Project Goal:

To ensure that DHH infants/toddlers reach bimodal (signed/spoken) language milestones *and* developmental milestones.



How?



Lovevery Play Kits



**ASL/English/Home language
vocabulary flashcards**



Lovevery Play Kits

A set of learning materials designed to provide play experiences that foster achievement of developmental milestones.

- Inspired by current research on neurological development in babies.
- “The more you expose babies to how the world works, the richer the neural networks become.” Early development experiences don’t just happen on their own, they have to be created.



4-Year-Olds

Set your child up for success, both in and out of school, by practicing key executive function skills: flexible thinking, critical thinking, frustration tolerance, and planning ahead.

Delivered
Every 3 months | \$120 per Play Kit



The Connector Play Kit
Months 49, 50, 51



The Examiner Play Kit
Months 52, 53, 54



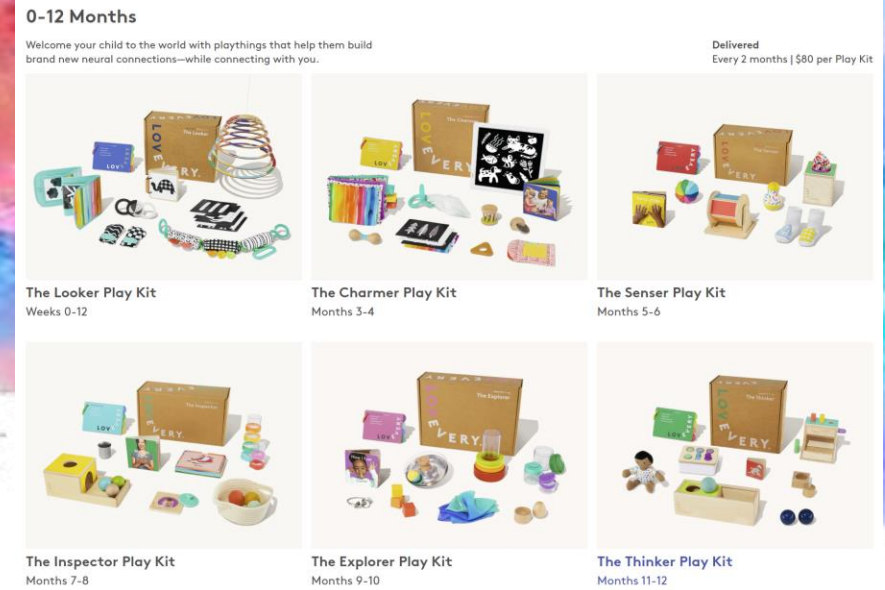
The Persister Play Kit
Months 55, 56, 57



The Planner Play Kit
Months 58, 59, 60

Lovevery Play Kit Breakdown

- Purchased a total of 14 kits, each aligned w/ a stage of development from birth to 36 months of age.
- Each kit includes 7-10 products & Play Guide featuring expert tips, development information, and at home-activity ideas.
- Products are well-designed, developmentally appropriate, durable, and baby-safe.



COST BREAKDOWN	
14 Lovevery Play Kits (0-36 months of age)	\$1,440 <i>(\$80/kit for birth-12mo. \$120/kit for 13-36 mo.)</i>
Plastic Storage Bins	\$450
Tax & Shipping	\$116
10.9% charge	\$220
Total Spent	\$2,226.00

Play Kit Demonstration



The Inspector Play Kit

Months 7-8

Your baby is more aware of everything around them and fascinated with details. This Play Kit makes the most of your baby's natural curiosity about how things work with opportunities to explore texture, practice nesting and stacking, and learn about object permanence.

- ✓ Promote speech development
- ✓ Practice nesting and stacking
- ✓ Learn about object permanence
- ✓ Lay the foundation for memory development

Look Inside



Ball Drop Box

Build gross motor skills while learning that something can be there even when you can't see it.



'My First Signs' Board Book

A helpful introduction to basic sign language for you and your baby.



Nesting Stacking Dripdrop Cups

Essential to several key concepts: tower-building, nesting, pouring, and containment.



Treasure Basket

A Montessori classic for introducing, exploring, and containing items.



Drinking Cup

Drinking from a cup builds mouth muscles that will be used later for forming sounds.

For Parents



Wood Ball Set

Balls made from sustainably harvested wood.



'Things I See' Texture Cards

Everyday objects that your baby is getting to know—including some that might become first words!



First Puzzle

Start developing fine motor and problem solving skills.



Felt Ball Set

Babies love balls! Learn about how round things move.



Play Guide for Months 7-8

Ways to play, expert tips, development information, and at-home activity ideas during months 7-8.

Play Kit in Action: The Inspector (7-8 months)



My First Signs
board book



Ball drop box

**In these videos, Egan is chronologically 9 months of age
& developmentally 7-8 months of age**

Benefits of ASL-Inclusive Playkits

“Play is the highest form of research.”
-Albert Einstein



Kits support brain development with open-ended play materials that make the most of children’s natural curiosity and interests.

Provides an easy and fun way for families to learn about and support their child’s developmental stages through play



Play is the work of the child

- Maria Montessori



Promotes natural play-based learning opportunities via developmentally appropriate materials with targeted vocabulary in ASL/English/home language

Coaching model via native ASL user allows for families to learn how to integrate ASL and targeted vocabulary into playtime with their child.

Kits are aligned with developmental stage, not chronological age, allowing flexibility with how they can be used

- Targeted practice of specific skills
- Assess specific skills



What's next?

- **Continue expanding and refining ASL vocabulary flashcards**
 - **Include other languages (e.g., Spanish)**
 - **Matching flashcards (matching photos with signs)**
 - **Videos modeling ASL vocabulary**
- **Create simplified 1-page Play Guide handout for families**
 - **Information about developmental stages & expert tips**
- **Provide list of related activities that will allow family and child to continue practicing skills on their own using materials around the home.**

2. 3. 2022 Innovation Grant Presentation - JUNIOR MAMMXTHS - Social/Emotional Arts Creation and Marketing

Description

Presentation on the 2022 Innovation Grant - JUNIOR MAMMXTHS - Social/Emotional Arts Creation and Marketing.

Recommendation

Presentation.

Contact Person

Dennis Meeks, Teacher, Horizon will present this item.

2. 4. 2022 Innovation Grant Presentation - Students v. Staff Basketball League (Cesar Chavez Community School)

Description

Presentation on the 2022 Innovation Grant - Students v. Staff Basketball League (Cesar Chavez Community School)

Recommendation

Presentation.

Contact Person

Tomas Montoya, Teacher, Cesar Chavez Community School will present this item.

3. PUBLIC COMMENT

Quick Summary / Abstract

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4. REPORTS

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

Quick Summary / Abstract

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

Supporting Documents



Admin Services update 11.2023



Educational Services NOVEMBER Board Update draft

ADMINISTRATIVE SERVICES NOVEMBER 2023 UPDATES

Veronica Moreno - Associate Superintendent, Administrative Services

External Business Services

Director, Lorelle Mudd

- EBS continues to be short staffed until at least the end of November.
- Interviews for the Business Services Technician vacancy took place at the end of October.

Internal Fiscal Services

Director, Frances Palu

- Department vacancies include Assistant Director and Accountant.
- A final candidate for the Business Analyst vacancy has been selected.
- Working on First Interim reporting and adding in prior year carryover funds.

Information & Technology Services

Director, Carl Fahle

- **CYBERSECURITY AWARENESS MONTH (October):** In our ongoing effort to increase awareness and provide employees with resources and strategies to protect themselves from cyber threats, the ITS department shared important information from national security experts during last month's annual Cybersecurity Awareness Month campaign. While measures to protect YCOE user data are consistently in place through various technical systems, phishing simulations are randomly generated and emailed to help employees recognize and protect against malicious attempts to hack or steal user data. Details of four basic strategies to defend against these attacks are now posted on the Technology Services page of the YCOE website:
<https://tinyurl.com/ycoe-cybersecurity-public>
- **ANNUAL CITE CONFERENCE:** This year's California IT in Education Conference will be held in Sacramento, November 27-30. Members of the Information Technology Department will be attending to participate in relevant trainings, network with other California education IT professionals, and stay abreast of evolving technologies for business and instructional purposes:
<https://www.cite.org/about-us/>
- **DATA SERVICES:**
 - **AERIES SIS TRAINING** - In early October, members of the ITS Data Services team hosted their annual Aeries User Group training at Winters JUSD. The training focused on new data collection requirements, new year data management, and parent data confirmation and governance.
 - **FINANCIAL SYSTEM UPDATES** - Accounts are now active in Incident IQ (IIQ) for county district users to submit tickets for QCC and Aeries support, and Winters employees now have access to a self-service password reset system for the HR/Payroll Portal (ESS).
- **NETWORKING PROJECTS:** The networking team has completed the ECE Cradlepoint project, enhancing network connection resilience for programs at remote facilities. They are now focusing on several time-sensitive projects, including:
 - **FIREWALL:** Upgrading the operating system and separating the Winters and Esparto VDOMS to increase throughput passthrough from 1Gbps to 10Gbps at each district. The target cutover window is early December.

- **AERIES:** Planning and staging for an upgrade of the Aeries SIS on-premise server to Windows Server 2022.
- **ERATE:** Developing an RFP to leverage CAT-2 education rate discounts for an organization-wide refresh and replacement of legacy switching infrastructure and wireless access points.
- **YOLO COUNTY I.T. LEADERSHIP:** This November, Yolo County's IT Leadership Collaborative will convene at YCOE once more, gathering technology leaders and networking staff from each district. The event's purpose is to exchange updates, explore new initiatives, and engage in discussions regarding district-specific endeavors related to cybersecurity, disaster recovery, and the implications of AI-powered technology for both business and instructional purposes.

EDUCATIONAL SERVICES DIVISION
November 2023
BOARD REPORT

Early Childhood Education

Shannon McClarin, Director

- We issued incentives to nine participants in our Early Education Teacher Development program to Early Childhood Education teachers who are attending institutions of higher learning to obtain their bachelor's degree.
- We finished our first round of our internal monitoring for our Head Start and Early Head Start programs.
- Staff are finishing up Fall parent teacher conferences.

Equity & Support Services

Stan Mojsich, Assistant Superintendent

- Applications are now open for the Yolo Youth Commission!

With about 25% of the county's population under the age of 18, the Yolo Youth Commission was created by the Yolo County Board of Supervisors and authorized the Yolo County Office of Education (YCOE) to establish a pathway for young people to shape their future and build community in Yolo County. Nothing for **YOUth** without **YOUth**! The deadline to apply is November 17, 2023. The application and more info can be found at www.ycoe.org/youthcommission (includes graphics, flyers, and link to application) Follow us on Instagram! @yolo_youthcom

PDF versions of the Youth Commission Recruitment Flyer:

[English version](#)

[Spanish version](#)

[Russian version](#)

- The Ed Services teams have been working and collaborating regularly with our school districts to establish communities of practices that will help our educators better support students across Yolo County. Combined our team has directly dedicated over one hundred hours in the month of October to systems of support for our school districts.

Special Projects: Student Services

Gayelynn Gerhart, Director

- Continue to support the work embedded in the Roadmap To The Future

- Continue to provide technical assistance and support for the districts implementing community schools.
 - Held office hours for community school’s support.
 - Attended the Community Schools Learning Series at the Sacramento County Office of Education
 - Attend the Finalization of the Cesar Chavez Community School Blueprint
 - Participated in a webinar regarding the upcoming release of the Community Schools Cohort 3 Implementation Grant
 - Participated in a regional community schools’ community of practice (COP)
 - Attended the District Community Schools Directors Meeting
 - Attended the County Offices of Education Network Meeting form Community Schools
 - Attended the State webinar for Community Schools
- Attended The Yolo County Childcare Planning Council Meeting
- Participated in the Collective Impact Workshop
- Attended the Trauma Informed Network of Care Meeting at CommuniCare
- Hosted staff from the Placer County Office of Education at Dan Jacobs School for the annual Title 15 visit
- Participated with a team from Esparto Unified School District in visiting Lindsay Unified School District in Tulare County
- Attended the FRISK (Facts, Rule, Impact, Suggestions, Knowledge) Training
- Participated in the TAY (Transitional Age Youth) Summit
- Attended the Livability Summit
- Facilitated a Roadmap meeting with the staff from the Youth Development Network and the Early Learning and Early Care YCOE Team and Workgroup
- Helped organize and facilitate the October Childcare Connections Network Meeting

Special Education

Marty Remmers, Director

- Our Special Education Department is collaborating with individual school sites to get our YCOE itinerant staff looped into each perspective school’s emergency notification system. Rosalva Vargas, Administrative Secretary for Special Education, has played a vital role in putting together and following through on this vital and cumbersome task.
- On 10/27/23 members of our Special Education Leadership Team attended a legal training symposium hosted by Fagan Friedman & Fulfrost LLP. The symposium was excellent, providing a wealth of relevant special education law/case study information to our staff.
- Throughout the month of October, Director Remmers and the program principal conducted informal walk throughs of our Special Education Programs.
- On 10/4/23 YCOE and Atkinson, Andelson, Loya, Ruud and Romo (AALRR) Law Firm co-hosted the first session in a series of professional development workshops. This first session focused on Legally Defensible IEPs and key things to know about IEP meetings.
- A special thank you to Lisa Yamasaki, YCOE’s Assistive Technology Specialist. She organized a workshop on 10/5/23, Lisa Yamasaki, where members from our Speech

Department, Behavior Department, and admin team learned about Boardmaker and how we as a department can increase the effective use of visuals in our programs.

- On 10/6/23 members of our Teaching and Learning Department, and our Special Education team met to plan for state testing this year. At this meeting, a schedule for training was created, and each necessary step in the testing process was talked about. We hope to have a smooth round of assessing this Spring. Thanks to Heather Schlaman for getting us started in the right direction!
- On 10/9/23 and 10/10/23 Principal Bohatch attended a California Assessment Conference at the Sacramento County Office of Education. Ms. Bohatch will utilize the knowledge she gained at this conference to ensure we are following state guidelines for administrating state testing on our YCOE students with disabilities.
- Director Remmers and members of our Educational Services team met with Placer County office of Education to begin the process of implementing Universal Design for Learning in our YCOE programs. We look forward to partnering with Placer County in doing this important work.
- On 10/23/23 and 10/24/23 Jocelyn Barrios, YCOE Behavior Analyst, conducted another round of Non-Violent Crisis Intervention training for YCOE staff. She fully trained 6 YCOE staff members in where they learned the fundamental tools of preventive and reactive approaches when observing risk behaviors.
- On 10/24/23 our First Steps Infant team sponsored a trip to Dave's Pumpkin Patch. This is an important community event where staff members get to bond with parents and students in a community setting.
- On 10/25/23, Greengate hosted its annual Harvest Festival (see pictures below). It was a magnificent event that many members of the community attended. Many YCOE programs attended as well!
- On 10/25/23, Director Remmers, Patti Robles, and Austin Creamer attended the Yolo County Job Fair at the City of West Sacramento Civic Center Galleria. We held three on the spot interviews for paraeducators and custodians.
- On 10/25/23, Woodland Joint Unified School District Transportation department hosted an in-person van safety training for our Greengate Staff. Thanks to WJUSD for your partnership!
- On 10/25/23, members of our Horizon Program teaching staff attended the first of four training courses on the SIPPS reading intervention curriculum. Staff will be trained in how to use the curriculum and the evidence-based practices that drive the curriculum itself.
- On 10/30/23 students and staff from our Whitehead Horizon Program took a field trip to Bobby Dazzler's Pumpkin Patch. This field trip is a yearly event that serves to reward students for their positive behavior during the month of October.
- Professional development has resumed for the 2023 – 2024 school year. We have completed two professional development sessions this quarter that have included our Yolo County Childcare providers as well as our new teachers in programs that receive California State Preschool Program funding.
- The Inclusive Early Education Expansion Program survey for the first funding period has been completed through West Ed and the California Department of Education. Yolo County had two site leaders, three teachers, fourteen families, and two district sites (Esparto 2 and Winters State Preschool) complete the survey with positive feedback.
- Year 4 Quarter 1 progress reports and budget reports were submitted on October 20, 2023.



Teaching & Learning

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

- Yolo County Office of Education hosted a successful Transition Age Youth Summit on October 27th to continue the work of the Roadmap to the Future. This event was focused on youth and young adults aged 16-24 and the Roadmap to the Future Shared Priority of “Thriving in Young Adulthood.” The College and Career Readiness and Prevention and Wellness teams worked together to plan the event, with over seventy five attendees from local high schools, district offices, Woodland Community College and community based organizations and agencies, including the Mayor of Woodland and the Second Vice Chair of the Yolo Workforce Innovation Board. The summit focused on lifting up needs for Yolo County’s youth and young adults to thrive into adulthood, and staff led attendees in collaboratively identifying and planning for next steps to continue the work.

Teaching & Learning

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

- The Teaching and Learning team partnered with staff at Winters High School to launch a community of practice focused on classroom conversation. Oral language in the classroom is an essential component of students’ disciplinary learning and language development, and it is particularly important for students designated as English Learners, who benefit from frequent, carefully constructed opportunities to engage in discussion with peers as they learn disciplinary practices. We are hopeful that the tools and

resources we develop in this first inquiry cycle will be re-used and built upon by teachers in our other partner districts as well.

- We have re-convened the English Learner services leads from our partner districts to begin a collaboration process focused on implementing high quality integrated English language development instruction in K-12 classrooms.
- Teaching and Learner staff and staff from some of our partner districts will be participating in a professional learning series focused on Ethnic Studies, offered by the San Joaquin County Office of Education in partnership with the California History and Social Science Project. We have also set dates for our spring Ethnic Studies offering for school and district leaders in partnership with the California School Leadership Academy.

Prevention and Wellness

Sonia Rambo, Director, Prevention and Wellness

- We welcome our newest team member, Michael Farrell, on Monday, November 6 as Outreach Specialist for Foster, Homeless, and Tobacco Use Prevention Education. He comes with a wealth of experience with all three areas
- We shared the Prevention and Wellness Photo Booth at the Greengate Harvest Festival on October 25 and at the Santa Anita Halloween Potluck on October 31 (Pictures included)
- We submitted a grant application in collaboration with Yolo County Health and Human Services for a Youth Mental Health Mobile Crisis Unit. The application was due November 3 and we hope to hear around the new year if we are receiving the grant
- Two team members, Andrew Martinez and Sonia Rambo attended the Homeless Education Coordinators meeting in San Francisco October 18-19
- Seven team members with representatives from across the county will be attending the National Association of Education for Homeless Children and Youth Conference in New Orleans November 11-14. Attendees from Yolo County are Maria Arvizu-Espinoza, Sonia Rambo, Andrew Martinez, Alejandra Lopez (from Chavez), Javier Macias (from Esparto Joint Unified School District), Rosie Caraveo (from Woodland Joint Unified School District), with Maria Muñoz (from Washington Unified School District) attending virtually



Alternative Education

Jared Coughlan, Principal

- The first quarter has come and gone at Cesar Chavez Community School. Students have earned credits in their classes working on projects that are both rigorous and relevant. Each teacher has committed to conducting one major project per quarter and the final products were great.
- Ms. Aceves-Robles and her class are exploring a Native American coming-of-age story called Reservation Dogs which focuses on conflict resolution and character development. The project culminated with the creation of Zines to express what they have learned. Mr. Willis and his scientists investigated sheep hearts to better understand the cardiovascular system.
- The school took a field trip to St. Mary's Cemetery in Sacramento to observe Dia De Los Muertos and learn about the cultural history of the day. It was a day of reflection, tears, and community.
- Progress reports were sent home in the mail to inform families of their student's progress. Students met with staff to discuss their credits, class assignments, and credit accumulation.



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. October 10, 2023 Regular Board Meeting Minutes
- b. October 2023 Temporary County Certificates (TCC's)

Supporting Documents



10-10-23 Minutes



TCC's October 2023 13 totals

YOLO COUNTY BOARD OF EDUCATION
Regular Meeting: October 10, 2023
MINUTES

1.0 OPENING PROCEDURES

- 1.1 Call to Order and Roll Call. The Yolo County Board of Education met on October 10, 2023, at 3:33 p.m. at a Regular Board meeting session in person. Board Members present were Shelton Yip, Armando Salud-Ambriz, Tico Zendejas, Melissa Moreno. Elizabeth Esquivel is absent. President Zendejas presided. Superintendent Garth Lewis was present. (Roll Call held).
- 1.2 Indigenous Land Acknowledgement Statement. The land acknowledgement statement was conducted.
- 1.3 Pledge of Allegiance. The pledge of allegiance was conducted.
- 1.4 Approval of Agenda.
Motion to Approve agenda.

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

2.0 RECOGNITION OF GUESTS AND PRESENTATIONS

- 2.1 YCOE Employee of the Month – October 2023
Stan Mojsich, Assistant Superintendent, Equity and Support Services presented the Employee of the Month certificate for October 2023 to the Support Operations Services (SOS) team, College and Career Readiness (CCR) team, and Cesar Chavez Community School team. Mr. Mojsich thanked staff for their hard work while helping students. Vice President Yip thanked the team for supporting students. Superintendent Lewis commented on staff and how their goals lead to lasting success on behalf of all colleagues and students.
- 2.2 2022 Innovation Grant Presentation – Teachers Pay Teachers School Access Subscription
Dee Pitto, teacher, Deaf and Hard of Hearing presented the PowerPoint on “Teachers Pay Teachers School Access.” Vice President Yip thanked Ms. Pitto for finding this program to help support teachers.
- 2.3 Yolo Solano Center for Teacher Credentialing Presentation
Julianna Sikes presented the PowerPoint “Yolo Solano Center for Teacher Credentialing.”

Trustee Moreno thanked Ms. Sikes for her work on the program and commitment to education. She asked about the demographics of teachers and state school boards diversifying teacher cohorts. Ms. Sikes stated that there had been a significant shift for racial diversity and language. She will prepare more specific

data to send to trustees in future. President Zendejas is interested in additional demographic data tuition amounts for intern program. He also asked about preservice data. Ms. Sikes discussed the preservice information which is twice in summer and spring, four (4) nights a week and tuition costs vary by credential. The cost of preservice tuition for the two (2) year program varies, and more information is also available online. Vice President Yip thanked Ms. Sikes for the update on the program.

3.0 Public Comment

None

4.0 REPORTS

4.1 Board Reports

President Zendejas

- Attended Youth Empowerment Summit (YES).
 - Huge success.

Trustee Salud-Ambriz

- Attended YES.
 - Great to see youth from county.
 - Participated in table talks with city managers, CEOs, and city clerks on how government is run. Twenty-Eight (28) electeds participated including the Board of Supervisors, Board of Education, Superintendents, and students.
 - Youth commissioner was the master of ceremonies.
 - Thanked Stan Mojsich, Assistant Superintendent, Equity and Support Services and Maria Arvizu-Espinoza for leading this event.
- Shared that the visit from the Mexican delegation had a huge focus on students, youth, education and what they can contribute to Yolo County. Teachers from Yolo (Woodland) immersion program and teachers from district live with students/families and are immersed in the culture and education.
- Attended Latino Caucus Gala in Los Angeles.

Trustee Moreno

- Attended California Latino School Boards Association (CLSBA) conference.
 - Postponed conference due to labor relations.
- Attended grand opening at UC Davis Gorman Museum.
 - Lots of students, educators, and leaders attended.
 - Currently working on Native American studies model curriculum.
 - Pleased that Cesar Chavez Community School took students to the Native American garden at the Cache Creek nature preserve recently.

- Will be attending the “Yolo County Everyone Rally” today at 5:30 PM.
 - Will represent the West side of Yolo County. This is regarding the Davis threat bombings that have occurred recently and to support teachers and students who support LGBTQIA students and constituency.
- On October 23 she will attend the Woodland Session for Educators Session on the Native American community. Members will discuss Native American studies at the local school districts at 6 PM.

Vice President Yip

- On September 19 attended Resilient Yolo.
 - Thanked Anthony Volkar, PIO for being the Master of Ceremonies.
 - Great to come together and work with the community.
- On September 25 attended the Excellence in Education (EIE) awards event.
 - It was wonderful to present awards to YCOE winners.
- Attended YES summit with students.
 - Participated in a table talk with Woodland and River City High School students. The questions asked were amazing and the students had wonderful ideas about the world and what they wanted to do.

Superintendent

Items discussed included:

- Statewide systems leaders, Universal Transitional Kindergarten (UTK), Transitional Kindergarten (TK) expansion and grant opportunities.
- University of California (UC) Davis student aid commission workshop at YCOE.
 - Free Application for Federal Student Aid (FAFSA) workshop well attended.
 - Dispelled issues on the affordability for college.
- Attended YES conference.
 - Great success.
- Discussed EIE awards event.
 - Phenomenal event.
 - Thanked staff for their work on this event.
- Discussed components of Roadmap to Community Advisory Committee (CAC).
 - Important feedback for student’s needs and special needs in the school system.
 - Invited Board to take a tour of the Woodland Central Head Start campus facility.

SAT

Administrative Services

Veronica Moreno, Associate Superintendent, Administrative Services did not attend the meeting. Superintendent Lewis congratulated her for getting married this weekend.

Educational Services

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

She also discussed:

- Thanked Educational Services team for serving students effectively.
- Chavez Center for Alternative Education currently has students enrolled in college.
 - Great support and guidance for students.
- The Harvest Festival at Greengate school is on October 25 at 9:30 am.

Committees

Vice President Yip stated that the Facilities committee had a meeting. Ray Lippincott, Project Manager, Support Operations Services and Veronica Moreno, Associate Superintendent, Administrative Services shared work being done at facilities which include thirteen (13) projects at Cesar Chavez Community School, Early Childhood Education (ECE) expansion project, solar power, etc. He emphasized that at the Cesar Chavez site staff reached out to students for their voice on what they wanted to see and their needs at facility were received.

- 2.2 Associations
None.

- 5.0 **CONSENT AGENDA**
Motion to Approve Consent Agenda.

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

6.0 **ACTION ITEMS**

ACTION ITEMS

- 6.1 **RESOLUTION #23-24/17 Declaring November 5-11, 2023, as California Retired Teachers Week**
Vice President Yip presented RESOLUTION #23-24/17 Declaring November 5-11, 2023, as California Retired Teachers Week to Gil Walker, President of Div. 83, California Retired Teachers Assn. Mr. Walker thanked Yolo COE for allowing them to meet four (4) times a year at the YCOE building. He stated that the association mourns the loss of Evelia Genera who was a tremendous mentor and guide to the educational community. Recently the association awarded five (5) \$700 scholarships to high school seniors going into education and provided classroom teacher grants.

Motion to approve RESOLUTION #23-24/17 Declaring November 5-11, 2023, as California Retired Teachers Week

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

6.2 RESOLUTION #23-24/18 Sikh American Awareness and Appreciation Month (November 2023)

President Zendejas presented this resolution to Dr. Amrik Singh, Sacramento Valley Charter. He thanked the Board and young Californians.

Motion to approve RESOLUTION #23-24/18 Sikh American Awareness and Appreciation Month

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

6.3 Supervisors of Attendance Certification

Gayelynn Gerhart, Director, Special Projects presented this item. There are no questions from the Board.

Motion to approve Supervisors of Attendance Certification.

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

6.4 Committed Fund Balance

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

Motion to approve Committed Fund Balance.

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

6.5 Committed Fund Balance Pension Contribution

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

Motion to approve Committed Fund Balance Pension Contribution.

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

- 6.6 Adoption of the 2022-2023 and 2023-2024 Gann Limit
Frances Palu, Director, Internal Fiscal Services presented this item. There are no questions from the Board.

Motion to approve Adoption of the 2022-2023 and 2023-2024 Gann Limit

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

- 6.7 Yolo County Superintendent of Schools' Compensation
Motion to approve Yolo County Superintendent of Schools' Compensation package July 1, 2023 through June 30, 2024.

- *Annual Salary: \$247,611.00*
- *Annual Post-Graduate Degree Stipend (Masters/Doctorate – Max of 2 allowed) \$2,500.00*
- *Total Salary: \$250,111.00*

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

- 6.8 Second Reading of Board Policies (9000 series)

Motion to approve Board Policies:

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

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

7.0 **INFORMATION ITEMS**

- 7.1 Empowering Possibilities International Charter (EPIC) Annual Report
Jason Sample, Superintendent/CEO, Gateway Community Charters presented PowerPoint, "Empowering Possibilities International Charter – Annual YCOE Board Presentation" along with Dr. Jerry Kosch, Principal. Trustee Melissa Moreno thanked staff for the presentation and the guided tour she participated in earlier in the year. She appreciated witnessing student engagement in math dynamics, facility growth, arts, and core values. She is concerned with diversification at the school regarding the African American community and Latino population. It is commendable that EPIC school has global migrants from Europe, but she wonders if the attention in recruitment is only in that population or is to diversify? She has not seen diversification and methods seem limited.

President Zendejas stated that he liked slides 88 and 99 showing EPIC and Washington demographics (overall community and graphics). Mr. Sample stated that they are intentional in their work. Trustee Salud-Ambriz requested a list of events that EPIC has attended or hosted to increase community outreach efforts. Other staff introduced included Ms. Omaira Reyna, Chief Business Official and Mrs. Joi Tikoi, Executive Director, Educational Programs.

7.2 Head Start/Early Head Start Reports

Shannon McClarin, Director, Early Childhood Education presented this item.

Update:

- Woodland Central Playground is fully licensed as of Monday.
- Continuing with recruitment of students.

President Zendejas asked if the Board is interested in a tour of remodeled center in Woodland how do they schedule? Ms. McClarin asked trustees to contact her directly or reach out to Yvette Seibert, Executive Assistant to schedule.

7.3 Cesar Chavez Community School Attendance Report

Principal Jared Coughlan, Alternative Education presented this item. Trustee Moreno asked about the Dan Jacobs Juvenile Detention Facility and status. Stan Mojsich, Assistant Superintendent, Equity and Support Services stated that there is no decision yet on facility.

7.4 2022-2023 Unaudited Actuals

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

7.5 2023-2024 Budget Development Calendar

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

7.6 Disposition of Surplus Equipment

Frances Palu, Director, Internal Fiscal Services, presented this item. Trustee Salud-Ambriz asked where the surplus items go? Carl Fahle, Director, Information Technology commented on how the inventory is collected and discussed process of disposition. Trustee Salud-Ambriz asked if the equipment is open to the public for purchase or can be given away to future delegations from Mexico, etc. Mr. Fahle stated that the equipment is currently not open to the public to purchase and traditionally there have been problems with direct sales of technology and selling them has not been part of past practice in the organization. If there is a future interest in this topic, he can investigate this. Trustee Salud-Ambriz asked if staff could follow up on future equipment sales on surplus equipment.

Trustee Melissa Moreno left at 5:20 pm

7.7 Monthly Board Financial Report

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

7.8 First Reading of Board Bylaws (9000 Series)

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

BB 9321 - Closed Session Conduct and Reports

BB 9322 - Agenda/Meeting Materials

BB 9323 - Meeting Conduct

BB 9327 - County Board Minutes and Recordings

BB 9500 - Superintendent's Compensation

Vice President Yip has the following changes:

BB 9321 Closed Session

Vice President Yip asked if student discipline issues need to be done in closed session as per revised policy? One of the appeals that comes before the Board is an appeal of interdistrict transfer which this policy doesn't address. Superintendent Lewis stated that it doesn't address because it is for open session deliberation. He also stated that there is a handbook on how sessions are conducted, and that deliberation is allowable with student and family present at meetings. Vice President Yip stated that the two (2) times we have had an appeal meeting they were in closed session and the handbook doesn't contemplate this situation. Superintendent Lewis stated that was because it was a separate issue related to the appeals process.

BB 9322 Agenda/Meeting Materials

Vice President Yip asked if we could reflect the review of the board meeting agenda to include the executive committee in the revised policy which is currently our practice. Also, the same reference to the Executive should be in BB 9500 Superintendent's compensation revised policy. Superintendent Lewis stated that staff will make those edits.

BB 9323 Meeting Conduct

Vice President Yip stated that currently the public can make a comment, but they are asked to fill out a card to present. In the revised policy it states that they don't have to fill out cards. Are we going away from that? Is that dictated by education code. He also needs clarification on public speaking on issues not on the agenda. Currently the Board does not respond to those comments. In the revised policy it states that the Board can respond to the public comments. He would like clarification on this revised policy also.

BB 9500 – Superintendent's Compensation

Vice President Yip asked about retired superintendents and benefits. He knows that COEs are different from LEAs regarding retirement, but does that mean that if

a superintendent does not run for office that you are retired and do you get benefits? For example, if a superintendent does run and loses does that classify them as retired and do, they still get benefits also? He would like clarification on that piece in the revised policy since it is an elected position.

8.0 Suggested future agenda items.

- EL RISE – Future meeting.
- Status of Juvenile Hall – Cost and how many students (requested by Trustee Moreno at Board Retreat)

9.0 ADJOURNMENT. The meeting was adjourned at 5:31 PM. The Board meeting was adjourned in memory of Evelia Genera. Superintendent Lewis commented that she will be remembered for her career in education, and foremost how she was a tremendous mentor and guide for so many in the community. He remembers how she hosted many gatherings at her home for colleagues and how she advocated for students to engage in the election process and to vote. Trustee Salud-Ambriz worked with her in elections, and she advocated for ensuring students are registered and engaged. Vice President Yip commented on her being an educator extraordinaire and how he worked with her in many capacities. She will be greatly missed.

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

Garth Lewis, Superintendent

YOLO COUNTY OFFICE OF EDUCATION
 TEMPORARY COUNTY CERTIFICATES
 FOR DISTRICTS

October 2023

Davis Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Emily Gonzalez	Multiple Subjects Credential

Esparto Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Leslie Rohman	School Nurse Credential

Washington Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Ryan Ritchie	Single Subject Credential

Winters Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Victor Arteaga	30-Day Substitute Permit

Woodland Joint Unified School District

Applicant Name	Type of Credential/Permit/Certificate
Casey Avalos	General Education Limited Assignment
Navpreet Bassi	Prospective Substitute Permit
Jennifer Moghadam	30-Day Substitute Permit
Eron Ast	Short Term Staff Permit

Yolo County Office of Education

Applicant Name	Type of Credential/Permit/Certificate
Sharon Montooth	30-Day Substitute Permit
Maria Garcia	CD Site Supervisor Permit
Jose Martinez	Administrative Services Credential
Daniel Reichling	30-Day Substitute Permit
Esmeralda Magallon	CD Teacher Permit

Total TCC's for the Month of October 2023: 13

6. ACTION ITEMS

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

Quick Summary / Abstract

- BB 9270 - Conflict of Interest
- BB 9321 - Closed Session Conduct and Reports
- BB 9322 - Agenda/Meeting Materials
- BB 9327 - County Board Minutes and Recordings

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 fifth set of Board Bylaws for Action are:

- BB 9270 - Conflict of Interest
- BB 9321 - Closed Session Conduct and Reports
- BB 9322 - Agenda/Meeting Materials
- BB 9327 - County Board Minutes and Recordings





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

-  BB 9270 Conflict of Interest Final 11-14-23
-  9321 Closed Session Conduct and Reports Final 11-14-23
-  9322 Agenda_Meeting Materials Final 11-14-23
-  9327 Board Minutes and Recordings Final 11-14-23

Contact Person

Superintendent Garth Lewis will present this item.

Conflict of Interest

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 speeches². 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, 18700 et seq.

69 OPS.CAL.ATTY.GEN. 255 (1986)

ADOPTED: August 26, 1991

REVISED: November 14, 2023

Closed Session Conduct and Reports

The Yolo County Board of Education (“County Board”) is committed to complying with state open meeting laws and modeling transparency in the conduct of its business. The County Board shall hold a closed session only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

The County Board shall first announce in open meeting the items to be discussed in closed session. In addition, no victim or alleged victim of sexual misconduct or child abuse shall be identified in any County Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. No matters other than those announced shall be discussed or acted upon during the closed session. (Government Code 54957.7, 54961)

A County Board member shall not disclose confidential information received in closed session unless the County Board authorizes disclosure of that information. (Government Code 54963)

After each closed session, the County Board shall reconvene in open and, when applicable, the County Board shall report closed session actions, votes or abstentions thereon, and other required disclosures in accordance with law. (Government Code 54957.7)

Purposes for Which Closed Session May Be Held

Student Matters - To consider "pupil personnel matters", that is, suspension of, or disciplinary action, or any other action in connection with any pupil in programs of the Yolo County Office of Education (“YCOE”) or an appeal of a school district's decision to expel, if a public meeting would lead to giving out information which might violate the pupil's right of privacy. (Education Code 35146, 49073, 49076; Government Code 54957) However, the pupil's parent or guardian may request that the hearing be public. Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918)

Real Estate Negotiations – The County Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property to or by the County Board in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the County Board shall hold an open and public session to identify the negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the County Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Yolo County Superintendent of Schools or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed YCOE of its approval. (Government Code 54957.1)

Pending Litigation – Based on the advice of its legal counsel, the County Board may hold a closed session to confer with or receive advice from legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the County Board’s position in the litigation. For this purpose, “litigation” means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered “pending” in any of the following circumstances (Government Code 54956.9)

1. Litigation to which the County Board is a “party” has been initiated formally
2. A point has been reached where, in the County Board's opinion based on the advice of its legal counsel regarding the existing facts and circumstances, there is a significant exposure to litigation against the County Board or the County Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized.

Existing facts and circumstances for these purposes are limited to the following:

- a. Facts and circumstances that might result in litigation against the County Board but which the County Board believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the County Board, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the Government Code or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the County Board.

- e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the County Board, provided that the employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the County Board has decided to initiate or is deciding whether to initiate litigation.

Before holding a closed session pursuant to the pending litigation exception, the County Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the County Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the County Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the County Board expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2b-e above. (Government Code 54954.5)

The County Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the Board's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party(ies) which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the Board shall report the fact of approval, the substance of the agreement

and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Review of Student Assessment Instruments

The County Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the County Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the County Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code section 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

At the public meeting during which the County Board holds a closed session to review student assessment instruments, the County Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Other Matters for Closed Session

When appropriate, the County Board may also hold a closed session to discuss any of the following:

1. Security Matters

The County Board may meet in closed session with the Governor, Attorney General, district attorney, legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

The County Board may meet in closed session during an emergency meeting held pursuant to Government Code section 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code section 54957 if agreed to by a two-thirds vote of the County Board members present. If less than two-thirds of the members are present, then the County Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the County Board will consult. (Government Code 54954.5)

2. Joint Powers Agency/Self-Insurance Authority Claims

The County Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency ("JPA") formed for the purpose of insurance pooling or self-insurance authority of which the County Board is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

When the board of the JPA has so authorized and upon advice of legal counsel, the County Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the County Board's closed session, a County Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to other County Board members. (Government Code 54956.96)

The County Board member may also disclose the confidential JPA information to legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the County Board. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the County Board member representing the County Board on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

The County Board shall report the disposition of joint powers agency or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

3. Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the County Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any County Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Time and Place of Closed Sessions

The County Board may adjourn a regular or special public meeting at any time and go into closed session, returning to public session as soon as the closed session is over.

Legal Reference:

Education Code, 35145, 35146, 48918, 49073-49079, 60617
Government Code, 54950-54963

ADOPTED: July 23, 1984

REVISED: 04/22/91, 10/24/94, 11/14/23

Agenda/Meeting Materials

The Yolo County Superintendent of Schools (“Superintendent”), as secretary of the Yolo County Board of Education (“County Board”) and in cooperation with the Executive Committee which includes the President and Vice President of the County Board, shall prepare an agenda for each regular meeting. Any County Board member may call the Superintendent and request any item to be placed on the agenda no later than 48 hours prior to the legally required public posting of the agenda.

Any member of the public may request that a matter directly related to County Board business be placed on the agenda of a regularly scheduled meeting of the County Board, subject to the following conditions:

1. The request must be in writing and be submitted to the Superintendent together with supporting documents and information, if any, at least five school days prior to the legally required public posting of the agenda.
2. The Superintendent shall be the sole judge of whether the request is or is not a "matter directly related to Yolo County Office of Education (“YCOE”) business."
3. No matter which is legally a proper subject for consideration in closed session will be accepted under this provision.
4. The County Board may place limitations on the total time to be devoted to the matter at any meeting, and may limit the time allowed for any one person to speak on the matter at that meeting.

This provision does not prevent the County Board from taking testimony at regular meetings on matters which are not on the agenda which a member of the public may wish to bring before the County Board, but the County Board may not take action on such matters at that meeting.

County Board agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the County Board on any agenda item before or during the County Board's consideration of the item. The agenda shall also provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Education Code 35145.5; Government Code 54954.3)

The County Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or required to be in closed session, whether the item should be an action item subject to County Board vote or an information item that does not require action, and at which meeting the item should be presented to the County Board. At the discretion of the County Board president and Superintendent, any resolution may be placed for first reading at one meeting and for second reading and adoption at a second meeting.

Any County Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant County Board policies and administrative regulations.

Consent Items

In order to promote efficient meetings, the County Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items are items of a routine nature or items for which no County Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the County Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

County Board Member Preparation

A copy of the agenda shall be forwarded to each County Board member at least three days before each regular meeting, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to County Board members as soon as possible. County Board members shall review agenda materials before each meeting.

Individual members may confer directly with the Superintendent or designee to obtain additional information on agenda items and may also let the Superintendent or designee know of any related concerns they may have.

Posting of Agenda

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda shall be posted at each site of the YCOE, and at such public place(s) where it may be viewed by members of the public. (Education Code 35145; Government Code 54954.2)

The Superintendent or designee shall mail a copy of the agenda or a copy of any or all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the County Board, whichever occurs first. (Government Code 54954.1)

If a document that relates to an open session agenda item of a regular County Board meeting is distributed to the County Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the County Board, provided the document is a public record under the California Public Records Act. The Superintendent or designee may post the document on the web site of the County Superintendent and County Board in a position and manner

that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

For meetings of the County Board occurring on or after January 1, 2019, an online posting of each agenda shall be posted on the primary Internet homepage of the website for the County Board and Superintendent and comply with the requirements set forth in Government Code section 54954.2.

Each meeting agenda shall list the address designated for public inspection of agenda documents that have been distributed to the County Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual should contact the Superintendent or designee if they require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in a County Board meeting. (Government Code 54954.2)

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations.

Legal References:

Education Code, 35144, 35145, 35145.5

Government Code, 54950-54963

ADOPTED: July 23, 1984

REVISED: 02/28/89, 11/16/92, 10/24/94, 11/14/23

County Board Minutes and Recordings

The Yolo County Board of Education (“County Board”) recognizes that maintaining accurate minutes of County Board meetings provides a record of County Board actions for use by the County Board, Yolo County Superintendent of Schools (“Superintendent”) and their staff, and the public, and helps foster public trust in County Board governance.

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches are public records, and access thereto during normal hours of business may be granted to any citizen.

The secretary of the County Board shall keep minutes and record all official Board actions. (Education Code 35145, 35163) The County Board's minutes shall be public records and shall be made available to the public upon request.

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

In order to ensure that the minutes are focused on County Board action, the minutes may include a brief summary of the County Board’s discussion but shall not include a verbatim record of the discussion on each agenda topic or the names of County Board members who made specific points during the discussion.

Copies of the minutes of each regular or special meeting shall be distributed to all County Board members with the agenda for the next regular meeting.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Approved minutes shall be signed by the Superintendent, Secretary to the County Board.

Official County Board minutes and recordings shall be stored in a fire-proof location and retained in accordance with law.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and County Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall report any action taken and the vote or abstention on that action of each County Board member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference:

Education Code, 35145, 35163, 35164

Penal Code, 632

Government Code, 54950-54963

ADOPTED: July 23, 1984

REVISED: 10/24/94, 11/14/23

7. INFORMATION ITEMS

7. 1. Head Start/ Early Head Start Reports

Description

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

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

Recommendation

For information.

Supporting Documents



Attendance Report_September 2023



Director's Report October



September Monthly Financial Report



October Agenda



LPC Meeting Agenda 10-10-2023



September Minutes



LPC Meeting Minutes 10-10-2023 (002)

Contact Person

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



Head Start / Early Head Start

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

EARLY HEAD START

Date: 10/12/2023				Report Outcomes for the month of September 2023			
#	Program	Site	Ages	Waiting Lists C = Complete () = Over Income	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	EHS/State	Lemen	18 – 36 months	C17 (1)	91.54%	12	12
2	EHS/State	Alyce Norman	6 wk. – 36 months	C0 (2)	85.96%	27	24
1	EHS/State	Montgomery	24-36 months	C0 (0)	86.25%	12	8
0	EHS Home Base	Yolo Co.	6 wk. – 3 yrs.	C0 (0)	NA	37	36
SUB TOTAL				C17(3)	87.36%	88	80

HEAD START

	Program	Site	Ages	Waiting Lists	Average Daily Attendance	Funded Enrollment	Current Enrollment
1	HS/State	Alyce Norman	3 – 5	C0(1)	86.58%	20	19
2					78.84%	20	12
3					85.28%	20	17
4					92.78%	19	14
13	State ONLY	Alyce Norman	3 – 5	C0(1)	83.60%	16	16
11	HS/State	Alyce Norman	3 – 5		95.15%	20	18
12				81.37%	20	20	
1	HS/State	Esparto	3 - 5	C0 (0)	91.11%	16	9
1	HS/State	Greengate	3 – 5	C0 (0)	92.82%	16	10
2					90.03%	20	16
1	HS/State	Plainfield	3 – 5	C0 (0)	89.47%	16	4
1	HS/State	Prairie	3 – 5	C0 (0)	95.67%	20	15
1	HS/State	Woodland Central	3 – 5	C0 (1)	94.55%	20	11
1	HS/State	Montgomery	3 - 5	C0 (0)	90.41%	20	19
1	State ONLY	Wolfskill	3-5	C0 (0)	86.64%	16	11
SUB TOTAL				C0 (2)	89.18%	263	211
PROGRAM TOTAL				C17 (5)	88.87%	351	291

Attendance Notes:

October 2023

Early Education Teacher Development Grant

We have awarded incentives to nine early childhood educators who are attending institutions of higher education to obtain their B.A. degree. Furthermore we are providing individual consultation hours for Transitional Kindergarten teachers in Yolo County around developmentally appropriate practices for four year olds, as well as planning professional development on the same topic for administrators who have a Transitional Kindergarten classroom on their campus.

Head Start Program Operations

We completed our first of three internal monitoring events in October. During each monitoring cycle we monitor 1/3 of the children's files in the areas of health, education, disabilities, and enrollment. Our internal monitoring team of specialists completed the monitoring and provided staff with corrective action plan due dates for any areas out of compliance. Trends in this data will be presented to management staff, and training and technical assistance will follow. Our internal monitoring process allows us to be prepared at any time for an external monitoring review.

Teachers in our 10 month programs are holding teacher/parent conferences with families to discuss their child's progress in our program; the 12 month programs have already held their parent/teacher conferences.

Our Make Parenting a Pleasure parenting program is underway for our Head Start families, as well as other parents in the community. We are providing the program in person at Alyce Norman in West Sacramento, as well as offering a virtual option in order to include our parents throughout the county. Food, childcare and transportation is offered to assist our families with attending these parenting sessions.

Executive Summary
2023/2024 Fiscal Year
September 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	\$	131,540.23	\$ 363,212.92
Benefits/Beneficios	\$	52,936.31	\$ 146,529.54
Supplies/Provisiones	\$	793.76	\$ 1,894.75
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ 24.30
Site Supplies/Articulos de oficina para el centro	\$	793.76	\$ 1,870.45
Contracted Services/Servicios Contratados	\$	22,119.62	\$ 27,835.62
Operations/Gastos de Operacion	\$	29,694.95	\$ 82,131.46
836467.42	\$	-	\$ -
Indirect Costs/Costos Indirectos	\$	-	\$ -
Cafeteria Fund/transerencia al fondo del café	\$	(2.00)	\$ 1,123.00
Total Expenditures/Total de Gastos	\$	237,082.87	\$ 622,727.29

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	\$	44,448.13	\$ 129,958.76
Benefits/Beneficios	\$	17,048.39	\$ 49,988.53
Supplies/Provisiones	\$	401.77	\$ 3,065.70
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ 24.29
Site Supplies/Articulos de oficina para el centro	\$	401.77	\$ 3,041.41
Contracted Services/Servicios Contratados	\$	9,780.98	\$ 11,841.39
Operations/Gastos de Operacion	\$	7,072.00	\$ 15,809.73
Building/Land Improvements	\$	(65,629.53)	\$ -
Indirect Costs/Costos Indirectos	\$	-	\$ -
Cafeteria Fund/transerencia al fondo del café	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	13,121.74	\$ 210,664.11

HEAD START T&TA/PROGRAMA HEAD START T & TA			
Resource 5208/Recurso 5208			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	34,554.00
835344.42			
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	115.18	\$ 115.18
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	115.18	\$ 115.18
Contracted Services/Servicios Contratados	\$	-	\$ 589.26
Operations/Gastos de Operacion	\$	814.59	\$ 814.59
Indirect Costs/Costos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	929.77	\$ 1,519.03

EARLY HEAD START T&TA/PROGRAMA EARLY HEAD START T & TA			
Resource 5218/Recurso 5218			
CATEGORY/CATEGORIA	Current/	Year to Date	
Revenues/Ingresos:		\$	25,983.00
Expenditures/Gastos:			
Salaries/Salarios	\$	-	\$ -
Benefits/Beneficios	\$	-	\$ -
Supplies/Provisiones	\$	220.18	\$ 220.18
<i>Parent Activities/Actividades de los padres</i>	\$	-	\$ -
Site Supplies/Articulos de oficina para el centro	\$	220.18	\$ 220.18
Contracted Services/Servicios Contratados	\$	-	\$ 426.70
Operations/Gastos de Operacion	\$	910.11	\$ 910.11
Indirect Costs/Costos Indirectos	\$	-	\$ -
Total Expenditures/Total de Gastos	\$	1,130.29	\$ 1,556.99

Credit Cards	Monthly Expense
Visa	\$ 11,001.73
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 563.41
Interstate Oil	\$ 715.04
Total Credit Cards	\$ 12,280.18

Calculation of In-Kind Contributions			
	Dollars Expended Year-To-Date	In-Kind Required	
Head Start	\$ 622,727.29	\$ 155,681.82	
HS T & TA	\$ 1,519.03	\$ 379.76	
Early HS	\$ 210,664.11	\$ 52,666.03	
EHS T & TA	\$ 1,556.99	\$ 389.25	
Total	\$ 836,467.42	\$ 209,116.86	
	Amount Required:	\$ 209,116.86	
	Actual In-Kind:	\$ 317,698.87	
	*Surplus/(Deficit):	\$ 108,582.02	
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
September 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	\$ 237,083	\$ 622,727	\$ 2,134,012	\$ 658,299	18.23%	62.49%	19.28%
Early Head Start/Quality Improvement	\$ 1,323,330	\$ 13,122	\$ 210,664	\$ 640,786	\$ 356,188	15.92%	48.42%	26.92%
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	\$ 34,554	\$ 930	\$ 1,519	\$ 22,331	\$ 10,704	4.40%	64.63%	30.98%
Early Head Start T&TA	\$ 25,983	\$ 1,130	\$ 1,557	\$ 17,077	\$ 7,349	5.99%	65.73%	28.28%
Total Grant	\$ 5,022,940	\$ 275,403	\$ 971,020	\$ 2,891,976	\$ 1,044,252	19.33%	57.58%	20.79%

Credit Cards	Monthly
	836467.42
Visa	\$ 11,001.73
Wal-Mart	\$ -
Nugget/Food 4 Less	\$ 563.41
Interstate Oil	\$ 715.04
Total Credit Card Expense	\$ 12,280.18

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

Calculation of In-Kind Contributions		
	Total Administrative Costs	
Head Start & Quality Improvement:	\$ 622,727.29	\$ 155,681.82
Head Start T & TA:	\$ 1,519.03	\$ 379.76
Early Head Start & Quality Improvement: 835344.42	\$ 210,664.11	\$ 52,666.03
Early Head Start T & TA:	\$ 1,556.99	\$ 389.25
Total	\$ 836,467.42	\$ 209,116.86
	Amount Required:	\$ 209,116.86
	Actual In-Kind:	\$ 317,698.87
	*Surplus/(Deficit):	\$ 108,582.02
If deficit: will be returned to Federal Government from unrestricted dollars		

Executive Summary
2023/2024 Fiscal Year
September 2023

Early Head Start & Quality Improvement

Resource 5212 EHS & RS 5229 Quality Budgets

CATEGORY	Budget	Adjustment	Revised Budget	Actual Current	Expended/Received			%
					Year-to-date	Encumbered	Balance	
Revenues								
All Other Federal	1,323,330	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	44,448	129,959	384,924	140,387	21.42%
Benefits	298,102	0	298,102	17,048	49,989	152,138	95,975	32.20%
Supplies	56,199	0	56,199	402	3,066	21,067	32,066	57.06%
Parent Activity Supplies & Food for Parent Meetings	836,467	0	836,467	0	24	678	835,766	99.92%
Site Supplies	(780,268)	0	(780,268)	402	3,041	20,390	(803,700)	103.00%
Travel & Conference	12,133	0	12,133	3,153	4,128	1,806	6,199	51.09%
Dues & Memberships	2,108	0	2,108	157	933	33	1,141	54.14%
Insurance	6,051	0	6,051	0	0	0	6,051	100.00%
Operations and Housekeeping	3,306	0	3,306	0	5	581	2,720	82.28%
Rentals, Leases, Repairs & Noncapitalized Improvements	2,200	0	2,200	57	57	1,175	968	43.98%
Direct Costs for Transfer of Services	52,270	0	52,270	3,705	10,687	0	41,583	79.55%
Professional/Contracted Services & Operating Expenditures	104,026	0	104,026	9,781	11,841	65,457	26,727	25.69%
Intergovernmental Fees	3,410	0	3,410	0	0	1,040	2,370	69.49%
Indirect Costs	3,410	0	0	0	0	0	0	#DIV/0!
Equipment	0	0	0	(65,630)	0	0	0	#DIV/0!
Land Improvements	12,563	0	12,563	0	0	12,563	1	
Total Expenditures	835,344	0	1,207,638	13,122	210,664	640,786	356,188	29.49%

Executive Summary
2023/2024 Fiscal Year
Septiembre 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	44,448	129,959	384,924	140,387	21.42%
Beneficios	298,102	0	298,102	17,048	49,989	152,138	95,975	32.20%
Provisiones	56,199	0	56,199	402	3,066	21,067	32,066	57.06%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	836,467	0	836,467	0	24	678	835,766	99.92%
<i>Artículos de oficina para el centro</i>	(780,268)	0	(780,268)	402	3,041	20,390	(803,700)	103.00%
Viaje y Conferencia	12,133	0	12,133	3,153	4,128	1,806	6,199	51%
Cuotas y Membresías	2,108	0	2,108	157	933	33	1,141	54%
Seguro	6,051	0	6,051	0	0	0	6,051	100%
Operations and Housekeeping	3,306	0	3,306	0	5	581	2,720	82%
Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	2,200	0	2,200	57	57	1,175	968	44%
Costos Directos para Transferencias de Servicios	52,270	0	52,270	3,705	10,687	0	41,583	80%
Servicios Profesionales/Contratados y Gastos de	104,026	0	104,026	9,781	11,841	65,457	26,727	26%
Cuotas Intergubernamentales	3,410	0	3,410	0	0	1,040	2,370	69%
Gastos Indirectos	3,410	0	0	0	0	0	0	#DIV/0!
Equipment	0	0	0	(65,630)	0	0	0	#DIV/0!
Total de Gastos	835,344	0	1,207,638	13,122	210,664	640,786	356,188	29%

Executive Summary
2023/2024 Fiscal Year
September 2023

HEAD START T&TA

Resource 5208		Expended/Received							
CATEGORY	Budget	Adjustment	Revised Budget	Current	Year-to-date	Encumbered	Balance	%	
Revenues									
All Other Federal	34,554	0	34,554	0	0	0	34,554	100.00%	
COLA	0	0	0	0	0	0	0		
Total Revenues	34,554	0	34,554	0	0	0	34,554	100.00%	
Expenditures									
Salaries	0	0	0	0	0	0	0	0.00%	
Benefits	0	0	0	0	0	0	0	0.00%	
Supplies	2,379	0	2,379	115	115	1,911	353	14.83%	
Parent Activity Supplies & Food for Parent Meetings	836,467	0	836,467	0	0	0	836,467	100.00%	
Site Supplies	(834,088)	0	(834,088)	115	115	1,911	(836,115)	100.24%	
Travel & Conference	26,241	0	26,241	815	815	15,206	10,221	38.95%	
Contracted Services	5,934	0	5,934	0	589	5,215	130	2.19%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	34,554	0	34,554	930	1,519	22,331	10,704	30.98%	

835,344

PROGRAMA HEAD START T&TA

Recurso 5208		Presupuesto	Ajustes	Presupuesto Revisado	Actual	Gastado/Recibido		Balance	%
CATEGORÍA						Lo que va del año	Sobrecargado		%
Ingresos:									
	Todos los otros Federales	34,554	0	34,554	0	0	0	34,554	100%
	COLA	0	0	0	0	0	0	0	0%
	Total de Ingresos	34,554	0	34,554	0	0	0	34,554	100%
Gastos:									
	Salarios	0	0	0	0	0	0	0	0%
	Beneficios	0	0	0	0	0	0	0	0%
	Provisiones	2,379	0	2,379	115	115	1,911	353	15%
	Artículos para las actividades de los padres y comida para las juntas	836,467	0	836,467	0	0	0	836,467	100%
	Artículos de oficina para el centro	(834,088)	0	(834,088)	115	115	1,911	(836,115)	100%
	Viaje y Conferencia	26,241	0	26,241	815	815	15,206	10,221	39%
	Servicios Contratados	5,934	0	5,934	0	589	5,215	130	2%
	Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
	Total de Gastos	34,554	0	34,554	930	1,519	22,331	10,704	31%

835,344

Executive Summary
2023/2024 Fiscal Year
September 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	1,601,268	0	1,601,268	131,540	363,213	1,238,041	15	0.00%	
Benefits	730,491	0	730,491	52,936	146,530	494,569	89,392	12.24%	
Supplies	171,119	0	171,119	794	1,895	60,336	108,888	63.63%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	836,467	0	836,467	0	24	3,756	832,687	99.55%	
<i>Site Supplies</i>	(665,348)	0	(665,348)	794	1,870	56,580	(723,799)	108.79%	
Travel & Conference	27,356	0	27,356	3,836	6,952	5,550	14,854	54.30%	
Dues & Memberships	7,654	0	7,654	830	3,583	154	3,917	51.17%	
Insurance	13,568	0	13,568	0	0	0	13,568	100.00%	
Operations & Housekeeping	2,291	0	2,291	0	3	2,287	1	0.03%	
Rentals, Leases, Repairs & Noncapitalized Improvements	10,921	0	10,921	228	947	2,001	7,973	73.00%	
Direct Costs for Transfer of Services	309,207	0	309,207	24,728	70,336	0	238,871	77.25%	
Professional/Contracted Services & Operating Expenditures	213,582	0	213,582	22,120	27,836	312,179	(126,433)	-59.20%	
Intergovernmental Fees	12,355	0	12,355	73	309	4,030	8,015	64.88%	
Equipment	12,355	0	12,355	0	0	0	0	#DIV/0!	
Indirect Costs	298,559	0	298,559	0	0	0	298,559	100.00%	
Land and Improvements	16,667	0	16,667	(2)	1,123	14,865	680	4.08%	
835,344									
Total Expenditures	3,427,393	0	3,415,038	237,083	622,727	2,134,012	658,299	19.28%	

Executive Summary
2023/2024 Fiscal Year
Septiembre 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	1,601,268	0	1,601,268	131,540	363,213	1,238,041	15	0%
	Beneficios	730,491	0	730,491	52,936	146,530	494,569	89,392	12%
	Provisiones	171,119	0	171,119	794	1,895	60,336	108,888	64%
	Articulos para las actividades de los padres y comida para las juntas	836,467	0	836,467	0	24	3,756	832,687	100%
	Articulos de oficina para el centro	(665,348)	0	(665,348)	794	1,870	56,580	(723,799)	109%
	Viaje y Conferencia	27,356	0	27,356	3,836	6,952	5,550	14,854	54%
	Cuotas y Membresias	7,654	0	7,654	830	3,583	154	3,917	51%
	Seguro	13,568	0	13,568	0	0	0	13,568	100%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	2,291	0	2,291	0	3	2,287	1	0%
	Rentas, Arrendamientos, Reparaciones y Mejoras No-Capitalizadas	10,921	0	10,921	228	947	2,001	7,973	73%
	Costos Directos para Transferencias de Servicios Profesionales/Contratados y Gastos de Operación	309,207	0	309,207	24,728	70,336	0	238,871	77%
	Operación	213,582	0	213,582	22,120	27,836	312,179	(126,433)	-59%
	Cuotas Intergubernamentales	12,355	0	12,355	73	309	4,030	8,015	65%
	Mejoras a los Terrenos	12,355	0	12,355	0	0	0	0	#DIV/0!
	Gastos Indirectos	298,559	0	298,559	0	0	0	298,559	100%
	transferencia al fondo del café	16,667	0	16,667	(2)	1,123	14,865	680	4%
		835,344							0%
	Total de Gastos	3,427,393	0	3,415,038	237,083	622,727	2,134,012	658,299	19%

Executive Summary
2023/2024 Fiscal Year
September 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	220	220	1,287	755	33.36%	
<i>Parent Activity Supplies & Food for Parent Meetings</i>	836,467	0	836,467	0	0	0	836,467	100.00%	
<i>Site Supplies</i>	(834,205)	0	(834,205)	220	220	1,287	(835,713)	100.18%	
Travel & Conference	19,230	0	19,230	910	910	12,607	5,713	29.71%	
Contracted Services	4,491	0	4,491	0	427	3,183	882	19.63%	
Indirect Costs	0	0	0	0	0	0	0	#DIV/0!	
Total Expenditures	25,983	0	25,983	1,130	1,557	17,077	7,349	28.28%	

835,344

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Executive Summary
2023/2024 Fiscal Year
Septiembre 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	220	220	1,287	755	33%
<i>Artículos para las actividades de los padres y comida para las juntas</i>	836,467	0	836,467	0	0	0	836,467	100%
<i>Artículos de oficina para el centro</i>	(834,205)	0	(834,205)	220	220	1,287	(835,713)	100%
Viaje y Conferencia	19,230	0	19,230	910	910	12,607	5,713	30%
Servicios Contratados	4,491	0	4,491	0	427	3,183	882	20%
Gastos Indirectos	0	0	0	0	0	0	0	#DIV/0!
Total de Gastos	25,983	0	25,983	1,130	1,557	17,077	7,349	28%

835,344

HEAD START/EARLY HEAD START
 CREDIT CARD REPORT

MANAGER	VISA
Shannon McClarin	
Travel/Conference	\$ 8,687.01
Center Supplies	<u>\$ 560.00</u>
TOTAL	\$ 9,247.01
Gustavo Melgoza	
Travel/Conference	\$ -
Center Supplies	<u>\$ 102.77</u>
TOTAL	\$ 102.77
836467.42	
Katrina Hopkins	
Travel/Conference	\$ -
Center Supplies	<u>\$ 126.86</u>
TOTAL	\$ 126.86
Jade Meihl	
Travel/Conference	
Travel/Conference	<u>\$ 436.24</u>
TOTAL	\$ 436.24
835344.42	
Naomi Gonzalez	
Travel/Conference	
Center Supplies	<u>\$ 17.15</u>
TOTAL	\$ 17.15
Connie Luna	
Travel/Conference	\$ -
Center Supplies	<u>\$ -</u>
TOTAL	\$ -
Nicole Castrejon	
Travel/Conference	\$ -
Center Supplies	<u>\$ 1,071.70</u>
	\$ 1,071.70
VISA Grand Total	\$ 11,001.73
Nugget/Food4Less	\$ 563.41
InterState Oil	\$ 715.04
TOTAL MONTHLY EXPENDITURES:	\$ 12,280.18

**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	\$ 8,687.01
Artículos para el centro	<u>\$ 560.00</u>
	\$ 9,247.01
Gustavo Melgoza	
Viaje/Conferencia	\$ -
Artículos para el centro	<u>\$ 102.77</u>
Total	\$ 102.77
836467.42	
Katrina Hopkins	
Viaje/Conferencia	\$ -
Artículos para el centro	<u>\$ 126.86</u>
Total	\$ 126.86
Jade Meihl	
Viaje/Conferencia	\$ -
Artículos para oficina	<u>Total Administrative Costs</u>
Total	\$ -
Naomi Gonzalez	
835344.42	
Viaje/Conferencia	\$ -
Artículos para oficina	<u>\$ 17.15</u>
Total	\$ 17.15
Connie Luna	
Viaje/conferencia	\$ -
Artículos para oficina	<u>\$ -</u>
Total	\$ -
Nicole Castrejon	
Viaje/conferencia	\$ -
Artículos para oficina	<u>\$ 1,071.70</u>
Total	\$ 1,071.70
VISA Grand Total	\$ 10,565.49
NUGGET/FOOD 4 LESS	\$ 563.41
INTERSTATE OIL	\$ 715.04

Total de Gastos Mensuales: \$ 11,843.94 ***

***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 (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 (8000-8999)	% of Rent allocated to Admin
360.00	22,125.00	0.013145	\$ (37,971.42)	\$ (499.13)

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 836,467.42	All Grants
Required 20 percent NFS	\$ 209,116.86	Non Federal Share
Total Approved Costs	\$ 1,045,584.28	
15% Administrative Cost Limitation	\$ 156,837.64	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ (499.13)	Per Above Calculation in step 1
School Admin	\$ (811,934.80)	Staff charged to Administration
General Admin	\$ 77,854.10	Indirect
Total	\$ (734,579.83)	Total Administrative Costs

Grant Expenditures	\$ 835,344.42
Less Capital Outlay	\$ -
= Expenditures subject to indirect	\$ 835,344.42

Currently Charged Admin Costs	\$ (734,579.83)
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	\$ (734,579.83)

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: -70%

Sep-23

Calculation of Administrative Salaries

\$	11,361.71	Per Budget Report Object code 1xxx
\$	9,174.30	Per Budget Report Object code 2xxx
\$	8,205.50	Per Budget Report Object code 3xxx
\$	<u>28,741.51</u>	Total Salary Costs Charged to Admin
\$	28,741.51	Per Employer Paid Benefit History Report
		Adjustments - See FAR110 Report for Details
\$	<u>28,741.51</u>	

Salary Costs that should be Program Support

\$	28,741.51	Total 1-6xxx admin costs from Budget Report
\$	836,467.42	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
\$	(811,934.80)	Total Administrative Costs
		Total Administrative Costs

835344.42

Executive Summary
2023/2024 Fiscal Year
September 2023

HEAD START/EARLY HEAD START

Month	Year	Location										Grand Total
		Other	Alyce Norman	Itinerant	Esparto	Lemen	Montgomery	Prairie/Plainfield	WCC/Winters	Greengate		
July	2023	\$ 16,147.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,147.65
September	2023	\$ 301,551.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,551.22
September	2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	836467.42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 317,698.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 317,698.87

Total Contribution Due based on actual dollars claimed:

		Dollars Expended as of 7/31/23	In-Kind Required
	Head Start & Quality Improvement:	622,727.29	155,681.82
Total Administrative Costs	Head Start T & TA:	1,519.03	379.76
	Early Head Start & Quality Improvement:	210,664.11	52,666.03
	Early Head Start T & TA:	1,556.99	389.25
835344.42			
	Total:	836,467.42	209,116.86

Amount Required: 209,116.86
Actual In-Kind: 317,698.87

*Surplus/(Deficit): 108,582.02

Surplus(Deficit): 108,582.02

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

**Headstart / Early Head Start
2023/2024 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	\$ 75,764.17	\$ 995.91

Step 2: Calculate maximum administrative expenses allowed for 15%

Federal Share	\$ 836,467.42	All Grants
Required 20 percent NFS	\$ 209,116.86	Non Federal Share
Total Approved Costs	\$ 1,045,584.28	
15% Administrative Cost Limitation	<u>\$ 156,837.64</u>	

Step 3: Identify total administrative expenses

Dual Facility Costs	\$ 995.91	Per Above Calculation in step 1
School Admin	\$ 97,689.86	Staff charged to Administration
General Admin	\$ 75,682.20	Indirect
Total	<u>\$ 174,367.98</u>	Total Administrative Costs

Grant Expenditures	\$ 835,344.42
Less Capital Outlay	\$ -
= Expenditures subject to indirect	<u>\$ 835,344.42</u>

Currently Charged Admin Costs	\$ 174,367.98
In-Kind Indirect	\$ -
In - Kind Administrative	\$ -
Administrative Total	<u>\$ 174,367.98</u>

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

Maximum allowed Administrative Percent: 15%

Calculated Percentage to date: 17%

T

Annual Jul 1, 2023 - June 30, 2024

Calculation of Administrative Salaries

Annual		Current Month
\$ 34,085.13	Per Budget Report Object code 1xxx	\$ 11,361.71
\$ 27,522.90	Per Budget Report Object code 2xxx	\$ 9,174.30
\$ 24,616.51	Per Budget Report Object code 3xxx	\$ 8,205.50
<u>\$ 86,224.54</u>	Total Salary Costs Charged to Admin	\$ 28,741.51
\$ 86,224.54	Per Employer Paid Benefit History Report	\$ 28,741.51
	Adjustment:	
<u>\$ 86,224.54</u>		

Salary Costs that should be Program Support		
\$ 86,224.54	Total 1-6xxx admin costs from Budget Report	\$ 28,741.51
\$ 836,467.42	Less 50% - Vanessa Lopez Program Support	\$ 836,467.42
\$ -	Less 50% Kathleen Glassman - Program Support	\$ -
\$ -	Less 50% Ehteram Hashemipour - Program Support	\$ -
\$ 5,129.70	Less 50% Yolizma Villegas Flores - Program Support	\$ 1,709.90
\$ -	Less 50% Sue Lomax - Program Support	\$ -
\$ -	Less 50% Anjelica Lara - Program Support	\$ -
\$ 7,496.96	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	\$ -
\$ (762,869.54)	Total Administrative Costs	

835344.42

Notice of Public Meeting

**YOLO COUNTY OFFICE OF EDUCATION
HEAD START/EARLY HEAD START/STATE FUNDED PROGRAMS
POLICY COUNCIL MEETING AGENDA
October 19, 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 –

1.1 Election of Officers: Alysia Damian

1.1.1 Chair –
M1: M2:

1.1.2 Vice Chair –
M1: M2:

1.1.3 Secretary –
M1: M2:

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 – October 19, 2023, Agenda

M1: M2:

3.2 Approval – September 28, 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: - Catherine Vibert, Sr. Bus. Service Tech

6.1 Monthly Financial Report

Information, Discussion & Possible Action 7.0 Regular Session

7.1 Old Business:

7.1.1 Nutrition Services Update – Health Services Program Staff

7.2 New Business:

7.2.1 Montgomery Play Yard Update – Shannon McClarin

7.2.2 Associate Teacher HS/EHS Job Description Revision and Update - Cindy Nguyen

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 Site Program Reports –

- 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/ Action 11.0 Confirmation Next Meeting Date

**Regular Meeting-* Thursday November 17, 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]

Notice of Public Meeting

YOLO COUNTY CHILD CARE PLANNING COUNCIL

Tuesday October 10, 2023, 11:30 am – 1:00 pm

Yolo County Office of Education

1280 Santa Anita Court Conference Center – Davis Room

Woodland, CA 95776

Effective January 2023 all LPC meetings will be held in person.

Meetings will be available for live stream viewing via Zoom.

This meeting shall be conducted in conformity with the Brown Act

Items may be taken out of order.

The mission of the Yolo County Child Care Planning Council is to serve as a forum to plan, promote and support the childcare needs of families and providers in Yolo County.

Our Core Values are:

- 1. The LPC strives to create positive changes by empowering its members to have an open, creative, and receptive mindset.**
- 2. The LPC values human relationships that promote positive connection, care, and support.**
- 3. We speak our truth in honor of ethical decision making.**
- 4. We welcome, value and respect everyone regardless of differences.**
- 5. The LPC advocates for fair and equitable childcare to ensure a bright future for Yolo County children and families.**

Item	Title of Item	Who	Description	Time	Notes
1	Call to Order and Introductions/Roll Call	Justine Jimenez	Introduction of Members and/or Guests	3 min	
2	Public Comment	All	Information	5 min	
3	Consent- Approve Agenda Consent- Approve 09-27- 23 minutes	Justine Jimenez	Action	3 min	
4	Opportunity for members to state conflict and recusal	Justine Jimenez	Administrative	3 min	Please take this opportunity to review all agenda items and identify any potential conflict of interest
5	Placeholder for vote on remote attendance	All	Administrative	1 min	
6	Review 9/25/23 Meeting Items for those not in attendance	All	Administrative	3 min	
7	Interim Executive Committee Members	All	Action	10 min	Vote to install new Executive Committee members on an interim basis
8	QCC/Region 3 Updates	Justine Jimenez, Shannon McClarin, Fawn Montagna	Information	10 min	
9	Ad Hoc Committees (LPC Strategic Plan, Website Updates/By-Laws for attendance	Justine Jimenez, Shannon McClarin, All	Discussion/Action	10 min	Ad Hoc Committee to carry out work toward forming LPC's strategic plan, updating website and by-laws is needed. Group members can discuss and volunteer
10	Member Updates	All	Information	15 min	Members should share relevant information, upcoming training or events, and report out about any participation in events or meetings attended as a representative of the LPC

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 Shannon McClarin 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 Shannon McClarin as soon as possible and preferably at least 24 hours prior to the meeting.

Shannon McClarin, Coordinator Yolo County Child Care Planning Council
Yolo County Office of Education

1280 Santa Anita Court, Suite 140; Woodland, CA 95776 (530) 668-3752

Shannon.McClarin@ycoe.org

I declare under penalty of perjury that the foregoing agenda was posted by October 6, 2023 on the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, CA

By: _____

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
September 28, 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
Yolanda Alanis
Amanda Arredondo
Ashley Bones
Mohammad Ansari
Eidy Carrillo
Savanah Quan
Maria Davila
Nida Bari
Brianna

YCOE Administration:

Cindy Nguyen, HR Executive Director
Frances Palu, Director IFS
Shannon McClarin, ECE Director
Maria Arvizu-Espinoza, Assoc. Supt/Ed Svcs.
Veronica Moreno, Assoc. Supt/Admin Svcs.
Garth Lewis, Superintendent

Community Members Present:

YCOE Staff:

Maria Cardenas, Administrative Sec.
Sonya Martinez, Sr. Bus. Service Tech.
Naomi Gonzalez, Disability/Mental Health Manager
Gustavo Melgoza, Health Services Manager
Katrina Hopkins, Program Administrator
Jade Meihl, Education Serv. Manager
Catherine Vibert, Sr. Bus. Service Tech.
Yolizma Villegas-Flores, Office Assistant/Data Entry

AFSCME Council 57:

Action

1.0 Call to Order – 9:43 A.M.

2.0 Introductions/Recognition of Visitors

3.0 Consent Agenda:

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

Action

3.1 Approval – September 28, 2023, Agenda – **Agenda was amended by change of next meeting for date of October 19, 2023.**

M1: Jacklyn Macias

M2: Kati Ojeda

3.2 Approval – August 24, 2023, Minutes

M1: Jacklyn Macias

M2: Kati Ojeda

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: Kati Ojeda

M2: Jacklyn Macias

5.2 Employment of Substitutes:

M1: Kati Ojeda

M2: Jacklyn Macias

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 August 2023.
Sonya introduced Catherine Vibert that will be taking over starting in October.

Discussion &

Possible Action 7.0 Regular Session:

7.1 Old Business: None

7.2 New Business:

7.2.1 Nutrition update – Health Team –

Gustavo shared that they made observations in the classrooms and got feedback from teachers and parents. The outcome was that our meals that are being served are high in fat, salt, and sugars. We will be discussing how we can provide healthier meals throughout the school district. It was also noted lunch calendars are inconsistent with food served, portions are too big for the babies. We are discussing how to get more fruits and vegetables and less sugar for the meals. Parents asked when will family style be introduced back into the classrooms?

Information

8.0 Program Operations: Service Area Reports

8.1 Program Director/ECE – Shannon McClarin

Shannon shared; all sites are having safety inspections. The program goal is to have the staff trained and know how to respond in case of an emergency. Parents wanted to express their concerns with areas they believe need to be inspected such as the woodchips at the Montgomery site. Two parents expressed that their Children got hurt with wood chips scraping their limbs and eyes. Shannon will look into possibly replacing the woodchips with rubber tiles until the Pour and Play can be installed. Shannon will have an update on Montgomery playground in our October Meeting. Parents are also concerned with the safety of children if a restraining order is in place. Shannon let parents know that their current FSSA's (Family Support Service Assistant) are looking out for these situations and there is a system that is followed by all staff. Children are to be signed in and out of the classroom by only the people listed on the emergency card. Children are never alone and are always with staff.

8.2 Program Administrator HS/EHS – Katrina Hopkins

Katrina read her report.

8.3 Family Support Services Manager – Nicole Castrejon

8.4 Health Services Manager – Gustavo Melgoza

Gustavo read his report.

8.5 Education Services Manager – Jade Meihl

Jade read her report.

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):**
 - Follow up on serving Nutritional Meals
 - Follow up on Montgomery Center Playground

Discussion 10.0 Program Reports

10.1 Community Updates- Community Members- None

10.2 Alyce Norman EHS & HS Representative –
Jacklyn Macias shared that the children are enjoying playing in the sand box.

10.3 Esparto Center HS Representative-
Kati Ojeda shared that other parents would like to celebrate birthdays of their children by taking cupcakes for the children. It was explained that this is not allowed due to food allergies. Kati also brought up Parents would like to volunteer for field trips like the Esparto Homecoming parade and pumpkin patch. We will research how our program can schedule trips and what are the regulations. Will provide update in October Meeting.

10.4 Home Base EHS Representative – None

10.5 Greengate Center HS Representative – **Parent Maria Hernandez wants to express her gratitude towards Teacher’s within the program and their attentiveness to the children. Her child has transitioned to TK and states that there is a big difference in how the children are treated she feels that kids are very much expected to figure things out on their own in TK classes.**

10.6 Lemen Center EHS Representative- None

10.7 Marguerite Montgomery EHS & HS Representative- **It was brought up that the bathrooms at Montgomery are too big and older kids are coming in and out being loud.**

10.8 Plainfield Center HS Representative – None

10.9 Prairie Center HS Representative- **Parent Alysia wanted to ask if we could start a Family Literacy Program and/or ideas on how to engage with more books. She wanted to announce that Foot Steps to Brilliance is free.**

10.10 Wolfskill Center HS Representative-None

10.11 Woodland Central Center – None

Action 11.0 Confirmation Next Meeting Date *October 19, 2023, at 9:30 AM*

M1: Kati Ojeda M2: Jacklyn Macias

Action 12.0 Motion for Adjournment: 11:34 A.M.

M1: Kati Ojeda M2: Jacklyn Macias

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

Notice:

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

OCTOBER 2023 LPC MEETING



Date: October 10, 2023

Time: 11:30 – 1:00 PM

IN ATTENDANCE

Members: Justine Jimenez, Maria Lewis, Dianna Esparza, Sue Lomax, Joyce Lee, Tanya Kiz, Fawn Montagna

Staff: Shannon McClarin, Kathleen Glassman, David Moreno

Guests: Gehan Tadros, Maria Arviza-Espinoza, Alysia Damian, Gayelynn Gerhart, Virginia Ocampo, Tiffany Davidson

Members Absent: Kari Roberts, Tico Zendejas, Sara Gunasekara, Gina Daleiden, Rahele Atabaki, Brenda DiGregorio,

- 1) Call to Order: 11:47 am
- 2) Public comment: Tiffany Davidson announced that on September 1, 2023, the Woodland YMCA closed their preschool program. They have served the community for over 30 years. The closure will impact 68 slots that will not be served in Woodland. Dianna Esparza noted that she would like to partner with the YMCA on these slots.
- 3) Consent:
 - Approve September 27, 2023 Minutes
 - Approve October 10, 2023 Agenda
 - 1) Dianna Esparza, 2) Maria Lewis
- 4) Opportunity for members to state conflict and recusal: None.
- 5) Vote for approval of any remote attendees: None.
- 6) Review September 27, 2023, Meeting Items for those not in attendance.
A brief review of the meeting was held.
- 7) Interim Executive Committee Notification and Opportunity to Volunteer.
 - a. Justine Jimenz shared the LPC Executive Committee vacancy positions due to the resignations of Kim Relph Smith and Lynn Arner– Vice-Chair and Secretary. She gave a brief explanation of the roles and commitment to the LPC Executive Committee. There were no volunteers or nominations for either position.

- b. A motion was made to move this item to the December 2023 meeting.
 - 1) Dianna Esparza
 - 2) Joyce Lee

- 8) QCC Region 3 Update: Shannon McClarin, Justine Jimenez, Fawn Montagna
Shannon McClarin noted that Region 3 provides comprehensive professional development, resources and technical assistance for the Regional Hub QCC programs. It is a great resource for our local QRIS/QCC Workforce Pathways and IMPACT programs. Fawn noted that Region 3 has asked for more input of FCC trainings and many of the professional development offerings are aligned to the foundations of literacy and social-emotional development. Fawn also announced that contracts have been awarded and executed for the F5CA IMPACT Legacy grants for 2 years and First 5 Yolo is partnering with YCOE for services.

- 9) Ad Hoc Committees for LPC Strategic Plan, Website Updates and LPC Bylaw review.
 - a. The LPC reviewed the different Ad Hoc committee proposals. It was asked if Ad Hoc committees could include non-members? This will be taken to YCOE for legal advice.
 - b. LPC Strategic Plan: Justine Jimenez, Sue Lomax, Joyce Lee and LPC Staff
 - c. By Law Review and Update: Dianna Esparza, Justine Jimenez and LPC Staff
 - d. Website Updates: None
 - e. Advocacy: None

- 10) Member Updates:
 - a. Sue Lomax announced that the Yolo Crisis Nursery had their groundbreaking ceremony for the new facility on October 12th.
 - b. Joyce Lee shared that the Davis Parent Nursery Co-Op will be holding a Parent Conference on October 28th 9:00 am – 12:00 pm. Joyce also noted the Coaching Companion series along with the calendar will be sent to the LPC.
 - c. David Moreno announced that Gary Sandy’s wife, Vixie Sandy, will fill his BOS seat until the end of his term.
 - d. Children’s Home society announced that two new workshops will be offered to FCC providers in Spanish. CHS will send that information to the LPC.
 - e. Justine Jimenez shared updates on the Cradle to Career program, West Sacramento’s Home run initiative. This program supports all providers, children and families in West Sacramento with \$1000.00 per child. This initiative will also provide professional development focusing on the following: inclusion; education; Developmental Screenings. New this year is the Micro Credential for “Quality Improvement.” For West Sacramento child care providers.

NEXT MEETING

The next meeting will be held on Tuesday December 12, 2023 at 11:30 am at YCOE.

Motion to adjourn: 1) Sue Lomax 2) Dianna Esparza The meeting adjourned at 12:41 pm.


7. 2. Cesar Chavez Attendance Report for November 2023

Description

Cesar Chavez Attendance Report for November 2023.

Supporting Documents

 Data for Board November 2023

 Data for Board November 2023

Contact Person

Jared Coughlan, Principal, Alternative Education will present this item.

ATTENDANCE REPORTS

Dan Jacobs

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



Program Enrollment

	Dan Jacobs	Cesar Chavez	YCCP	Chavez Extension Program
Enrollment				
Program Notes:	Duration (days): 1. 120+: 1 2. 30+: 3 3. 15+: 4. 5+: 1 • 1 New Enrollment	In-person instruction: 19 Independent Study: 11 • 4 New Enrollments	In-person instruction: 10 Independent Study: 0 • 4 New Enrollments	In-person instruction: 0 Independent Study: 22 • 2 New Enrollments

Attendance Update: 11/06/2023

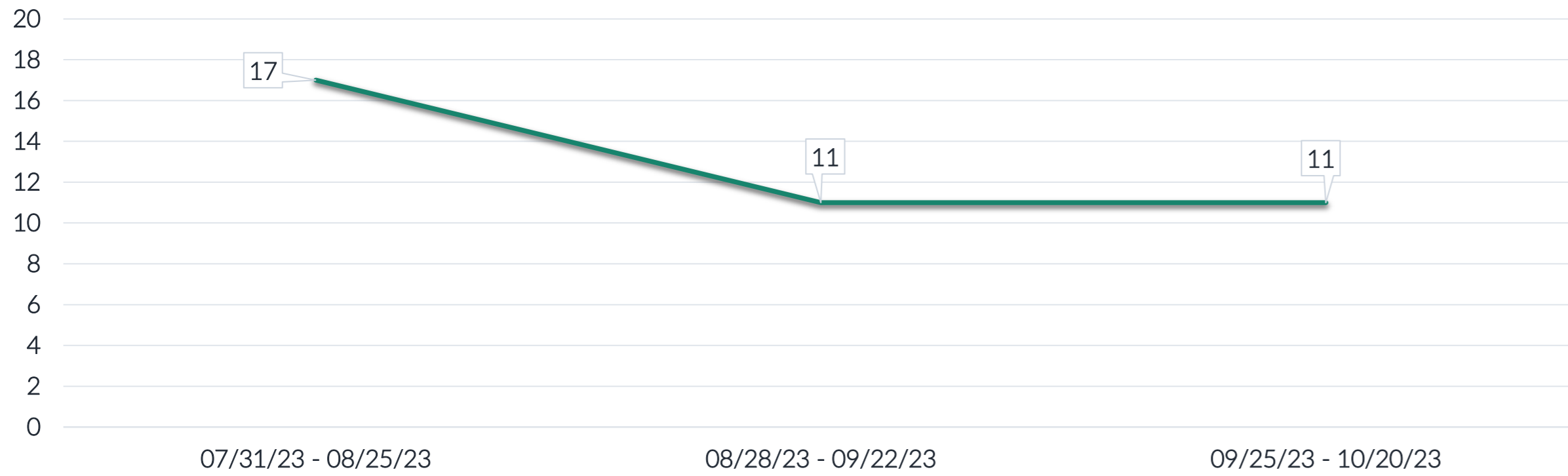


Dan Jacobs School

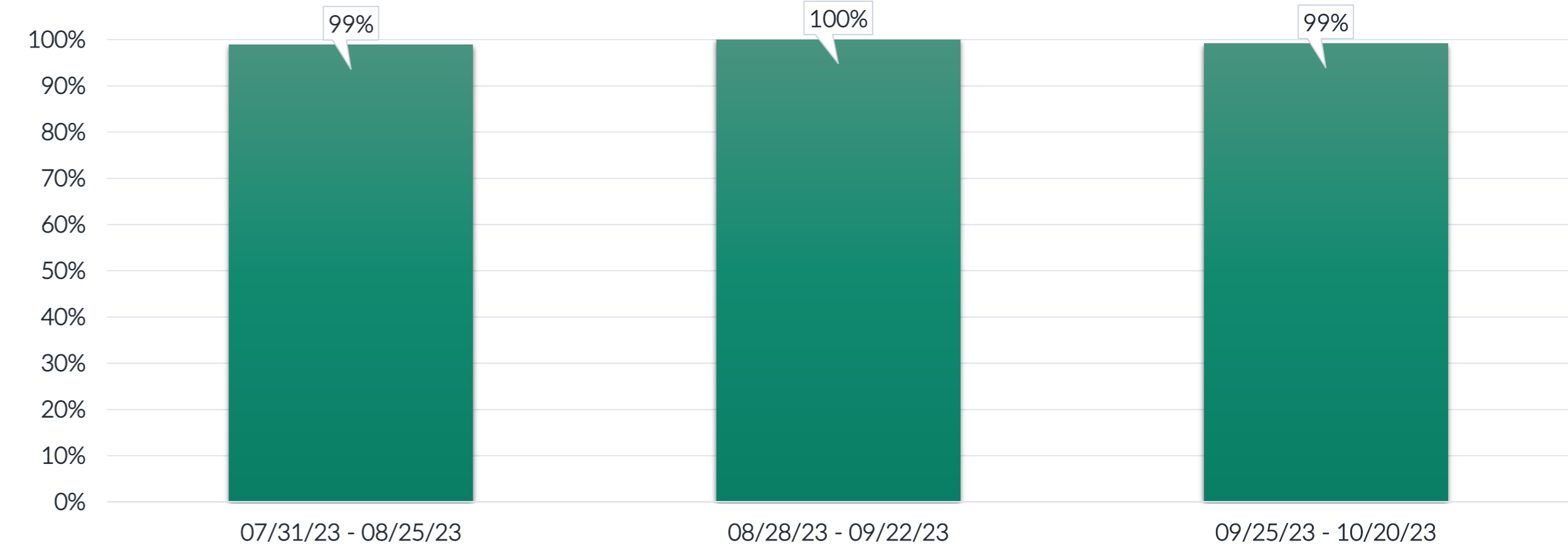
Months 2-4 (2023-2024)

Attendance Period: 07/31/2023 - 10/20/2023

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

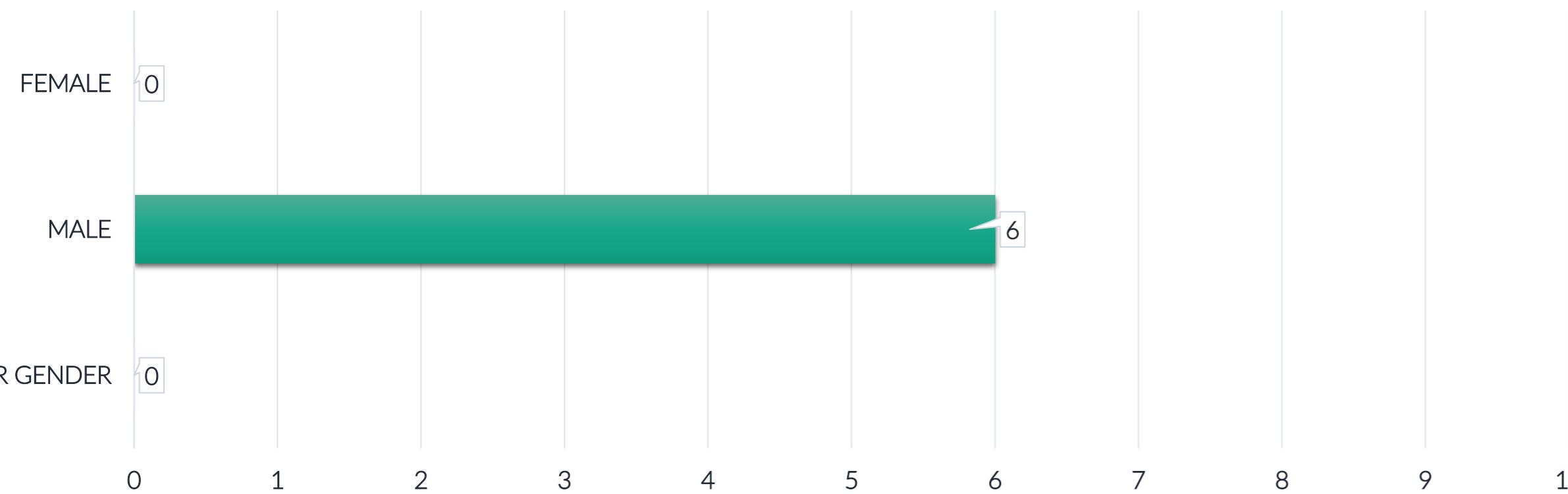


Average Attendance (%)



Gender
 Attendance Period: 09/25/2023 - 10/20/2023

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



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



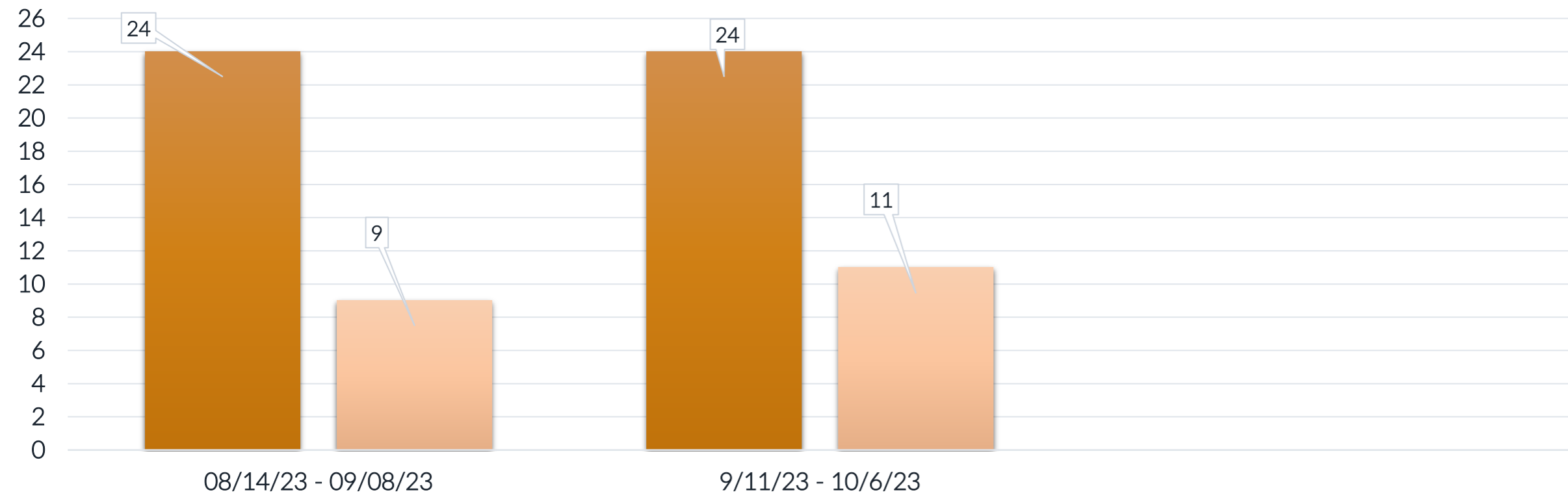
Cesar Chavez Community School - Woodland

Month 1-2 (2023-2024)

Attendance Period: 08/14/2023 - 10/06/2023

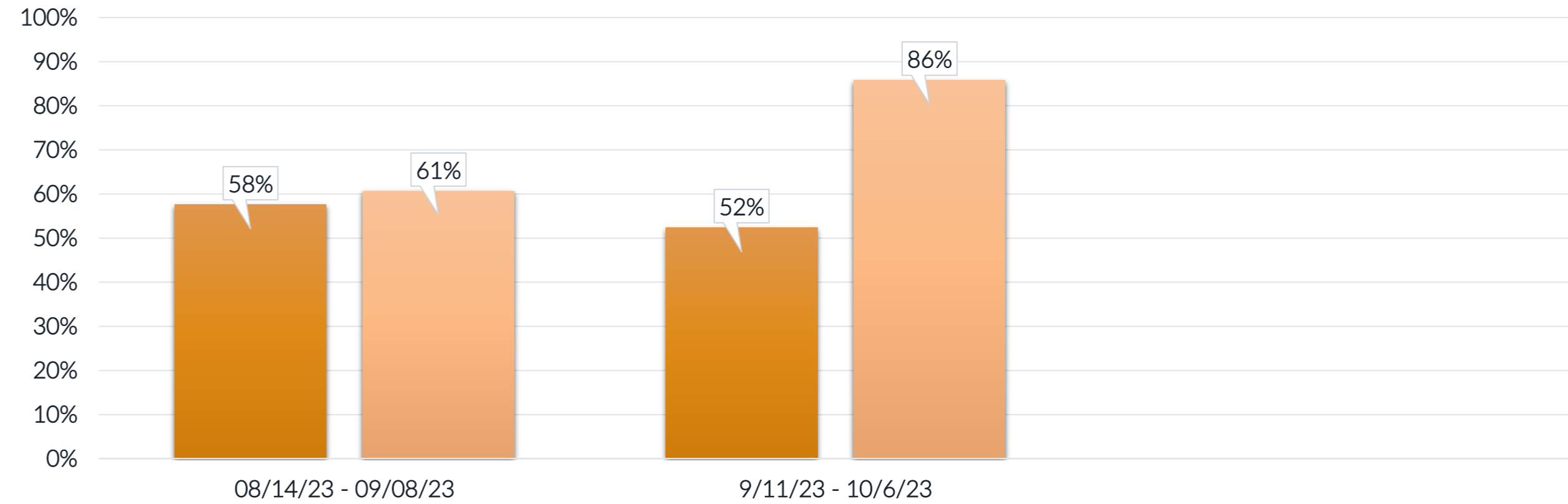
Enrollment Totals (#)
(Total Enrollments for each attendance period)

Classroom
Independent Study



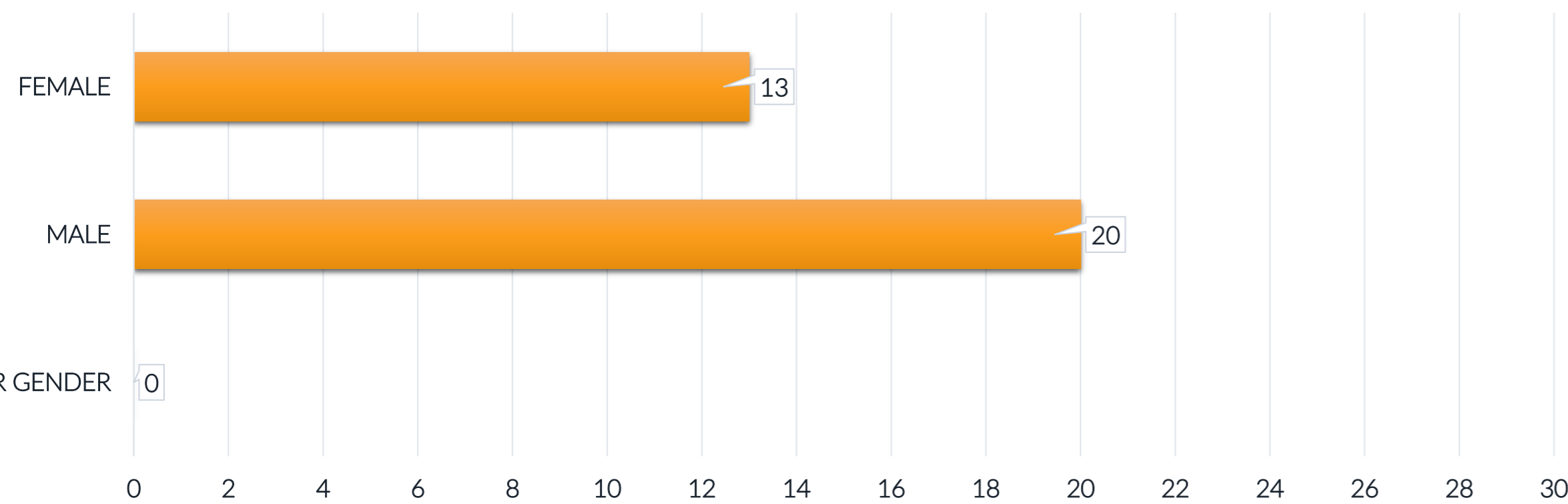
Average Attendance (%)

Classroom
Independent Study

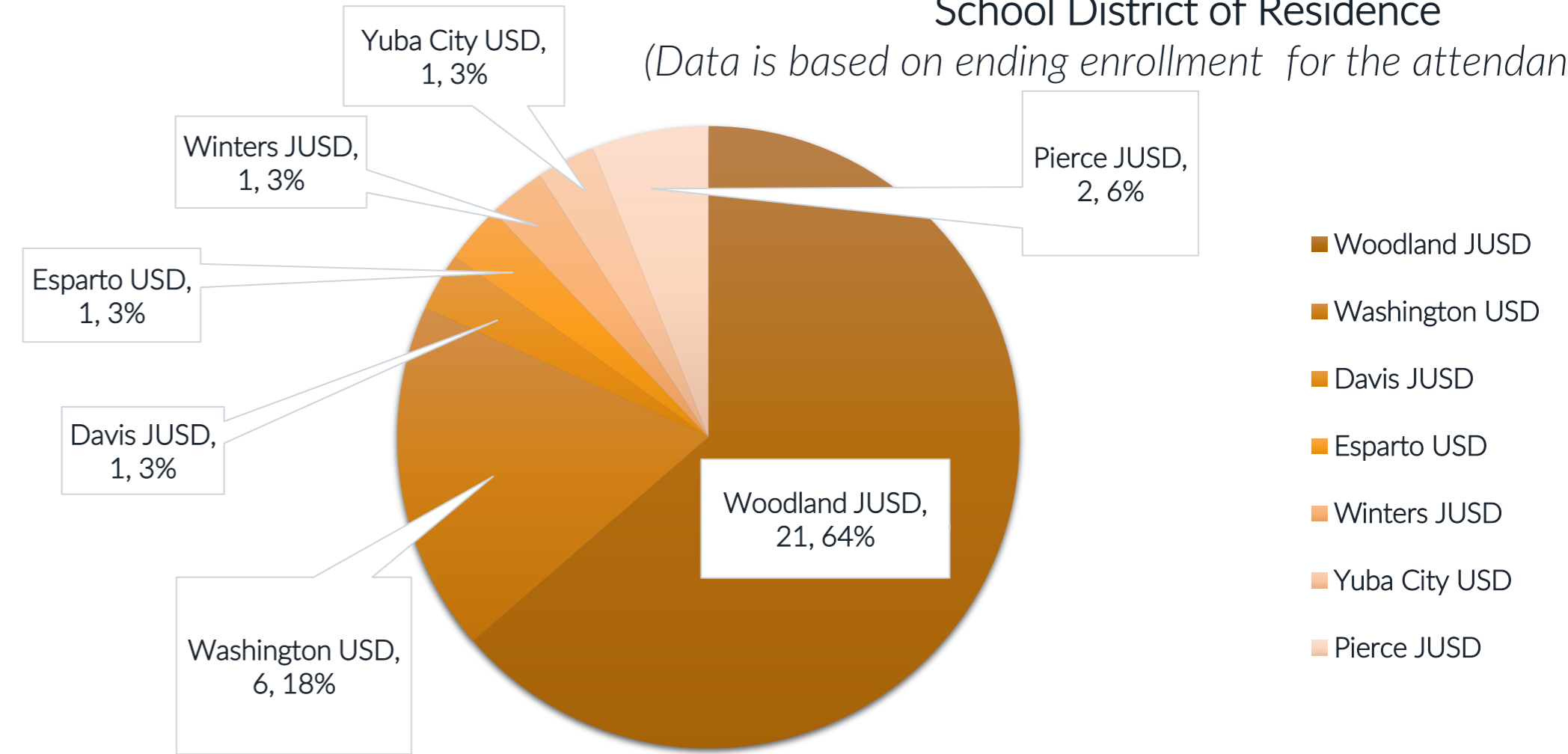


Gender
Attendance Period: 09/11/23 - 10/06/23

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



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



YCCCP (Yolo County Career Program)

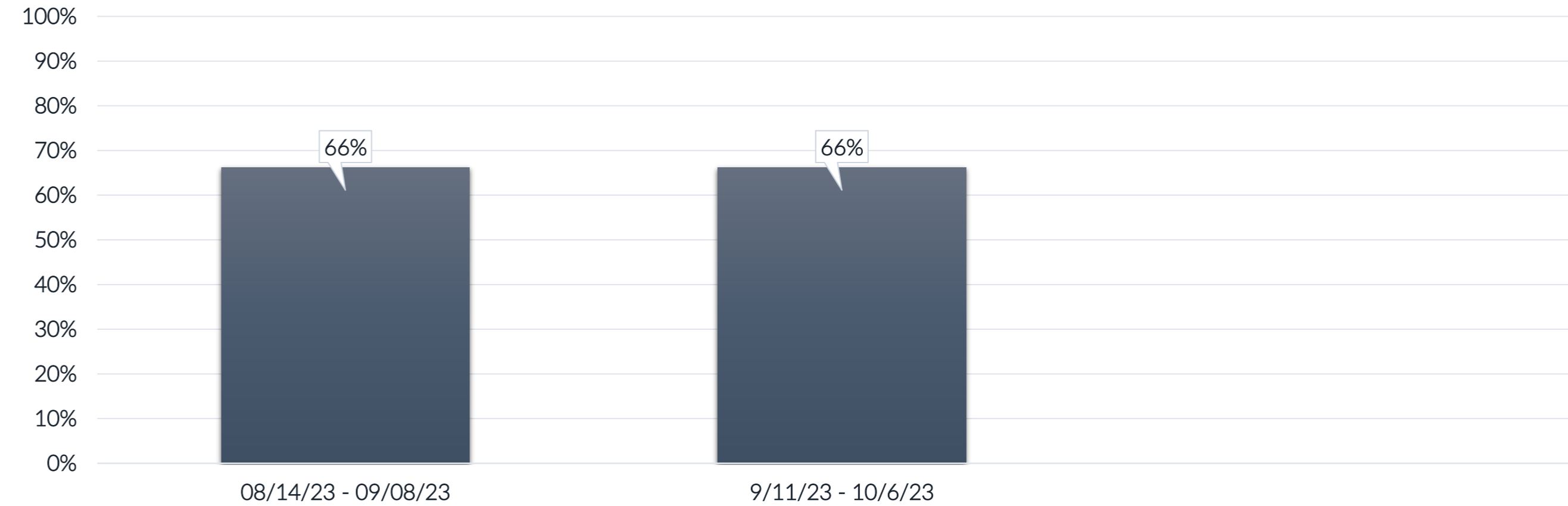
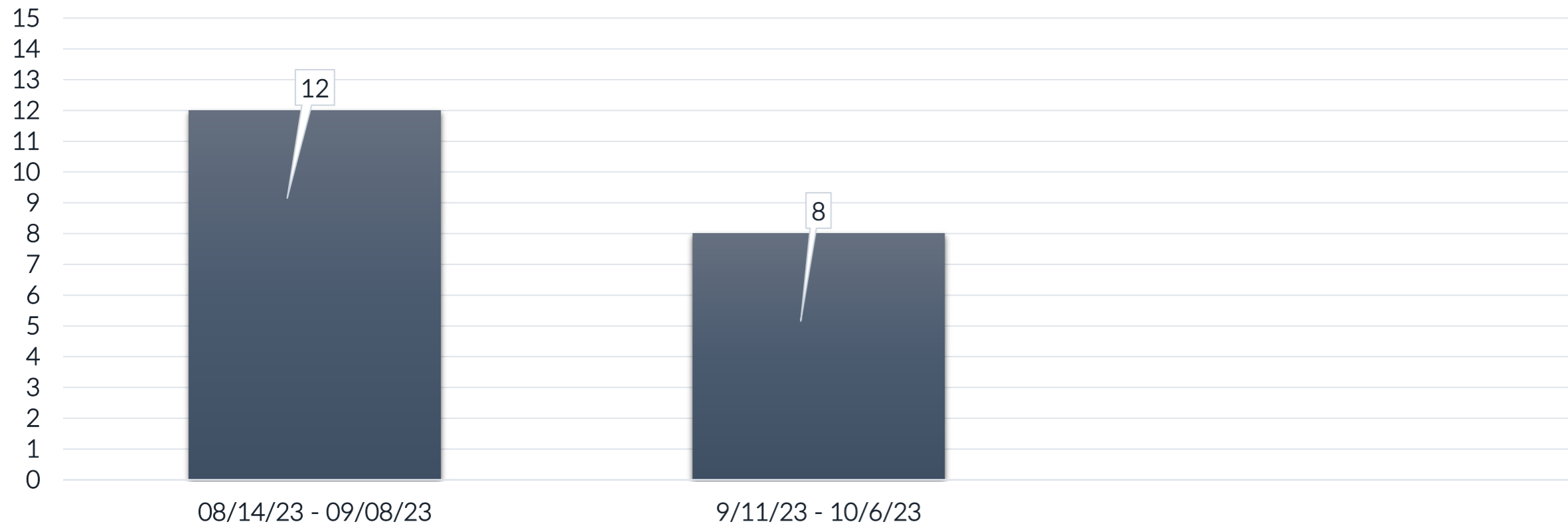
Month 1-2 (2023-2024)

Attendance Period: 08/14/2023 - 10/06/2023

Enrollment Totals (#)

(Total Enrollments for each attendance period)

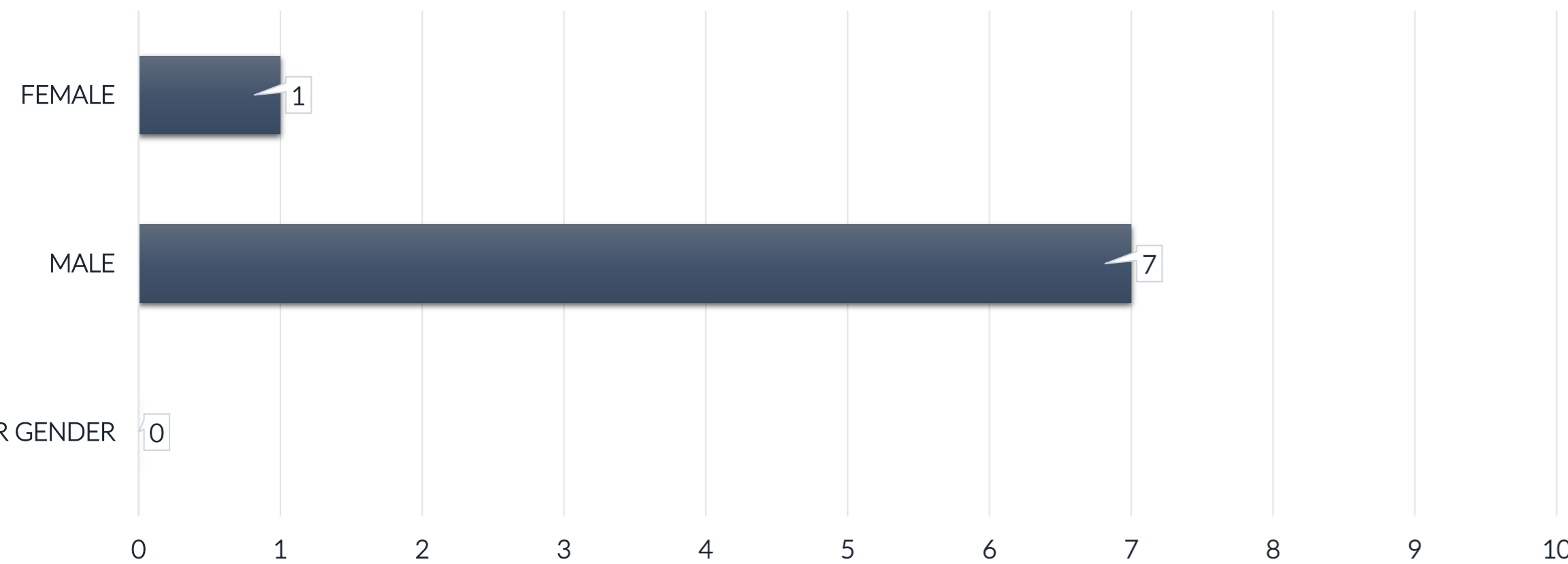
Average Attendance (%)



Gender

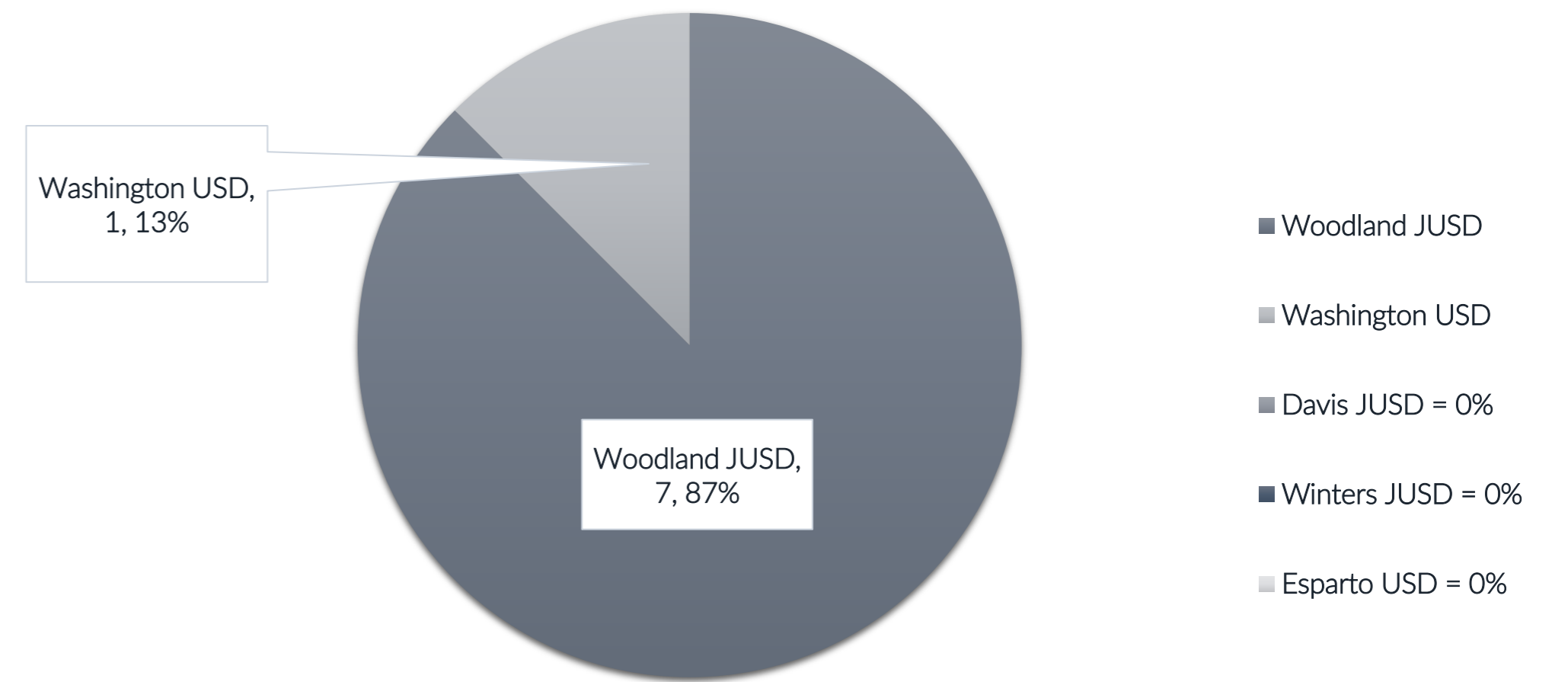
Attendance Period: 09/11/23 - 10/06/23

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



School District of Residence

(Data is based on ending enrollment for the attendance month)

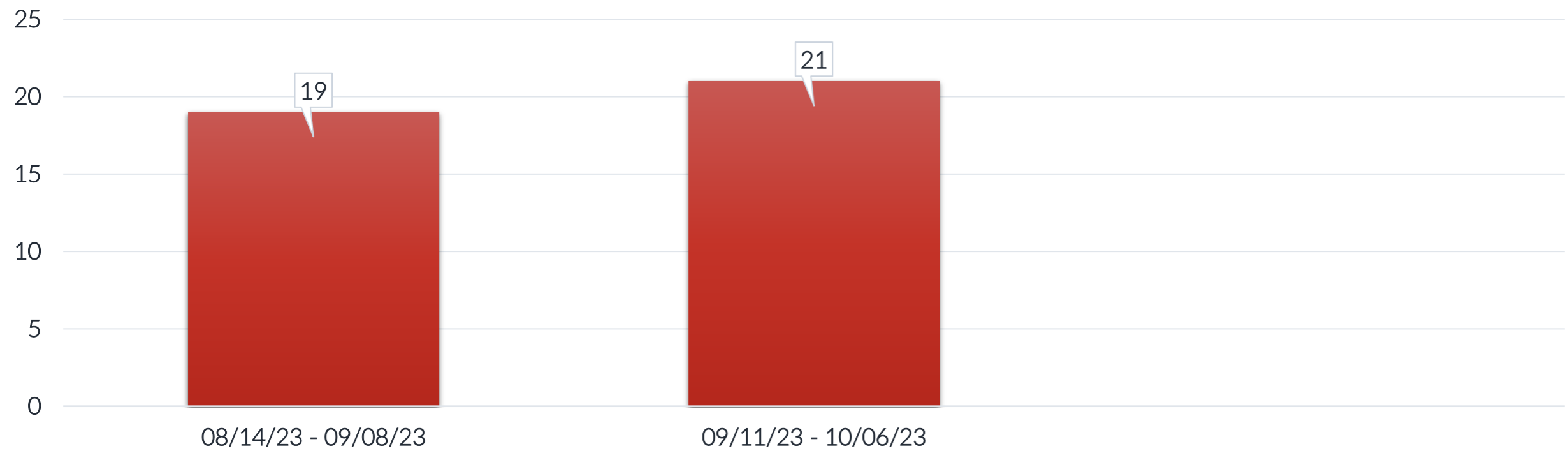


Chavez Extension Program

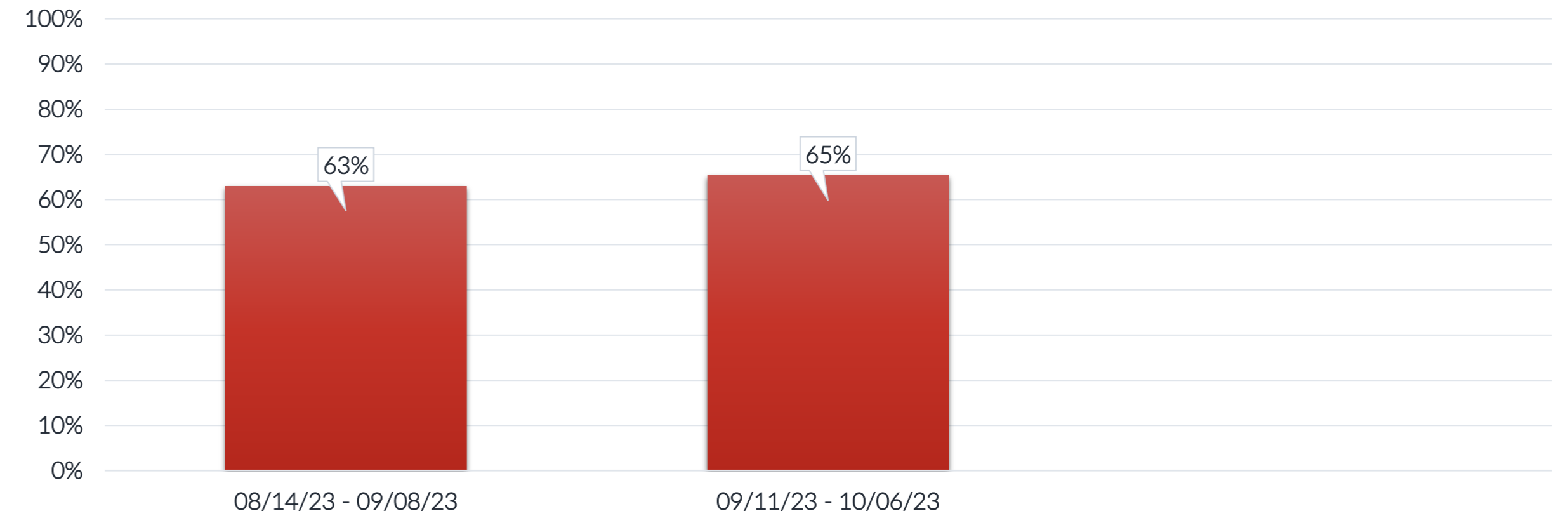
Month 1-2 (2023-2024)

Attendance Period: 08/14/2023 - 10/06/2023

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

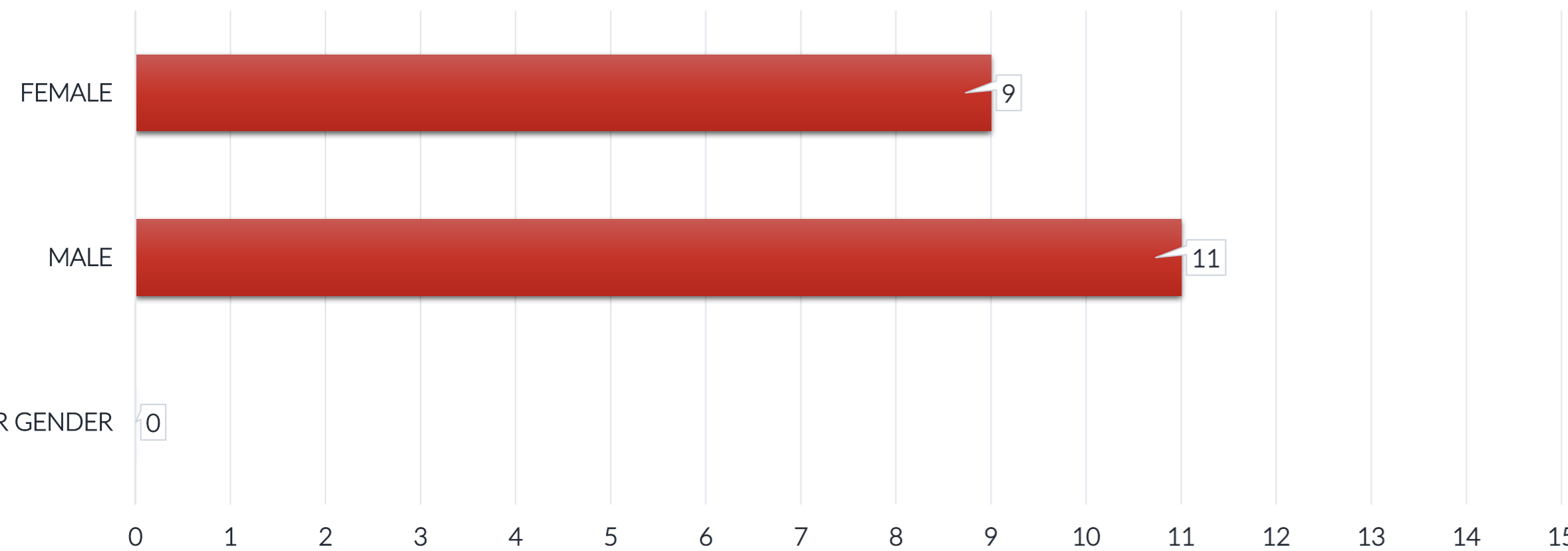


Average Attendance (%)

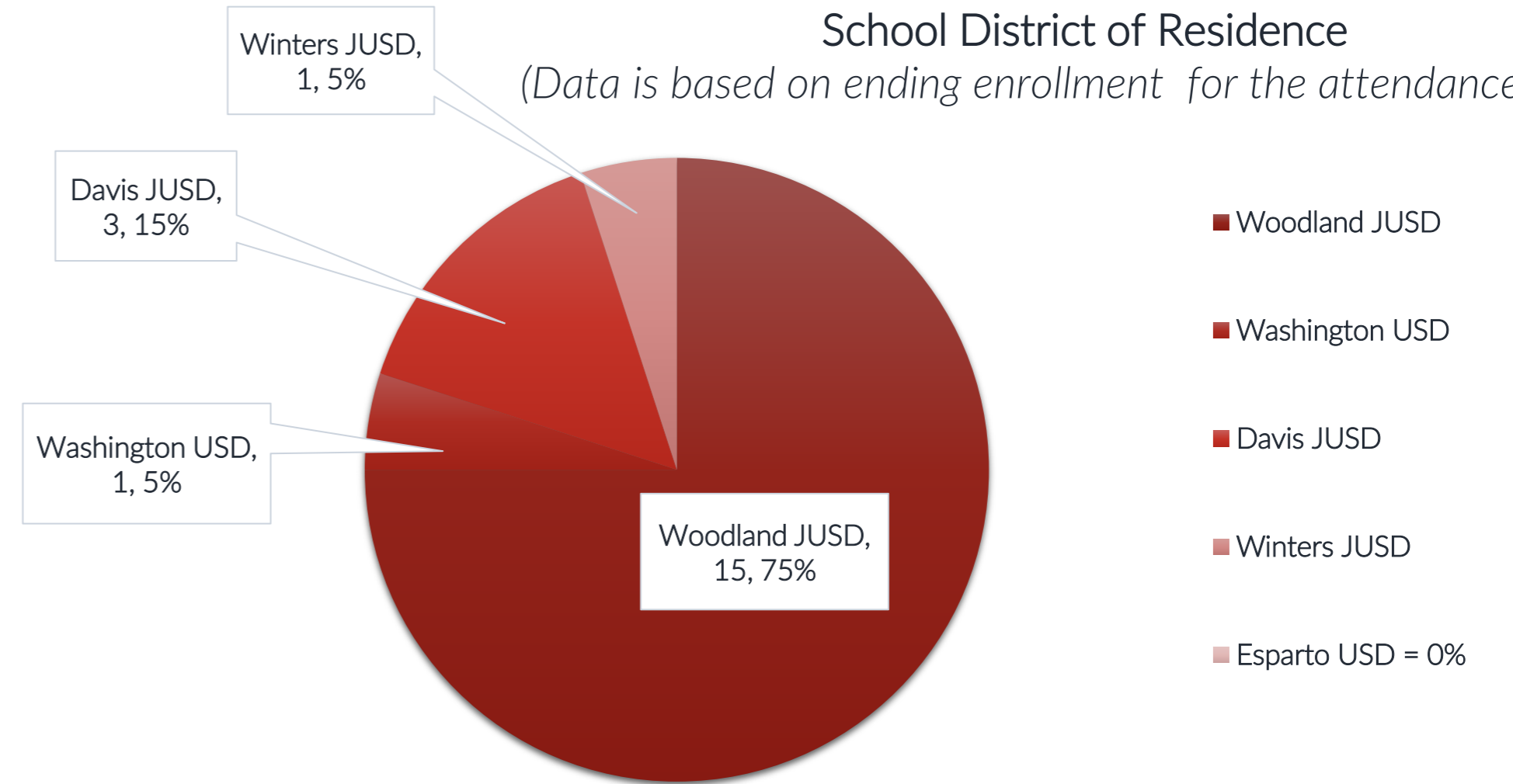


Gender
Attendance Period: 09/11/23 - 10/06/23

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



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



THANK YOU



7. 3. LCAP Quarter 1 Update


Description

Principal Coughlan will present an update on the LCAP Goals and Actions for the First Quarter of this current school year.

Recommendation

This item is for information.

Supporting Documents

 LCAP Quarterly Report 2023-2024 1 - November Board Meeting

 First Quarter LCAP Board Report

 First Quarter LCAP Board Report

Contact Person

Jared Coughlan, Principal, Alternative Education



LCAP REPORT

2023-2024

Goal 1	<p>Engage all students in a robust educational program that provides academic support with the resources, relationships, and relevance they need in order to succeed in their secondary school careers and beyond by:</p> <ul style="list-style-type: none"> - Providing sufficient resources to ensure individualized support for all students. - Engaging students in a robust course of study that allows them to attain the necessary skills to matriculate to a post-secondary career or college. - Supporting college and career exploration to connect students with a vision of their future selves.
	<p>Action 1.1 “Base” Program Expenditures</p> <p>Expenditures include but are not limited to, staffing, supplies, services, and other expenditures as defined in the definition of a base program. The base program was board-approved in the 2019-2020 school year. The base program includes:</p> <p>Court and Community Schools Educate students in grades seven through twelve who are incarcerated, expelled from school, on probation, or who are referred because of truancy or behavior concerns. Parents or guardians also may request that their child attend Cesar Chavez Community School by requesting a referral from their district of residence. Our schools aim to meet individual students' needs. Students learn academic and life skills. They also learn to view themselves in a positive way and to get along with other people. In addition to receiving an accredited High School diploma, the goal of these schools is to help students move to other post-secondary levels of education, training, or employment.</p> <p>Yolo County Career Program (YCCP) Provide students ages 16-18 years old, in partnership with Yolo County Probation, an incentivized program at school during core instruction and job readiness skills/training in the areas of digital media, entrepreneurship, and marketing. Career exploration is embedded in the CTE portion of the program.</p> <p>Special Education Services Ensure delivery of services to students with disabilities in accordance with their Individual Education Plans.</p> <ul style="list-style-type: none"> • Yolo County Career Program (YCCP) 10 students • Chavez Core Program 19 in person and 11 Independent Study • Chavez Extension Program 22 Students • Dan Jacobs Program 5 students. <ul style="list-style-type: none"> • We are currently providing services for 14 students with Individualized Education Plans

	<p>Action 1.2 Beginning Teacher Induction</p> <p>This action has been met. At the time of writing the 2023-24 LCAP, there is no teacher that will be participating in the Yolo Solano Center for Teacher Credentialing to clear their teaching credential.</p> <p>Provide induction training for all beginning teachers to fulfill clear professional credential requirements so that all teachers can meet state credentialing requirements. All beginning teachers will clear, or be in the process of clearing, their clear credential requirements. This will ensure access to high-quality educators for all students.</p> <p>N/A</p>
	<p>Action 1.3 Staff Coaching and Professional Learning Supports</p> <p>Provide coaching and professional learning tied to the instructional program so that all staff remain current in their instructional knowledge and practices specific to English Learners and Low-Income student populations through programs like the English Learner Roadmap Implementation for Systemic Excellence (EL RISE). Both programs provide innovative strategies to meet the unique needs of our students.</p> <ul style="list-style-type: none"> • Staff have participated in professional development around Restorative Circles and Practices. • Our English Language Arts/Social Studies teacher attended professional development around Ethnic Studies curriculum.
	<p>Action 1.4 Yolo County Career Program Teacher</p> <p>Provide a teacher for the YCCP program. This teacher will specifically focus on providing individualized attention and increased academic supports to low-income, foster youth, and English Learners to complement the industry specific CTE focus: Entrepreneurship and digital media.</p> <ul style="list-style-type: none"> • YCCP is fully staffed and provides students with their academic courses and C.T.E. courses.
	<p>Action 1.5 WASC Accreditation</p> <p>This action covers related expenses and activities necessary to maintain WASC accreditation. The WASC review is a guide to excellence in teaching and learning. WASC accreditation is important to validate our staff's work and demonstrate to the community the quality of education provided.</p> <ul style="list-style-type: none"> • Staff will begin preparing for the Fall 2024 WASC visit.

	<p>Action 1.6 Get Focused Stay Focused Career Technical Education Program</p> <p>Grant expired.</p> <p>This action gives students the opportunity to participate in the Get Focused, Stay Focused Program within the school day. This program will provide students with career exploration and workforce development instruction. The K-12 Workforce Program Grant provides for this program.</p> <ul style="list-style-type: none"> • Grant expired.
	<p>Action 1.7 Career Technical Education Program Supports</p> <p>This action provides .5 CTE FTE plus additional time to plan and implement the CTE curriculum focus of Student-Led Enterprises in Marketing, Sales Service; Entrepreneurship. These costs are covered through the CTE Incentive Grant.</p> <ul style="list-style-type: none"> • YCCP is fully staffed and provides students with their academic courses and C.T.E. courses.
	<p>Action 1.8 Program Facilities, Technology Support, and Indirect Costs</p> <p>This action provides for the ongoing costs for the Alternative Education programs for maintenance of the facilities, fiscal support, technology support services, and access to the Aeries Student Information System. This will ensure a safe and reliable teaching and learning environment for our students and our staff.</p> <ul style="list-style-type: none"> • All functions are being covered by staff.
	<p>Action 1.9 Paraeducator Services</p> <p>Provide a paraeducator in every classroom (including CTE) to support academic, behavioral, and social-emotional success through an enhanced focus on individualized student attention and a tiered MTSS structure.</p> <ul style="list-style-type: none"> • No longer applicable
	<p>Action 1.10 Independent Study</p> <p>Independent Study Program:</p> <p>Support students in meeting academic goals while working independently and providing direct instruction for individual student success. Independent study allows for flexibility when individual circumstances prevent regular school attendance. Support for independent study students, who are unduplicated students, is critical to facilitate learning and keep them on track for credit achievement and graduation.</p>

	<ul style="list-style-type: none"> • There are nineteen Independent Study students supported by their teacher and a para educator. Students meet with staff a minimum of one time per week but have the option to meet as often as they would like.
Goal 2	<p>Develop and implement a multi-tiered system of support in collaboration with partner agencies and families that improves student social-emotional health and overall well-being. The strategies implemented as a part of this system of support will be rooted in:</p> <ul style="list-style-type: none"> - Student Agency and Empowerment - Family and Community Engagement - Restorative Practices
	<p>Action 2.1 Family Engagement</p> <p>Staff will provide incentives and supports to engage families in providing essential feedback on the effectiveness of programs through surveys, interviews, translation services, virtual meetings, and quarterly engagement opportunities (Open House, Art Show, LCAP Parent Advisory/English Learner Parent Advisory Committee). This feedback will enable the assessment of successes and needs on these programs' implementation. The incentives and supports are specifically designed to overcome barriers to participation presented by schools to families of English Learners, Foster, and Low-Income students.</p> <ul style="list-style-type: none"> • Back to School to night • Coffee and donuts with the principal • Child Family Team Meetings • Home visits • Telephone check ins
	<p>Action 2.2 Community Engagement</p> <p>This action ensures ongoing communication to better serve our youth. Community engagement allows for feedback from community members and businesses on the effectiveness and needed improvements of our education processes and support systems. This also provides representation by community partners at our engagement events. Through these partnerships, we are able to provide additional learning opportunities like tutoring, mentoring, classroom speakers, field trips, visiting educators, internships, and postsecondary employment opportunities.</p> <ul style="list-style-type: none"> • Youth Empowerment Summit • Field trip to local cemetery to observe Dia De Los Muertos • Volunteer hours at the Farm Workers Festival • Volunteer hour at Greengate's Harvest Festival • Partnership with Yolo County Probation • Partnership with Brown Issues. • Partnership with Woodland Public Library
	<p>Action 2.3 Positive Behavior Supports and Intervention</p>

	<p>Maintain implementation of trauma-informed practices with PBIS activities, incentives, and ongoing training. Many of our students come from and live in challenging environments. They come to school with the emotional response to those challenges. To help our students focus on learning and appropriate social behaviors, our staff must learn and implement practices specific to this goal.</p> <ul style="list-style-type: none"> • Attendance celebration barbecue • Sports Day reward for positive classroom behavior and productivity. • Positive phone calls home celebrating student citizenship and productivity. • Incidents of aggression have been minimized.
	<p>Action 2.4 Brown Issues</p> <p>This action provides the student the opportunity to participate in Brown Issues events, training, and mentoring. This statewide youth-led advocacy organization utilizes social-emotional health supports, civic engagement, and narrative change to help young people find their agency and create systematic change within their community.</p> <ul style="list-style-type: none"> • Memorandum of Understanding being finalized. • Activities are being planned out.
	<p>Action 2.5 Mental Health Therapist</p> <p>K-12 Partnership Grant with MHSSA covers mental health positions on campus.</p> <p>Provides a 1-day week (.2 FTE) Mental Health Therapist to support the social-emotional development of students. The therapist meets with both students and their families in individual and group sessions. Services are provided to students and families through strategies such as:</p> <ul style="list-style-type: none"> - mindfulness and meditation. - anxiety reduction; and - connections to social services. <ul style="list-style-type: none"> • Communicare partnership provides social-emotional support for our students five days per week. • The second clinician has been approved and the hiring search has begun.
	<p>Action 2.6 Restorative Practices</p> <p>Establish a partnership with the Yolo Conflict Resolution Center to provide restorative practice training opportunities for staff and students. These practices foster a positive classroom and school culture with strategies and activities for effectively engaging with students, staff, and parents in the school setting.</p> <p>In addition, the Prevention and Wellness Team will be providing training and coaching on restorative practices.</p> <ul style="list-style-type: none"> • The Prevention and Wellness team provides coaching on Restorative Justice and Practices.

	<ul style="list-style-type: none"> • Training provided on Community Circles.
	<p>Action 2.7 Youth Advocate</p> <p>Provide a Youth Advocate to work with youth, families, and staff to engage youth in school and pro-social behaviors.</p> <ul style="list-style-type: none"> • The position is staffed and works closely with students and staff to foster positive behavior and student support.
	<p>Action 2.8 Student Transportation</p> <p>Utilize the passenger van to transport students to school and/or school-related events.</p> <ul style="list-style-type: none"> • Youth Advocate provides transportation to and from school for students in need of this service. • The need for transportation in the YCCP program had become apparent so transportation and a driver have been approved for this program and internships.
Goal 3	Coordinate countywide services for expelled and foster youth that builds cross-district collaboration and information sharing to ensure continuity of educational services.
	<p>Action 3.1</p> <p>As required in the California Education Code 48926, all county offices of education are required to provide a county-wide plan to serve expelled youth. The plan must be revisited every three years. The costs associated with this action are covered through Goal 1, Action 1.</p> <ul style="list-style-type: none"> • Expelled youth from each School District in Yolo County are served at Cesar Chavez. • We are currently in the process of updating the M.O.U. for expelled youth. This process will be completed in the Spring of 2024.
	<p>Action 3.2 Foster Youth Services Coordinating Program (FYSCP)</p> <p>Provide a Foster Youth Services Coordinating Program (FYSCP), including an Executive Advisory Committee, to provide coordination of countywide educational services for foster youth between YCOE, LEA's, probation, and child welfare services. This program will ensure foster youth liaisons (Ed Code 48853.5), district level oversight staff, and foster youth providers have the knowledge and resources to meet the needs of foster youth including, but not limited to, training, implementation, and compliance with foster youth law and policies, and coordination and monitoring of care.</p> <ul style="list-style-type: none"> • We do not currently have any students in this demographic. Our Youth Development Specialist is fully trained to support any student in this demographic.
	Action 3.3 Collaborative Services for Foster Youth

	<p>Provide cross-training for foster youth-serving education and community providers around educational rights of youth in care and the importance of participation at respective decision-making meetings (e.g. IEPs)</p> <ul style="list-style-type: none"> As stated above, there are no students currently enrolled at Cesar Chavez that fall within this demographic.
	<p>Action 3.4 Countywide Foster Youth Policies, Agreements, and Data</p> <p>Staff will work with CDE, LEA's, probation, and child welfare services to obtain, share, and analyze data to identify foster youth and track progress on metrics. Staff will Coordinate, implement, and monitor countywide foster youth agreements between YCOE, probation, child welfare services, and LEA's. Costs associated with this action are covered in Goal 3, Action 2.</p> <ul style="list-style-type: none"> As stated above, there are no students currently enrolled at Cesar Chavez that fall within this demographic.
	<p>Action 3.5 Foster Youth Transitions</p> <p>Improve and coordinate successful college and career transitions for countywide foster youth by supporting the transition to adulthood by ensuring that educational options and linkages to services are presented to transitional age foster youth and ensuring that a post-high school academic support network is in place.</p> <ul style="list-style-type: none"> As stated above, there are no students currently enrolled at Cesar Chavez that fall within this demographic. We are fully prepared to support any student within this demographic upon arrival.
Goal 4	<p>Strategically leverage one-time grant funding to support the recovery and healing efforts of the Alternative Education program. This innovation will focus on providing for the immediate needs of students to recover from the pandemic while looking forward with intent and aspiration to realizing the full potential of YCOE as a place for our youth to thrive both now and for years to come.</p>
	<p>Action 4.1 Summer School - Extended School year</p> <p>Provide Summer School at Cesar Chavez Community School with a focus on providing Career Technical Education in the areas of Nutrition and Wellness, Entrepreneurship, and digital media as well as credit recovery.</p> <ul style="list-style-type: none"> Summer School classes were provided for Cesar Chavez students during July of 2023.
	<p>Action 4.2 Chavez Extension Program</p>

	<p>Provide 1.0 FTE classroom teacher and .75 FTE para educator to provide instruction to students enrolled in the Chavez Extension Program. This program serves students ages 18-21 who are not prepared for an adult education type of program and need additional time to acquire their high school diploma. This program was launched coincident with the sunset of AB 104 which provided additional time for students affected by the pandemic to graduate. Chavez will be able to ensure a continuity of this service beyond a student's four years of high school and thereby supporting our students requiring more time to graduate.</p> <ul style="list-style-type: none"> • The Chavez Extension Program is fully staffed and supports students. • Students are required to meet a minimum of once per week and alternative settings are provided to support student needs.
	<p>Action 4.3 Student Data Analyst</p> <p>Provides a .5 FTE Data Analyst to support program staff in understanding, informing, and reporting on data related to instruction and program effectiveness.</p> <ul style="list-style-type: none"> • This position is staffed and providing the supports listed above.
	<p>Action 4.4 Social-Emotional Learning Supports</p> <p>Provide youth and families with mental health services and connect them to general health care services. K-12 Partnership Grant with MHSSA covers mental health positions on campus.</p> <ul style="list-style-type: none"> • Communicare is on campus daily during school hours.
	<p>Action 4.5 Full-Service Community School</p> <p>Implement the Chavez Full-Service Community school model which was created in the 2021-22 school year. For the upcoming school year, the focus will be on enhancing academic support as one of the core pillars. The team will focus on implementing all four pillars, including updating the Blueprint For Success. Finally, this team will also apply for the full-service community school implementation grant for which it will be eligible for up to \$500,000.</p> <ul style="list-style-type: none"> • Cesar Chavez team is working with Performance Fact to finalize the Blueprint for Success. • A timeline has been created to ensure all documents and deadlines are adhered to.
	<p>Action 4.6 Educational Technology</p> <p>Provide funding for core technology upgrades and ensure support for currently deployed staff and student devices.</p> <ul style="list-style-type: none"> • An additional thirty chromebooks have been ordered and we are awaiting delivery.
	<p>Action 4.7 Learning Space Improvement</p> <p>Plan and construct outdoor learning spaces as a way to encourage student learning. (\$700,000)</p>

	<p>Partner with other programs and agencies to create a childcare center to provide childcare for students and a home to develop an Early Childhood Education CTE pathway in the future.</p> <ul style="list-style-type: none"> • Project is under the leadership of Support Operational Services and is progressing.
	<p>Action 4.8 Program Specialist: Youth Development</p> <p>Provide a 1.0 FTE Program Specialist, Youth Development to establish relationships and rapport with students to support motivation, achievement, and student engagement.</p> <ul style="list-style-type: none"> • The position is fully staffed and supports all students.
	<p>Action 4.9 Youth Advocate</p> <p>Add a .5 FTE Youth Advocate</p> <ul style="list-style-type: none"> • Position was challenging to fill but a candidate was chosen and we are awaiting reference checks and fingerprinting.
	<p>Action 4.10 Culturally Relevant Curriculum</p> <p>Complete curriculum adoption of all core materials that are based on culturally relevant pedagogy, SEL-based, and aligned with current state standards and frameworks. This action maintains the priority of providing students with a culturally responsive relevant pedagogy so that all students can identify with the curriculum and actively engage in their learning. The action includes professional development, training as well as the purchase of a culturally responsive relevant curriculum. Total funds represent all estimated costs over a three-year period.</p> <ul style="list-style-type: none"> • Reading with Relevance is being utilized in the Chavez Extension Program. • Additional resources are being reviewed by Chavez and County Office Staff.
	<p>Action 4.11 Staff Professional Development</p> <p>Provide professional development for staff in the following areas:</p> <ul style="list-style-type: none"> - Supporting innovative strategies to support struggling students - Project-Based Learning - First Instruction engagement strategies - Career readiness and career technical education topics. <ul style="list-style-type: none"> • See action 1.3.
	<p>Action 4.12 10% Paraeducator Reserve</p>

	<p>YCOE intends to meet the 10% paraeducator reserve by providing an additional paraeducator to ensure every classroom has one paraeducator. Additionally, we will incentivize paraeducator participation in the summer school expanded learning program by providing positions and stipends to participating paraeducators. These funds were fully expended.</p> <ul style="list-style-type: none"> • N/A
	<p>Action 4.13 Accelerated Learning Opportunities</p> <p>This action is being created to provide transparency into the use of ESSER III Learning Loss Mitigation funding. Current uses of this funding have been for the development of the Chavez Full-Service Community School model. Staff will be developing plans for this funding including:</p> <ul style="list-style-type: none"> - Extended-day enrichment - Increase mental health services and supports - Adoption or integration of social-emotional learning into the core curriculum/school day - Career readiness and career technical education opportunities - Other evidence-based interventions. <ul style="list-style-type: none"> • Increasing awareness of utilizing the Edgenuity program for credit recovery purposes. • Currently researching the availability of U.C. Davis students to support Chavez students during an after-school intervention program.
	<p>Action 4.14 Professional Development for staff and leadership to implement the CA English Learner Roadmap and provide high-quality integrated and designated ELD</p> <p>Profession Development for Staff to address needs of English Learners via staff development, curriculum, and site visits.</p> <ul style="list-style-type: none"> • Is currently being planned but a start date has not been finalized.
	<p>Action 4.15 Accelerate academic achievement</p> <p>Accelerate the academic achievement and English proficiency of each English Learner and Foster Youth through an assets-orientated approach.</p> <ul style="list-style-type: none"> • Is currently being planned but a start date has not been finalized.
	<p>Action 4.16 Credit Recovery</p> <p>Provide Credit Recovery for English proficiency of each English Learner and Foster Youth through an assets-orientated approach.</p> <ul style="list-style-type: none"> • Increasing awareness of utilizing the Edgenuity program for credit recovery purposes.

	<p>Action 4.17 Youth Mentoring</p> <p>Provide opportunities for mentoring youth through local community-based organizations, motivational speakers, and internship providers, including CTE internships.</p> <ul style="list-style-type: none">• Student internships at Support Operation Services• Future internships with Harbor Freight.

Cesar Chavez Community School

First Quarter LCAP Report



Jared Coughlan, *Principal*

Local Control and Accountability Plan (LCAP)

Goal 1:

Engage all students in a robust educational program that provides academic support with the resources, relationships, and relevance they need in order to succeed in their secondary school careers and beyond by:

- **Providing sufficient resources to ensure individualized support for all students.**
- **Engaging students in a robust course of study that allows them to attain the necessary skills to matriculate to a post-secondary career or college.**
- **Supporting college and career exploration to connect students with a vision of their future selves.**



Local Control and Accountability Plan (LCAP)

Goal 2:

Develop and implement a multi-tiered system of support (M.T.S.S) in collaboration with partner agencies and families that improves student social-emotional health and overall well-being. the strategies implemented as a part of this system of support will be rooted in:

- **Student Agency and Empowerment.**
- **Family and Community Engagement.**
- **Restorative practices.**



Local Control and Accountability Plan (LCAP)

Goal 3:

Coordinate countywide services for expelled students and foster youth that builds cross districted collaboration and information sharing to ensure continuity of educational services.

Local Control and Accountability Plan (LCAP)

Goal 4:

Strategically leverage one-time grant funding to support the recovery and healing efforts of the Alternative Education Program. This innovation will focus on the providing for the immediate needs of students to recover from the pandemic while looking forward with intent and aspiration to realizing the full potential of YCOE as a place for our youth to thrive both now and for years to come.



Goal 1

Engage all students in a robust educational program that provides academic support with the resources, relationships, and relevance they need in order to succeed in their secondary school careers and beyond.

- **Implemented project based learning for each academic subject.**
- **Each teacher is expected to make three positive phone calls home per week.**



Projects



Goal 2

Develop and implement a multi-tiered system of support (M.T.S.S) in collaboration with partner agencies and families that improves student social-emotional health and overall well-being. the strategies implemented as a part of this system of support.

- **Back to School Night barbecue.**
 - **In addition to site and YCOE staff we had approximately twenty community/family members and students.**
- **We had a community member speak to students about Dia De Los Muertos and and as a learning community the students built an alter.**
- **Students enjoyed a field trip to St. Mary's Cemetery in Sacramento to observe Dia De Los Muertos,**



Celebrations



Back to School Night



Worth a thousand words!



Goal 3

Coordinate countywide services for expelled students and foster youth that builds cross districted collaboration and information sharing to ensure continuity of educational services.

- **All Yolo County expelled youth are being served at Cesar Chavez Community School.**
- **We have been working closely with the Districts to provide transportation for expelled youth to bolster attendance and academic success.**
- **We are beginning the process of updating the M.O.U. for expelled youth (2023-2026)**



Goal 4

Strategically leverage one-time grant funding to support the recovery and healing efforts of the Alternative Education Program. This innovation will focus on the providing for the immediate needs of students to recover from the pandemic while looking forward with intent and aspiration to realizing the full potential of YCOE as a place for our youth to thrive both now and for years to come.

- **We are in the final stages of updating our Blueprint for Success as part of our transition to a Full Service Community School**
 - **Implementation grant to be submitted by February 9, 2024**
- **Extension and Independent Study programs are up to thirty-students.**
 - **Chavez Extension-20 students Independent Study-11 students.**
- **Professional Development provided to staff focussing on Restorative Circles and Practices.**



Highlights and Celebrations

Modified Master Schedule to split the Core Program into two groups in order keep the class sizes small for the purpose of more individualized instruction.

Enrollment October 2022-2023 42 Students (all programs)

Enrollment October 2023-2024 64 Students (all programs)

Student interventions have increased approximately 40%

- **Home visits**
- **Phone calls**
- **Child Family Team Meetings (C.F.T.'s)**
- **Quarterly progress reports mailed home to families.**

Partnerships with community organizations

- **Brown Issues (mentoring, field trips, civic engagement)**
- **Woodland Public Library (bi-weekly book club meetings)**
- **Yolo County Probation**
- **Communicare (on campus daily providing mental health support)**



Good times at Cesar Chavez!



Areas of Opportunity


Attendance:

- **Attendance is improving slightly but not at the rate we would like.**
 - **Daily phone calls home.**
 - **Home visits to check on students/families and build relationships.**
 - **Attendance letters sent via U.S. Mail**

First year Administrator.

- **Principal Coughlan sought Coach Tom for counsel.**
- **Meetings with Associate Superintendent Arvizu-Espinoza and Assistant Superintendent Mojsich as well as former Chavez Administrators Gayelynn Gerhart and Heather Schlaman.**
- **Participation in Alternative Education Community of Practice group.**
- **Self paced trainings (Aeries, Education Code, Edgenuity)**



7. 4. Program Evaluation & Juvenile Hall Certification that School Program is Compliant with Title 15, Section 1370 (b) 

Description

Program Evaluation & Juvenile Hall Certification that School Program is Compliant with Title 15, Section 1370 (b).

Recommendation

This is for information.

Supporting Documents



Summary of Educational Evaluation



Program Review and Evaluation



Memo to Probation

Contact Person

Gayelynn Gerhart, Director of Special Projects will present this item.

Memo

Yolo County Office of Education

To: Mr. Oscar Ruiz, Superintendent Yolo County Juvenile Hall

From: Jared Coughlan, Principal Alternative Education Program

Date: October 16, 2023

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

Summary of educational evaluation:

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

- Two hundred and forty (240) instructional minutes are devoted to the core curriculum of mathematics, English language arts, social science, science, physical education and to career technical education. All students are provided an educational program according to the current school calendar.
- The Renaissance STAR Math and Reading software program is used to assess each student's current level of academic ability in the two subject areas. Students who are continuously enrolled are reassessed every 9 weeks.
- Records, including transcripts, for students are requested from the student's previous school of enrollment. When received, this information is reviewed and added to each student's individual learning plan, which may be modified as needed to reflect the student's completion of previous courses.
- Preparation support for high school equivalency options including the GED, HISET and California High School Proficiency Examination (CHSPE) is provided using an on-line education program, Edgenuity. Yolo County Probation assists in providing testing services for the GED and HISET exams.
- School staff and probation staff confer weekly during the multi-disciplinary team (MDT) meetings. Topics of conversation can include students, social/emotional wellbeing, current and past medical history, academic progress, behaviors, court proceedings and safeguards.
- A progressive discipline process is in place between the school and the juvenile detention facility (JDF) that integrates into the facility's overall behavioral management plan.

- Students are given the opportunity to take career technical education courses for career and life skills development using the on-line education program, Edgenuity.
- Students are offered curriculum on life skills via classroom instruction and the JDF.
- Fine arts curriculum is offered in a variety of ways: through the classroom curriculum, via the instructor, or through the on-line program, Edgenuity. In addition, fine arts instruction is offered to students through at partnership with Yolo Arts.
- For students who qualify under the Individuals with Disabilities Education Act (IDEA) as special education, Yolo County Office of Education provides a Resource Specialist (RSP) teacher whose main responsibility is to work with the classroom teacher to meet the educational needs of the youth enrolled in Dan Jacobs School. Copies of identified students' Individual Education Plan (IEP) are requested from the student's previous school or district. The RSP teacher also assesses the progress that the students with IEPs are making towards their learning goals.
- Students who are categorized as English Learners (EL) are given the opportunity to receive intervention support. The focus of the curriculum is to assist students in becoming proficient in reading, writing, listening, and speaking the English language.
- Students who enroll into Dan Jacobs are usually interviewed the first day that they attend and are asked about their home language, whether they have an IEP or 504, their previous school, and any other support services that they may have received from their previous school. This information is used to determine their educational plan and assessments needed.
- All students who are enrolled at Dan Jacobs School are treated equally with the opportunity to enroll into any class offered. The same opportunity is also offered to students who have been placed in protective custody where they may not be able to attend class for a particular reason.
- In keeping with Article 6, Section 1370 of the Board of Corrections Title 15, students who are enrolled at Dan Jacobs School receive grades and credits for all academic work completed. A transcript is forwarded to the student's next school upon release from the institution.

Mr. Ruiz, should you have any questions regarding the instructional program stated above, please contact me at (916) 541-2549.

JUVENILE FACILITY EDUCATION PROGRAM REVIEW AND EVALUATION
Juvenile Halls and Camps

FACILITY NAME: Dan Jacobs School		COUNTY: Yolo
FACILITY ADDRESS (STREET, CITY, ZIP CODE, TELEPHONE): 2280 E. Gibson Road Woodland, Ca. 95776		
CHECK THE FACILITY TYPE AS DEFINED IN TITLE 15, SECTION 1302: Juvenile Facility Education Program Review and Evaluation	JUVENILE HALL X	CAMP
DATE EVALUATED: October 16, 2023		
EDUCATION PROGRAM EVALUATOR(S) (NAME, TITLE, TELEPHONE): Valerye Salazar, Director, Placer County Office of Education		
EDUCATION STAFF INTERVIEWED (NAME, TITLE, TELEPHONE): Gayelynn Gerhart, Director of Special Projects: Student Services, Jared Coughlan, Principal, Cesar Chavez Community School, Yolo County Office of Education, Tommy Hobbs, Teacher, Emanuel Padilla, Special Education Teacher, Stan Mojsich Assistant Superintendent.		

Purpose

The facility administrator is required to request an annual review of each required element of the facility's education program by the Superintendent of Schools. A report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section must be provided to the facility administrator.

The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. It is important to note that the regulation prohibits the Superintendent of Schools from delegating this review to the principal or any staff of a juvenile court school site; the intent of this regulation is that an independent third-party review is conducted.

Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to protect the educational interests of all youth in the facility.

Instructions

To complete the review, assess each element listed in the checklists and document the findings in the "comments" section. Columns in the checklist identify compliance as "Yes", "No", or "N/A" (not applicable). When the evaluator assessing the education program "checks" a column to indicate that the facility is out of compliance with all or part of a regulation, or indicates that all or part of a regulation is not applicable, a brief explanation is required in the comments section. This explanation is critical; it assists both the BSCC and facility staff in understanding the rationale for

the decision and highlights what needs correction. **Policies and procedures must be written and implemented to be in compliance.**

Education program evaluators may elect to assess areas that are not covered by the inspection checklists. If this is done, the additional issues must be clearly delineated on a separate sheet to maintain their distinction from the BSCC Title15 checklist. For information purposes, this additional sheet should be attached and distributed with the checklist.

Checklists and regulations are available on the BSCC website:
(http://www.bscc.ca.gov/s_fsoresources).

Please contact the BSCC Field Representative assigned to your county at the number below or through e-mail access on the web site.

Board of State and Community Corrections; FSO Division
2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833
Phone: 916-445-5073; <http://www.bscc.ca.gov/>

JUVENILE FACILITY EDUCATION PROGRAM REVIEW AND EVALUATION

1370. Education Program	Yes	No	N/A	Comments
A. School Programs				
The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws.	X			Dan Jacobs has a principal assigned to the site. The administrator is credentialed and are hired through an agreement with Yolo County Office of Education (YCOE).
The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff.	X			Probation and YCOE staff collaborate via the multi-disciplinary team (MDT) meetings, JDF monthly staff meetings, and teacher end-of-day reports. Agendas and minutes are provided for all collaborative meetings.
Culturally responsive and trauma-informed approaches should be applied when providing instruction.	X			All alternative education teachers and support staff attend scheduled, on-going professional development sessions focused on adopting, creating, and delivering culturally responsive curriculum and culturally responsive environments. Yolo County Mental Health staff has trained all alternative education staff in trauma-informed practices. Some alternative education staff are also trained in Crisis Prevention Intervention and Restorative Practices.
Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices.	X			YCOE and JDF staff have worked to use the Internet safely to facilitate learning. There are up to ten computers in the classroom in addition to teacher stations.
The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section.	X			An annual review is done each spring. As necessary, corrective action is taken to resolve any identified issues.
Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site	X			While the principal was part of the interviewed team, the review was not delegated to the administrator.
The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to protect the educational interests of all youth in the facility.	X			The review is conducted by an outside agency. On October 16, 2023, the review was conducted for the 2023-234 school year by a representative of the Placer County Office of Education. The findings are reviewed with superintendent of the juvenile detention facility, Mr. Oscar Ruiz, upon completion. After review, the YCOE administrative team will resolve any identified non-compliance items.

B. Required Elements				
The facility school program shall comply with the State Education Code and County Board of Education policies.	X			Dan Jacobs School (DJS) fully complies with State Education Code and County Board of Education educational policy. Two hundred and forty (240) instructional minutes are devoted to the core curriculum of mathematics English language arts, social science, science, physical education and to career technical education. Students are on a high school diploma (HSD) track and the program is accredited. One hundred and forty (140) credits are

				required for graduation. A graduation celebration occurs as students complete. Students also have an opportunity, should they choose, to pursue high school equivalency options as an alternative to the HSD.
As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe.	X			Staff has been trained in Positive Behavior Intervention Strategies (PBIS) and these are implemented throughout the facility. Probation and education staff have all been trained. In addition, teachers have received training in culturally responsive curriculum and in having culturally sensitive discussions with students. There is a shared desire between YCOE and JDF staff to provide superior supervision and maintain safe classrooms. There is a positive behavior point system in place. Students earn points for good behavior and can use those points in a student store. YCOE offers a small staff to student ratio. YCOE also provides bilingual teachers and para-educators who support students.
Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.	X			To provide a rigorous, quality educational program while responding to the different learning styles and abilities of students, YCOE staff employ a variety of instructional methods: direct instruction, small-group, blended learning using Edgenuity, and project-based learning. The teacher differentiates instruction to meet the needs of all students. YCOE teachers deliver this instruction in partnership with JDF staff. Students also can participate in post-secondary training through Sacramento City and Woodland Community Colleges. Students can take online classes for high school and college credit. Appropriate technology use is monitored by the YCOE teacher during the educational day.
1. The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.	X			The course of study follows the California Department of Education (CDE) guidelines for graduation. Students earn 140 credits for graduation.
2. Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.	X			Preparation for the high school equivalency options including the GED, HISET and California High School Proficiency Examination (CHSPE) are available using the on-line education program, Edgenuity. In addition, the teacher provides intervention and small group direct instruction as needed. Information about high school equivalency options is provided by YCOE Staff.
3. Youth shall be informed of post-secondary education and vocational opportunities.	X			Students learn about post-secondary options from the YCOE college and career readiness staff through classroom visits they conduct. Students also discuss post-secondary options as they develop and review their ILPs with teachers. Student's access post-secondary education and vocational opportunities through Edgenuity or through online classes offered through Sacramento City and Woodland Community Colleges.
4. Administration of the High School				High School Equivalency testing is available at Dan

Equivalency Tests as approved by the California Department of Education shall be made available when possible.	X		Jacobs. At 16 years old, students can take the CHSPE. At 18 years old, students can test for the GED or HISET. Official testing is offered through another JDF partner.
5. Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress	X		Students are provided intervention opportunities and can work with the teacher outside of school hours as needed and available.
6. The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.	X		All students are provided an educational program according to the current school calendar. Two hundred and forty (240) instructional minutes are devoted to the core curriculum of mathematics English language arts, social science, science, physical education and to career technical education. Attendance, including excused and unexcused absences, is documented via the student information system, Aeries.
7. Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).	X		Transcripts for students are requested from the student's previous school of enrollment. When received, this information is reviewed by the school counselor and added to each student's ILP, which is modified as needed to reflect the student's completion of courses. Resource Specialist Program (RSP) teacher makes sure special education services are provided as outlined in students 504 Plans or Individualized Education Programs (IEPs). Students are never isolated in their room unless students self-select to do so. Students are given separate work to do in the day room of the pod as appropriate. All students have access to education regardless of classification.
C. School Discipline			The YCOE has worked together with JDF staff to identify behavioral expectations during the educational day. These expectations are in alignment with policies already established within the JDF and are shared with students when then enroll in school.
1. Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.	X		The school has implemented phases of Positive Behavior Interventions Support (PBIS) program. This is a support offered universally to all students and some staff members from YCOE and JDF have been trained in the implementation of PBIS. Some strategies include a positive behavior point system, a color-coded t-shirt tiered behavior system, and a student store that students can use their points.
2. School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.	X		Any changes made by probation staff that may affect educational programming are communicated via the MDT Meetings. Changes are also emailed to the principal and teacher. The same level of communication exists when there are changes made by educational staff that affect students' schedules or programming. All school staff attend juvenile detention general staff meetings. The meetings are an opportunity to share information between juvenile detention staff and school staff of any changes or updates that have been made.

<p>3. Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed</p>	<p>X</p>		<p>A progressive discipline process is in place between the school and JDF that integrates into the facility's overall behavioral management plan. Progressive discipline is documented in the Aeries student information system via interventions and through teachers' end-of-day reports. The RSP teacher and administration are aware of and involved in providing appropriate behavioral intervention with students identified as having special needs through 504 Plans or IEPs.</p>
<p>4. The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.</p>	<p>X</p>		<p>All students who are enrolled at Dan Jacobs are treated equally with the opportunity to enroll into any class offered. This is also offered to students who have been placed in protective custody where they may not be able to attend class for a particular reason. Students who are unable to program in the educational classrooms receive work via paper packets.</p>
<p>D. Provisions for Special Populations</p>			
<p>1. State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.</p>	<p>X</p>		<p>For students who qualify under Individuals with Disabilities Education Act (IDEA) as special education, Yolo County Office of Education provides a RSP teacher whose main responsibility is to work with classroom teachers to meet the educational needs of the youth enrolled in DJS. Copies of identified students' IEPs are requested from the student's previous school or district. The RSP teacher also assesses the progress that the students with IEPs are making towards their learning goals.</p>
<p>2. Youth identified as English Learners shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.</p>	<p>X</p>		<p>Students who are categorized as English Learners (EL) are given the opportunity to receive intervention support. The primary curriculum is Edge and Edgenuity. The focus of the curriculum is to assist students in becoming proficient in reading, writing, listening, and speaking the English language. Curriculum is aligned to the EL standards and students measure progress through English Language Proficiency Assessments for California (ELPAC) testing.</p>
<p>E. Educational Screening and Admission</p>			
<p>1. Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:</p>	<p>X</p>		<p>Students who enroll into Dan Jacobs are interviewed the first day that they attend and are asked about their home language, whether they have an IEP or 504, their previous school, and any other support services that they may have received from their previous school. This information is used to determine their educational plan and assessments needed. The interview form is available in English and Spanish, but additional translation services can be obtained as necessary. Dan Jacobs also does a records request of the prior school to obtain information about discipline, attendance, special services, current</p>

				courses, and transcripts.
a. School progress/school history;	X			See above. (e)(1)
b. Home Language Survey and the results of the State Test used for English language proficiency;	X			See above. (e)(1)
c. Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.	X			See above. (e)(1)
d. Discipline problems.				See above.
2. Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.	X			
3. After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.	X			Students are enrolled immediately by DJS staff. JDF staff encourage student enrollment in school right way. All students are assessed within the first few weeks using the STAR Renaissance Reading and Math tests. Students begin with studying strategies for success. Students meet with the assigned teacher and develop goals.
4. Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.	X			Records requests from students' previous schools of enrollment are made upon enrollment.
F. Educational Reporting				
1. The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.	X			All credits earned and grades are forwarded to the student's new school upon release when a request for records is received.
2. The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education	X			The school staff and administrator review student records and transcripts. Partial credit is given for course work completed while in attendance in DJS. Credits are outlined in the student handbook.
G. Transition and Re-Entry Planning				
1. The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.	X			Transition plans are developed and discussed during individual meetings with students. This includes accessing the YCOE college and career readiness staff to assist with transition to work or post-secondary options. JDF mental health staff and therapists assist with additional transition and reentry needs.
H. Post-Secondary Education Opportunities				

<p>1. The school and facility administrator should, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.</p>	<p>X</p>		<p>Students are given the opportunity to enroll in post-secondary courses online through Sacramento City or Woodland Community Colleges. Career technical education (CTE) online courses are offered through Edgenuity. Students earn both high school and college credit for completion of these courses.</p>
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Summary of educational evaluation:

The staff of Placer County Office of Education has reviewed the curriculum and instructional program and found that our program elements are in compliance with Article 6, Section 1370 of the Board of Corrections Title 15, Juvenile Facilities Regulations effective July of 2007.

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

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

Dear Mr. Ruiz,

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

The attached memorandum dated October 16, 2023, from Jared Coughlan, Principal Cesar Chavez Community School, provides in detail our compliance.

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

Sincerely,

Garth Lewis, Superintendent

Attachment

cc: Maria Arvizu-Espinoza, Associate Superintendent, Education Services, Yolo County Office of Education

7. 5. 2023-2024- (Quarter 1) Quarterly Report on Williams Uniform Complaints for YCOE Schools 

Description

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

Recommendation

For Information.

Supporting Documents



Q1_YCBE_UCP

Contact Person

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

Quarterly Report on *Williams* Uniform Complaints

[Education Code § 35186(d)]

District: Yolo County Office of Education

Person completing this form: Heather Schlaman Title: Coordinator, Language and Literacy

Quarterly Report Submission Date:

(check one)

- October 2023
- January 2024
- April 2024
- July 2024

Date for information to be reported publicly at governing board meeting: November 14, 2023

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment	2	2	
Facilities Conditions			
TOTALS	2	2	

Garth Lewis
Print Name of District Superintendent

Signature of District Superintendent

Date

7. 6. 2023-2024 – (Quarter 1) Williams Quarterly Report Letters

Description

Each year the County Superintendent of Schools must prepare quarterly reports for the County Board of Education that reflect the results of visits to the schools in the county, identified as eligible for Williams Monitoring, as a result of the Williams Settlement per California Education Code 1240 (updated in 2021 with the passage of AB 599). The list of schools identified for monitoring by the California Department of Education (CDE) include schools identified for Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) or schools where 15% or more of the teachers do not possess a valid and clear or preliminary teaching credential. The list of schools currently identified for 2023-24 include schools in Washington USD, Woodland JUSD and Empowering Possibilities in International Charter (EPIC) in West Sacramento. More information on schools eligible for Williams Monitoring can be found at <https://www.cde.ca.gov/eo/ce/wc/willamsmonitoring.asp>. Davis JUSD, Esparto USD and Winters JUSD do not currently have sites identified for monitoring but are included in the Uniform Complaints section of the report.

Recommendation

For Information.

Supporting Documents



Q1_YCBE_WilliamsLetter

Contact Person

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

***Williams Quarterly Report for Three Required Areas and
Optional Reporting of Uniform Complaints
Quarter of July, August, and September 2023***

November 7, 2023

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

Dear Trustees:

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide the first quarterly report for fiscal year 2023-2024 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of my visits to the Empowering Possibilities International Charter and the schools in the Washington Unified, and the Woodland Joint Unified School Districts identified for Williams monitoring for the period of July, August, and September 2023.

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

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

The law further requires that the County Superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies pursuant to Education Code 44258.9.
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Elkhorn Village Elementary, Riverbank K-8 Elementary, Stonegate Elementary, Westfield Village Elementary, Westmore Oaks, Dingle Elementary, Lee Middle

School, Ramón S. Tafoya Elementary and Empowering Possibilities International Charter schools, are functioning.

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

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

My findings were as follows:

Instructional Materials:

Washington Unified School District:

Elkhorn Village Elementary School

Visited Elkhorn Village on September 5, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for K-5 in history/social science are not aligned to the current framework.

Riverbank Elementary School

Visited Riverbank on September 8, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for K-5 in history/social science are not aligned to the current framework.

Stonegate Elementary School

Visited Stonegate on August 30, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for K-5 in history/social science are not aligned to the current framework.

Westfield Village Elementary School

Visited Westfield Village on September 8, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for K-5 in history/social science are not aligned to the current framework.

Westmore Oaks Elementary School

Visited Westmore Oaks on August 30, 2023. N No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for K-5 in history/social science are not aligned to the current framework.

Woodland Joint Unified School District:

Dingle Elementary School

Visited Dingle Elementary School on August 29, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for science are not aligned to current standards and frameworks. Our understanding is that the district is adopting new materials in science and currently piloting.

Ramón S. Tafoya Elementary School

Visited Tafoya Elementary School on August 28, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted

materials for science are not aligned to current standards and frameworks. Our understanding is that the district is adopting new materials in science and currently piloting.

Lee Middle School

Visited Lee Middle School on August 29, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. However, the board-adopted materials for science are not aligned to current standards and frameworks. Our understanding is that the district is adopting new materials in science and currently piloting.

Empowering Possibilities International Charter

Visited Empowering Possibilities International Charter School on September 11, 2023. No insufficiencies were found regarding board adopted instructional materials in the four content areas. For K-5 science, the school is piloting new materials aligned to current standards and framework this school year.

School Facilities:

YCOE's Director of Support Operation Services will conduct a site facilities inspection at each of the sites listed above, using the State of California's Facility Inspection Tool (FIT) before the end of the calendar year. The results of the facilities inspections will be reported in the second quarter Williams Report.

School Accountability Report Card:

The SARC reports for 2022-23 will be reviewed in the spring of 2024.

Any findings, remedies, and/or schedules for remediation from the Fall of 2022 Williams site monitoring visit should be included in the 2022-23 SARC report. Failure to report the Williams Settlement monitoring visit findings of deficiencies and their remedies will result in an additional finding in next year's SARC audit and annual Williams report to the district school boards, the Yolo County Board of Education, and the Yolo County Board of Supervisors.

Teacher Misassignments and Teacher Vacancies:

These are reviewed annually by YCOE Human Resources Department and will be reported in the third quarter Williams Report.

Uniform Complaints:

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

Davis Joint Unified School District – No complaints

Esparto Unified School District – No complaints

Washington Unified School District – Two Teacher Vacancy or Misassignment complaints (both resolved)

Winters Joint Unified School District – No complaints

Woodland Joint Unified School District – No complaints

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	2	2	0
Facilities Conditions	0	0	0
TOTALS	2	2	0

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

Sincerely,

Garth Lewis

Yolo County Superintendent of Schools

7. 7. Greengate Structural Project Financing Strategy

Description

Staff will provide an overview of the financing strategies to fully fund the estimated cost of the Greengate structural project.

Recommendation

For information.

The attached resolution will be brought back to the December board meeting for Action.

Supporting Documents

 Yolo COE - Reso of Reimbursement(42734246.3)

 Yolo COE - Reso of Reimbursement(42734246.3)

Contact Person

Veronica Moreno, Associate Superintendent, Administrative Services, will present this item.



**YOLO COUNTY BOARD OF EDUCATION AND
YOLO COUNTY SUPERINTENDENT OF SCHOOLS**

RESOLUTION #23-24/20

**RESOLUTION OF THE BOARD OF EDUCATION OF THE YOLO
COUNTY OFFICE OF EDUCATION DECLARING INTENTION TO
REIMBURSE EXPENDITURES FROM PROCEEDS OF ISSUED DEBT
AND SECURITIES**

WHEREAS, the Board of Education (“Board”) of the Yolo County Office of Education (“COE”) intends to fund, and potentially finance, the costs of certain COE public facility and infrastructure projects and facilities, as described in Exhibit “A” attached hereto and incorporated herein by this reference (“Project”); and

WHEREAS, the COE will attempt to obtain funding from the State of California (“State Funding”) to fund a portion of the Project; and

WHEREAS, in the absence of State Funding the COE may need to finance a portion of the costs of the Project with proceeds obtained through the issuance of tax-exempt capital lease financing securities for the purposes of, among others, design, construction and completion of the Project as authorized pursuant to the provisions of the California Constitution and applicable law, which may take the form of certificates of participation or a lease revenue financing (collectively, the “Securities”); and

WHEREAS, prior to the potential issuance of the Securities, the COE anticipates it will incur certain expenditures (“Original Expenditures”) with respect to the Project from available monies of the COE’s FD 01 fund, the COE’s FD 26 fund and accounts, funds held for construction of various facilities to benefit the COE, or monies from other COE funds or accounts utilized to pay such costs, which Original Expenditures the COE desires and intends to reimburse with the proceeds of the Securities if and when issued; and

WHEREAS, the COE Board desires that any and all such Original Expenditures be able to be reimbursed, to the extent of available proceeds, from proceeds of the Securities; and

WHEREAS, the COE Board desires to set forth a procedure pursuant to Federal Treasury Regulations Section 1.150-2 (“Regulation 1.150-2”) for the qualification for reimbursement of the Original Expenditures incurred prior to the date of issuance of the Securities; and

WHEREAS, Regulation 1.150-2 provides that certain of its general operating rules for reimbursement of Original Expenditures do not apply to: (i) the costs of issuance of any bond or (ii) an amount not in excess of the lesser of one hundred thousand dollars (\$100,000) or five percent (5%) of the proceeds of the issue (“De Minimis Exception”); and

WHEREAS, Regulation 1.150-2 provides that certain of its general operating rules for reimbursement of Original Expenditures do not apply to preliminary expenditures (defined therein as including architectural, engineering, surveying, soil testing, reimbursement of bond issuance, and similar costs that are incurred prior to commencement of the acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incidental to commencement of construction) up to an amount not in excess of twenty percent (20%) of the issue or issues that finance or are reasonably expected to finance a project for which preliminary expenditures were incurred (“Preliminary Expenditure Exception”),

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE YOLO COUNTY OFFICE OF EDUCATION DOES HEREBY DETERMINE, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. The COE intends and reasonably expects that the Original Expenditures incurred prior to the potential issuance of the Securities proposed to be reimbursed from the proceeds of the Securities will include expenditures for the Project (or a portion of the Project) set forth in Exhibit “A,” which describes the name, purpose and function of the COE facilities comprising the Project.

Section 2. The reasonably expected maximum principal amount of the Securities to be issued to fund the Project is approximately \$3,275,000, and the reasonably expected maximum principal amount of the portion of the Securities to be issued which may be used to reimburse the Original Expenditures made with respect to the Project is \$3,000,000.

Section 3. This Resolution is being adopted prior to, or within 60 days after, the payment of the Original Expenditures. This Resolution, and its directives, are subject to those exceptions provided for in the Treasury Regulations relating to preliminary expenditures such as planning, design, engineering work and similar costs incurred prior to the commencement of acquisition, construction or rehabilitation of a project, but excluding land acquisition, site preparation and similar costs incident to commencement of construction.

Section 4. Notwithstanding any statement made in this Resolution or pursuant to this Resolution to the contrary, no Original Expenditure shall be reimbursed from the proceeds of the Securities unless the reimbursement allocation from such Bond proceeds is made within 18 months after the later of:

- (i) the date the Original Expenditure is paid; or
- (ii) the date the Projects are placed into service or abandoned, but in no event more than three years after the Original Expenditure is paid.

Section 5. This Resolution is consistent with the budgetary and financial circumstances of the COE as of the date of adoption of this Resolution. No monies from any sources other than the Securities are, or are reasonably expected to be reserved, allocated on a long term basis, or otherwise set aside by the COE (or any related party) pursuant to its budget or financial policies with respect to Original Expenditure for the Project.

Section 6. As a means of streamlining the process for designation of Original Expenditures of COE funds as subject to reimbursement from the proceeds of the Securities, the Board directs that the following procedures may be used for such designation:

(a) For each Original Expenditure, COE staff may complete a memorandum (in some instances referred to as an “Original Expenditure Memorandum”), in a form set forth as Exhibit “B” attached and incorporated in this Resolution by this reference, which includes the following terms:

- (i) a designation that Original Expenditures shall be subject to reimbursement from the proceeds of the Securities;
- (ii) a statement of the reasonably expected maximum principal amount of the Securities to be issued to finance the Project;
- (iii) the expected date of the issuance of the Securities will be within 18 months of the later of: (i) the date the Original Expenditure is paid, or (ii) the date the Project is placed into service or abandoned; but, in no event more than three years after the Original Expenditure is paid;
- (iv) the Original Expenditure is consistent with the budgetary and financial circumstances of the COE as of the date made;
- (v) to the best knowledge of the preparer of the Original Expenditure Memorandum, the Original Expenditure was not previously designated as subject to reimbursement from the proceeds of any tax exempt financing of the COE or any of its subsidiary or related entities; and
- (vi) identification of the funds to be expended and from which fund(s) or account(s) such funds will be drawn.

(b) References to this Resolution by number and date of adoption.

(c) Following approval by the Superintendent or the Superintendent’s designee, all Original Expenditure Memoranda shall be retained by the designated business official of the COE as part of the COE’s records, and shall be available for public review during regular business hours.

Section 7. This Resolution is adopted as a declaration of intent of the COE pursuant to Section 1.150-2 and any other Treasury Regulations relating to qualification for reimbursement of Original Expenditures incurred prior to the date of issuance of the Securities, is part of the COE’s official proceedings and records, and will be available for inspection by the general public at the business offices of the COE during regular business hours.

Section 8. The Superintendent and the designated business/finance official(s) of the COE, or their designees, are authorized and directed to take or to cause all further actions, and to execute and deliver all documentation appropriate and necessary to implement the intent and directives of this Resolution.

ADOPTED, SIGNED and APPROVED this ____ day of December, 2023, by the Board of Education of the Yolo County Office of Education of the County of Yolo, State of California.

THE BOARD OF EDUCATION OF THE YOLO
COUNTY OFFICE OF EDUCATION

By: _____
President of the Board of Education of the
Yolo County Office of Education

ATTEST:

By: _____
Clerk/Secretary of the of the Board of
Education of the Yolo County Office of
Education

STATE OF CALIFORNIA)
) ss.
COUNTY OF YOLO)

I, Garth Lewis, Secretary of the Board of Education of the Yolo County Office of Education, do hereby certify that the foregoing Resolution was duly adopted by the Board of Education of the Yolo County Office of Education at a meeting thereof held on the 14th day of November, 2023, at which meeting a quorum of such Board was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and that such Resolution was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Secretary of the Board of Education of the
Yolo County Office of Education

STATE OF CALIFORNIA)
) ss.
COUNTY OF YOLO)

I, Garth Lewis, Secretary of the Board of Education of the Yolo County Office of Education, do hereby certify that the foregoing is a true and correct copy of Resolution #23-24/20, which was duly adopted by the Board of Education of the Yolo County Office of Education at a meeting thereof held on the 14th day of November, 2023.

By: _____
Secretary of the Board of Education of the Yolo
County Office of Education

EXHIBIT “A”

DESCRIPTION OF PROJECT

The COE expects to reimburse expenditures for COE facilities and facilities costs, which will depend on the total funds available for such school facilities, timing of facilities and infrastructure projects and related events and conditions, which are generally described as follows:

Costs of, and related to, the design, construction, reconstruction, renovation, furnishing, equipping, acquisition, delivery and installation of structural repairs, roofing, minor alterations, and restroom remodel/ADA work required by code to the Greengate campus and supporting infrastructure as generally described below, and such costs include, but are not be limited to, preparation, planning, engineering and architectural work, infrastructure and related expenses, site preparation, project management costs, and related geotechnical investigations, environment reviews and studies (including compliance with requirements of California Environmental Quality Act), local government planning and/or environmental costs and fees.

EXHIBIT “B”

[To be completed for original expenditures at the time of payment]

ORIGINAL EXPENDITURE MEMORANDUM

TO: Yolo County Office of Education – Certificates of Participation/Lease Revenue Transaction and Other Securities, Reimbursement File

FROM: _____

DATE: _____

RE: Reimbursement of Original Expenditures in accordance with Treasury Regulations Section 1.150-2 and Pursuant to Resolution #23-24/20, adopted by the Board of Education on November 14, 2023.

This Original Expenditure Memorandum has been completed and submitted pursuant to the directives of Resolution #23-24/20, adopted on November 14, 2023, by the Board of Education of the Yolo County Office of Education (“COE”).

As part of the COE’s budgetary process, the Original Expenditures set forth in Attachment “A” to this Original Expenditure Memorandum are hereby designated as subject to reimbursement from issuance of tax-exempt Securities or other possible Securities, as authorized pursuant to the provisions of applicable California law. Attachment “A” is incorporated herein by this reference.

The reasonably expected maximum principal amount of the Securities to be issued to finance the Projects, as identified in Resolution #23-24/20, is \$3,275,000, and the reasonably expected maximum principal amount of the Securities to be issued to reimburse the Original Expenditures is \$3,000,000.

The expected date of the issuance of the Securities will be within 18 months of the expenditure date or dates of the funds designated herein or the date the Projects, as identified, are placed into service. The expenditure of funds is consistent with the budgetary and financial circumstances of the COE as of the date of this Original Expenditure Memorandum.

To the best knowledge of the preparer of this Original Expenditure Memorandum, the Original Expenditures to be designated for reimbursement pursuant to this Memorandum have not been previously designated as subject to reimbursement by way of any other tax-exempt financing.

The Original Expenditures to be reimbursed, as specified in Attachment “A,” are related to the Projects referenced in Resolution #23-24/20.

Following approval by the Superintendent of the COE, or the designated business official, and execution, the COE shall retain this Original Expenditure Memorandum in the COE's records, and it shall be available for public inspection during regular business hours.

Date: _____

By: _____

Name: _____

Title: _____

Attachment "A" to
Original Expenditure Memorandum

List of Expenditures to be Reimbursed and
Description of Source Fund(s) and/or Accounts

	<u>Description of Expenditure Invoiced, Date Paid</u>	<u>Fund/Account</u>	<u>Expenditure Amount</u>
1.			
2.			
3.			
4.			
5.			

7. 8. Monthly Board Financial Report

Description

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

Recommendation

For information.

Supporting Documents



Nov-Monthly Financial Statement

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	210,991.00	16,685,234.00	1,332,852.00	15,352,382.00	7.98
	FEDERAL REVENUES :	1,146,648.00	95,151.00	1,241,799.00	235,913.74	1,005,885.26	18.99
	OTHER STATE REVENUES :	5,120,484.00	7,904.00	5,128,388.00	1,568,118.97	3,560,269.03	30.57
	OTHER LOCAL REVENUES :	10,743,111.00	476,656.00	11,219,767.00	468,005.34	10,751,761.66	4.17
* TOTAL YEAR TO DATE REVENUES	* * 33,484,486.00 *	790,702.00 *	34,275,188.00 *	3,604,890.05 *	30,670,297.95 *	10.51	

EXPENDITURE DETAIL							
	CERTIFICATED SALARIES :	6,737,281.00	86,483.00	6,823,764.00	2,139,198.22	4,684,565.78	31.34
	CLASSIFIED SALARIES :	9,653,285.00	69,343.00	9,722,628.00	2,871,756.04	6,850,871.96	29.53
	EMPLOYEE BENEFITS :	7,967,238.00	57,648.00-	7,909,590.00	1,829,885.11	6,079,704.89	23.13
	BOOKS AND SUPPLIES :	1,165,502.00	235,068.00	1,400,570.00	281,645.84	1,118,924.16	20.10
	SERVICES, OTHER OPER. EXPENSE:	8,180,450.00	397,936.00	8,578,386.00	1,807,549.06	6,770,836.94	21.07
	CAPITAL OUTLAY :	1,426,082.00		1,426,082.00	57,824.03	1,368,257.97	4.05
	DIRECT SUPPORT/INDIRECT COSTS:	989,797.00-	24,135.00-	1,013,932.00-	250,590.75-	763,341.25-	24.71
* TOTAL YEAR TO DATE EXPENDITURES	* * 34,140,041.00 *	707,047.00 *	34,847,088.00 *	8,737,267.55 *	26,109,820.45 *	25.07	

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	12,032,707.53	5,277,377.48-	6,755,330.05

7. 9. Set Date of Organizational Meeting in December 2023

Description

Per Ed. Code 1009, each year the County Board of Education shall organize at the first meeting on or after the second Friday in December. On December 12th, the following Action shall be taken by the Board at a Regular meeting.

1. Election of Officers

1.1 President (see attached Board Bylaw 9121)

1.2 Vice President

2. Adopt the 2024 Board Calendar Meeting Dates

Draft calendar and BB 9320 Meetings and Notices attached

3. Appointment of Board Committee Representatives

3.1 YCSBA Representative

The following are excerpts from the Constitution of the Yolo County School Boards Association: "The objects and purposes of this Association shall be to preserve, advance, and improve the public schools; to encourage and cooperate with all persons and associations whose purposes shall be the betterment of the educational opportunities of the people of Yolo County; to promote the enactment of legislation for the improvement of educational programs; to promote and advance the public education through other means so far as is reasonably possible.

Duties and Obligations of Members: Each member of a represented board shall be entitled to one vote at the annual or any other general meeting, and in the election of officers."

This committee requires representation by one (1) Board Member for two (2) years.

3.2 Policies/Procedures/Bylaw Review Committee

This committee requires representation by two (2) Board Members

3.3 Superintendent's Compensation Committee

This committee requires representation by two (2) Board Members (President and Vice President).

3.4 Facilities Committee

This committee requires representation by two (2) Board Members.

3.5 Budget Committee

This committee requires representation by two (2) Board members.

3.6 Executive Committee

This committee requires representation by two (2) Board members (President and Vice President).

Recommendation

That the Board at its November 14, 2023 Regular Board Meeting, schedule the Annual Organization Meeting. The Board will review the attached policies and recommend revisions, if necessary, and be prepared to elect and make committee appointments at the December 12, 2023 Regular meeting.

Supporting Documents



Board Bylaws BB 9121 Final 8-23



2024 YCBE Meeting Calendar

Contact Person

President Tico Zendejas and Superintendent Garth Lewis will present this item.

President and Other Officers

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

President

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

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

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

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

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

Vice President

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

Secretary/Executive Officer

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

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

Legal Reference:

Education Code, 1009, 1012, 5094

Government Code, 54950-54963

Management Resources:

CSBA Publications A Call to Order, revised 2015

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

Websites

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

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

Adopted: June 29, 2017

Revised: August 8, 2023



YOLO COUNTY BOARD OF EDUCATION
1280 Santa Anita Court, Suite #120, Woodland, CA 95776-6127
(530) 668-6700 FAX: (530) 668-3848

2024 CALENDAR OF MEETINGS

2nd Tuesday of each month (*with some exceptions*)
 Call (530) 668-3702 to confirm dates and meeting location.

Tuesday, January 23, 2024 Regular Meeting 3:30 p.m.	Tuesday, February 13, 2024 Regular Meeting 3:30 p.m.
Tuesday, March 12, 2024 Regular Meeting 3:30 p.m.	Tuesday, April 9, 2024 Regular Meeting 3:30 p.m. Friday, April 12, 2024 Board Retreat 9:00 a.m.
Tuesday, May 14, 2024 Regular Meeting 3:30 p.m.	Tuesday, June 11, 2024 Regular Meeting (Budget Study Session) 3:30 p.m. Tuesday, June 25, 2024 Regular Meeting (Budget & LCAP Adoption) 3:30 p.m.
July 2024 No Meeting	Tuesday, August 13, 2024 Regular Meeting 3:30 p.m.
Tuesday, September 10, 2024 Regular Meeting 3:30 p.m.	Tuesday, October 8, 2024 Regular Meeting 3:30 p.m.
Tuesday, November 12, 2024 Regular Meeting 3:30 p.m.	*Tuesday, December 17, 2024 Regular Meeting 3:30 p.m.

Please Note: Meeting agendas and minutes can be viewed on our web site: www.ycoe.org

** Per Ed Code § 1009 (effective January 2019) the Annual Organizational Meeting is to be held after the second Friday in December.*

ADOPTED: December 12, 2023

REVISED:

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

Quick Summary / Abstract

BB 9250 - Remuneration, Reimbursement, and other Benefits

Description

The Board Bylaws for the 9000 series have been updated. The Board Bylaw for information is:

BB 9250 - Remuneration, Reimbursement, and other Benefits

This will come back to the Board for action at the December 12 , 2023 Regular Board meeting.

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

BB 9250 - Renumeration Reimbursement

BB 9251e - Process for setting Superintendent's compensation

BB 9271 - Code of Ethics

BB 9300 - Methods of Operation

BB 9311 - Formulation, Adoption, Amendment of Bylaws and Policies

BB 9312 - Formulation, Adoption, Amendment of Bylaws

BB 9314 - Suspension of Policies, Bylaws, Administrative Regulations

BB 9320e - Meeting outside of School Boundaries

BB 9324 - Advance delivery of meeting materials

BB 9325 - Meeting Conduct

BB 9326 - Actions by the Board

BB 9330 - Membership in Associations

BB 9330.1 - Representation to the YCSBA Executive Board

BB 9400 - Board Self Evaluation

BB 9510 - County Board Elections

BB 9511 - Candidate Statement of Qualifications

BB 9512 - Calendar Governing County Board Elections


BB 9513 - Tie Votes in Board Member Elections


BB 9600 - County Committee on School District Organization

Recommendation

For information. The Board will be asked to consider adopting these policies at the Regular Board Meeting on December 12, 2023.

Supporting Documents

 9250 Final__2007

 YCOE BB 9250(42491004.1) (002)

Contact Person

Superintendent Garth Lewis will present this item.

Remuneration, Reimbursement, and Other Benefits

Remuneration

The Governing Board hereby specifies that each member of the Board attending the regularly scheduled monthly meeting may receive the maximum compensation allowed by Education Code 1090 for services rendered. Members may be paid for meetings they missed when the Board, by resolution duly adopted and included within its minutes, finds that they were performing designated duties of the Board or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board. This is done with the understanding that it is not incumbent upon any member to accept payment. Board compensation will be paid in accordance with existing statutes.

Any member not desiring to be compensated shall file a written statement with the ex-officio Secretary of the Board indicating non-acceptance of payment for serving as a Board member.

Per Education Code 1090 (g): “On an annual basis, the county board of education may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5 percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the county board of education.”

The Board realizes that this action may be rejected by a majority of the voters in that county voting in a referendum established for that purpose, as prescribed by Chapter 3 (commencing with Section 17200) of Part 2 of Division 17 of the Elections Code.”

Health and Welfare Benefits

Members of the Board are eligible for benefits to include medical, dental, and vision at the same level as non-bargaining unit members.

Departing Board members have the option to continue paying for health benefits as a group member by making payments to the Yolo County Office of Education.

Transportation

Board members who use a privately owned automobile in the discharge of necessary official duties as a member of the county board of education may receive the same amount of mileage reimbursement as allowed by any county official in the performance of his or her official duties. The mileage rate allowed in this section shall be based on the total mileage claimed in a calendar month (1090(e)). Mileage charges for all trustees under this section shall be calculated separately from Conference Attendance / Travel Expenses and shall be drawn against a single account funded at \$1,000 per fiscal year. Mileage funds not expended during the fiscal year shall revert to the General Fund.

Conference Attendance

Board members are encouraged to attend and participate in meetings, conferences, workshops, and other activities relevant to the mission of the office and will be reimbursed. Board members are authorized to claim necessary travel expenses (see Travel Reimbursement below) incurred while attending national, state, or local school board association sponsored function(s). This authorization includes other education related meetings that are pertinent to the mission of the Board of Education.

An amount of \$1,000 shall be available each fiscal year to each member of the Board for conference and travel. If a Board member does not use the entire \$1,000 during the fiscal year, they may do one of the following:

1. make the unused funds available to other Board members on a first-come basis;
2. designate the unused funds to supplement a YCOE program of their choice; or
3. place the unused funds in a pool for mini-grants.

Members of the Board who have been designated as official representatives or delegates by the Board or the Region shall be reimbursed for their costs separately from the \$1,000 allocation.

Conference flyers/agendas will be placed on the agenda in a timely manner at the regular Board meetings, so that discussion on who will attend will expedite the decision making and the processing of registration.

The Board members will schedule a report on a Board Agenda following the conference attended.

Travel Reimbursement

Allowable Expenses:

1. Conference Registration. The cost to register for a conference may be reimbursed.
2. Lodging. The cost for a motel/hotel room during the conference may be reimbursed to the Board member.
3. Meals. Actual meal expenses during the conference of up to \$30.00 per day. This includes expenses for meal gratuities but shall exclude costs for any alcoholic beverages. If a meeting/conference is held in an area where \$30.00 per day for meals is unreasonable, the Board member may be reimbursed for actual meal expenses.
4. Travel. Each Board member using a privately owned automobile in the line of official duty shall be entitled to mileage reimbursement as specified for office staff members. The Board member will be reimbursed for mileage or advance purchase airfare, whichever is less.
5. Public Travel. Expenses for airplane, bus, or taxi fare may be reimbursed. All costs for parking may also be reimbursed.

Receipts for Reimbursement. Receipts must be provided for the following costs in order to be reimbursed for travel/conference expenses:

1. conference registration
2. lodging
3. meal expenses over \$30.00
4. use of public travel (bus, plane, taxi, etc.) and
5. parking and tolls.

Legal References:

Education Code, 1090-1092
Elections Code 17200

ADOPTED: July 23, 1984

REVISED: 11/16/92, 01/23/95, 09/21/00, 08/16/01, 03/20/02; 06/22/06; 12/20/07

Remuneration, Reimbursement, and Other Benefits

Remuneration

The Yolo County Governing Board of Education (“County Board”) hereby specifies that each member of the County Board attending the regularly scheduled monthly meeting may receive the maximum compensation allowed by Education Code 1090 for services rendered. Any County Board member who does not attend all County Board meetings during a month is eligible to receive only a percentage of the monthly compensation equal to the percentage of the meetings they attended, unless otherwise authorized by the County Board in accordance with law. Members may be paid for meetings they missed when the County Board, by resolution duly adopted and included within its minutes, finds that they were performing designated duties of the County Board or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the County Board. Hardship includes bereavement, serious illness of a family member, or any other emergency or situation which could not be handled in another way or circumstances which are serious in nature which cannot be expected to be disregarded or dealt with in another manner or at another time. This is done with the understanding that it is not incumbent upon any member to accept payment. County Board member compensation will be paid in accordance with existing statutes.

Any member not desiring to be compensated shall file a written statement with the ex-officio Secretary of the County Board indicating non-acceptance of payment for serving as a County Board member.

Per Education Code 1090 (g): “On an annual basis, the county board of education may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5 percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the county board of education.”

The County Board realizes that “this action may be rejected by a majority of the voters in that county voting in a referendum established for that purpose, as prescribed by Chapter 3-2 (commencing with Section 172009100) ~~of Part 2~~ of Division 17-9 of the Elections Code.”

Health and Welfare Benefits for Current County Board Members

Members of the County Board are eligible for benefits to include medical, dental, and vision at the same level as non-bargaining unit members. Health and welfare benefits for County Board members shall be no greater than the most generous schedule of benefits being received by any employees in the Management, Supervisory, Confidential, and Classified Unrepresented (MSCCU) group. (Government Code 53208.5.)

County Board members electing to participate in the available health and welfare benefits program shall have the premiums, dues, and other charges required for the benefit selected paid to no greater extent than those given to employees within the management, supervisory, confidential, and classified unrepresented (“MSCCU”) group. Pursuant to Government Code 53208.5, County Board members shall not be eligible to accrue multiple health and welfare benefits from two or more public agencies for concurrent services, unless the County Board member serves as a regular

full-time employee in a separate public agency. A county Board member may not be paid in lieu of receiving health and welfare benefits. (83 Ops.Cal.Atty.Gen 124 (2000).)

Health and welfare benefits provided to County Board members shall be extended to their spouses/registered domestic partner and to their eligible dependent children to no greater level than those extended to employees in the MSCCU group and as specified in law, this Board Bylaw, and the health plan.

Health and Welfare Benefits for Former County Board Members

Departing County Board members have the option to continue paying for health benefits as a group member by making payments to the Yolo County Office of Education (“YCOE”) under the conditions specified below:- (Government Code 53201.)

1. Any former County Board member may participate in the health and welfare benefits program that is available for former County Board members at the time of their leaving office if they meet all of the following:

- a. Began their term on the County Board before January 1, 1994 or on or after January 1, 1994;
- b. Have served for 12 or more years as a member on the County Board;
- c. Were participating in the health and welfare benefits program before leaving their office on the County Board; and
- d. Agree to pay the premiums, dues, and other charges required of them in order for them to participate in such health and welfare benefits program.

The County Board will contribute and pay no more than the amount that is normally contributed for retired MSCCU employees. The former County Board member shall be responsible for the balance of all premiums, dues, and other charges.

2. Any former County Board member who has served for 12 or more years as a member on the County Board, may participate in the health and welfare benefits program that is available, at the time of his/her leaving office, for former County Board members if they:

- a. Were participating in the health and welfare benefits program before leaving their office on the County Board; and
- b. Agree to pay the full cost of all premiums, dues, and other charges require of him/her in order for him/her to participate in such health and welfare benefits program.

The County Board shall not contribute or pay any portion of the premiums, dues, or other charges required for the former County Board member to participate in such health and welfare benefits program.

3. Any former County Board member (whether their term on the County Board began on, before, or after January 1, 1994), who has completed one or more terms but less than 12 years on the County Board, may participate in the health and welfare benefits program that is available, at the time of their leaving office, for former County Board members if they:

- a. Were participating in the health and welfare benefits program before leaving their office on the County Board; and

- b. Agree to pay the full cost of all premiums, dues, and other charges require of him/her in order for him/her to participate in such health and welfare benefits program.

The County Board shall not contribute or pay any portion of the premiums, dues, or other charges required for the former County Board member to participate in such health and welfare benefits program.

4. Any health and welfare benefits provided to a former County Board member's spouse/registered domestic partner and eligible dependent children as authorized by law, this Board Bylaw, and the health plan shall be at the former County Board member's expense.

5. Any health and welfare benefits being provided to former County Board members are subject to any changes in the e health and welfare benefits program that may occur from time to time, including but not limited to, changes in available health plans and benefits, and premiums, dues, and other charges related thereto.

Any health and welfare benefits provided to any former County Board member shall continue under such terms and conditions as existed at the time of leaving office, subject to any changes in the health and welfare benefits program that may occur from time to time, including but not limited to, changes in available health plans and benefits, and premiums, dues, and other charges related thereto.

Transportation

County Board members who use a privately owned automobile in the discharge of necessary official duties as a member of the county board of education may receive the same amount of mileage reimbursement as allowed by any ~~county~~-YCOE official in the performance of his or her official duties. The mileage rate allowed in this section shall be based on the total mileage claimed in a calendar month (Education Code 1090(e)). Mileage charges for all trustees under this section shall be calculated separately from Conference Attendance / Travel Expenses and shall be drawn against a single account funded at \$1,000 per fiscal year. Mileage funds not expended during the fiscal year shall revert to the General Fund.

Conference Attendance

County Board members are encouraged to attend and participate in meetings, conferences, workshops, and other activities relevant to the mission of the office and will be reimbursed. Board members are authorized to claim necessary travel expenses (see Travel Reimbursement below) incurred while attending national, state, or local school board association sponsored function(s). This authorization includes other education related meetings that are pertinent to the mission of the County Board ~~of Education~~.

An amount of \$~~123,000~~ shall be available each fiscal year to ~~each member of~~ the County Board for conference and travel. If a County Board ~~member~~ does not use the entire \$~~231,000~~ during the fiscal year, they may do one of the following:

1. make the unused funds available to other Board members on a first-come basis;
2. designate the unused funds to supplement a YCOE program of their choice; or
3. place the unused funds in a poll for innovation~~mini~~-grants.

Members of the County Board who have been designated as official representatives or delegates by the County Board or the Region shall be reimbursed for their costs separately from the \$~~123~~,000 allocation.

~~Conference flyers/agendas will be placed on the agenda in a timely manner at the regular County Board meetings, so that discussion on who will attend will expedite the decision making and the processing of registration.~~

The County Board members will schedule a report on a County Board Agenda following the conference attended.

Travel Reimbursement

Allowable Expenses:

1. Conference Registration. The cost to register for a conference may be reimbursed.
2. Lodging. The cost for a motel/hotel room during the conference may be reimbursed to the County Board member.
3. Meals. Actual meal expenses during the conference ~~will be reimbursed by meal per diem of up to \$30.00 per day. This includes expenses for meal gratuities but shall exclude costs for any alcoholic beverages. If a meeting/conference is held in an area where \$30.00 per day for meals is unreasonable, the County Board member may be reimbursed for actual meal expenses.~~
4. Travel. Each County Board member using a privately owned automobile in the line of official duty shall be entitled to mileage reimbursement as specified for ~~office~~ YCOE staff members. The Board member will be reimbursed for mileage or advance purchase airfare, whichever is less.
5. Public Travel. Expenses for airplane, bus, or taxi fare may be reimbursed. All costs for parking may also be reimbursed.

Receipts for Reimbursement. Receipts must be provided for the following costs in order to be reimbursed for travel/conference expenses:

1. conference registration
2. lodging
3. ~~meal expenses over \$30.00~~
4. use of public travel (bus, plane, taxi, etc.) and
5. parking and tolls.

Legal References:

Education Code, 1090-1092
Elections Code, ~~172009~~100 et seq.
Government Code, 53201, 53208.5
83 Ops.Cal.Atty.Gen 124 (2000)

ADOPTED: July 23, 1984

REVISED: 11/16/92, 01/23/95, 09/21/00, 08/16/01, 03/20/02; 06/22/06; 12/20/07, 11/14/23
10/02/23

8. SUGGESTED FUTURE AGENDA ITEM(S)

Description

- Update on EL RISE - Future meeting
- Status of Juvenile Hall - Cost and How many students (Requested by Trustee Moreno at Board Retreat)

9. ADJOURNMENT
